

Minutes of the proceedings of the **PUBLIC WORK MEETING** held on Wednesday, November 4, 2020, in the virtually via zoom app, at 7:00 PM. *Dr. Ardie Walser, Board President, presided.*

I. Salute to the Flag

II. Presiding Officer's Meeting Notice Statement

"I hereby call to order the Public Work Session Meeting of the Teaneck Board of Education, held on Wednesday, November 4, 2020, virtually via zoom app, at 7:00 PM. Adequate notice of this meeting has been sent to the Record, filed with the Municipal Clerk and posted on the school district website at www.teaneckschools.org, on October 29, 2020."

III. Roll Call

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

IV. Reaffirmation of District Goals

V. Superintendent's Report (if needed)

Superintendent provided the re-opening of schools report

VI. Public Comment (agenda ONLY)

NONE

VII. Board Presentations (if needed)

1.
 - New Health Benefit change presentation, Tammeisha Smith, Insurance Consultant, Fairview Insurance

VIII. Board Committee Reports (as available)

Board Committee Reports were provided by:

- Ms. Sarah Rappoport - Policy
- Ms. Denise Sanders - C&I and Personnel

IX. Agenda Items

X. Public Comment (non-Agenda)

Public comments can be found by clicking on the link below:

<https://eduvision.tv/I?eRDyAAO>

XI. Executive Session (if needed)

Mr. Rodriguez motioned to adjourn the public meeting and convene into the executive session at 10:00 pm. Said motion was seconded by Mr. Rose and carried by unanimous vote.

Motion: S. Rodriguez	Second: H. Rose			
Board Member	Yes	No	Abstain	Absent
Ms. Burns (Linda)	x			
Mrs. Fisher (Victoria)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

Mr. Rodriguez motioned to open the public meeting at 11:15 pm. Said motion was seconded by Mrs. Rappoport and carried by unanimous vote.

Motion: S. Rodriguez	Second: S. Rappoport			
Board Member	Yes	No	Abstain	Absent
Ms. Burns (Linda)	x			
Mrs. Fisher (Victoria)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

XII. Adjournment

Mr. Reiner motioned to adjourn the public meeting at 11:20 pm. Said motion was seconded by Mr. Rodriguez and carried by unanimous vote.

Motion: G. Reiner	Second: S. Rodriguez			
Board Member	Yes	No	Abstain	Absent
Ms. Burns (Linda)	x			
Mrs. Fisher (Victoria)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

Respectfully submitted,

Melissa Simmons
Business Administrator/Board Secretary

Teaneck Public Schools

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.

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

1. **POLICY - FIRST READING**

- 1620 Administrative Employment Contracts
- 6440 Cooperative Purchasing
- 6470.01 Electronic Fund Transfer & Claimant Certification
- 5330.05 Seizure Action Plan
- 2464 Gifted and Talented Students

**SCHOOL OPERATIONS and
CURRICULUM**

NOVEMBER 4, 2020

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 2020 addendum (attached) to the 2019 State Uniform Memorandum of Agreement between Education and Law Enforcement Officials (MOA) between the Teaneck Board of Education and the Township of Teaneck Police Department.
2. that the Board approve Benjamin Franklin Middle School partnering with the Teaneck Creek Conservancy to apply for the Whole Kids Foundation Garden Grant in the amount of \$2,000.
3. that the Board approve a research project by Lesley Chung, Caldwell University Doctoral Student. The proposed research project (attached) is to survey certificated school personnel (administrators and teachers in grades one through twelve) about their perception of emergency preparedness and assess stress levels related to job performance. No students would be involved in the research.
4. that the Board approve Dr. Constance McKenzie, to conduct two virtual one hour workshops on Social Media Awareness, Internet Safety and Cyberbullying on December 15, 2020 to middle and high school students through the FORUM PASS (Parent and Student/School) program. There is no cost for these workshops.
5. that the Board approve Jim Nonas, to conduct two virtual one hour workshops on creating a collage on December 22, 2020, to middle and high school students through the FORUM PASS (Parent and Student/School) program. There is no cost for these workshops.
6. **Whereas**, the Board approved the Institute For Learning (IFL) to provide performance based assessments to evaluate the effectiveness of programs;

Be It Resolved that the Board approve the performance based assessments (PBAs) in the amount of \$22,300 to IFL to provide the task and assessment guides, math performance based assessment and performance based assessment licenses to grades 3-8.

FINANCE AND BUDGET

NOVEMBER 4, 2020

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.

September 1, 2020 through September 30, 2020

General	\$8,571,449.13
Special Revenue	\$653,235.41
Enterprise	\$9,010.60
Food Service	\$32,605.76
Capital Projects	\$7,859.20

Total of Approved Payments \$9,274,160.10

- 2. that the Board approve the budget transfers for the months of September 2020 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 September 2020 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 \$1,495.00) (Title II Funded \$0) total cost \$1,495.00.
5. that the Board approve the attached list of Student Field Trips, as approved by the Superintendent (FORUM Grant Funded \$0) and (District Funded \$0 (Parent Funded \$0) total cost \$0.
6. that the Board approve the attached list of Student Fundraising activities by school.
7. that the Board approve the contracts, for out-of-district tuition, for students who would require a Special Education program during the 2020-2021 school year, as per the attached list.
8. that the Board approve the contracts with those clinicians and agencies on the attached list who would provide related services and / or independent evaluations during the 2020- 2021 school year.
9. **Whereas**, pursuant to N.J.S.A. 18A:12-20, Board members are entitled to reimbursement of all reasonable expenses incurred in defending against any civil, administrative or other level proceeding against them arising out of and in the course of the performance of their duties as a member of the Board; and
Whereas, the Board desires to retain the firm of Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor, LLC to represent Board members in the defense of such matters.
Be It Resolved that the Board approve the legal firm Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor, LLC to perform legal services in the amount not to exceed \$20,000 for the 2020-2021 school year.
10. that the Board approve compensation to Plethora Media Group to present two virtual sessions on November 17, 2020 of the “Better Me” Photo Intro Talk and Portraits program to middle and high school students through the PASS (Parent and Student/School) program, in the amount of \$300 per session, not to exceed \$600. The FORUM Juvenile Justice Grant would fund this program. Account# 20-018-100-300-73-50-G-H (FORUM/Juv. Justice/PurchEdSvc)

11. that the Board approve compensation to Theresa Brown to conduct two virtual one hour workshops to be held on November 24, 2020 to middle and high school students through the PASS (Parent and Student/School) program on healthy ways to feel confident in the way you look and taking care of your skin, in the amount of \$300 per session, not to exceed \$600. The FORUM Juvenile Justice Grant would fund this program. Account # 20-018-100-300-73-50-G-H (FORUM)/Juv. Justice/PurchEdSvc)
12. that the Board approve compensation to Sheylah Velasquez to conduct two virtual one hour workshops to be held on December 1, 2020 to middle and high school students through the PASS (Parent and Student/School) program on maintaining good nutrition and wellness while living in a virtual world, in the amount of \$300 per session not to exceed \$600. The FORUM Juvenile Justice Grant would fund this program. Account # 20-018-100-300-73-50-G-H (FORUM/Juv.Justice/PurchEdSvc)
13. that the Board approve compensation to Embracing The Crown to conduct one virtual two hour workshop on December 8, 2020, to middle and high school students through the PASS (Parent and Student/School) program on dance as a way to encourage movement, good health and wellness while in a virtual environment, in the amount of \$300 per workshop not to exceed \$600. The FORUM Juvenile Justice Grant would fund this program. Acct # 20-018-100-300-73-50-G-H FORUM/Juv. Justice/PurchEdSvc)
14. that the Board accept with grateful appreciation, a \$2,750 donation of groceries from Grace in Motion to the District's McKinney-Vento families. In addition, Inserra/ShopRite added a \$200 donation of groceries to this cause.
15. that the Board accept with grateful appreciation a donation of fifty six books, all in mint condition, from founding editor Arlene Hirschfelder with an approximate value of \$3,600. Books will be housed in the Teaneck High School Media Center. These books are from the "It Happened to Me" series by publisher Rowman & Littlefield.
16. **Whereas**, the Teaneck School district has a student in their Elementary school that has been deemed homeless under the McKinney Vento law.
Whereas, the family's last district of residence is Garfield, NJ.
Be It Resolved, that the Teaneck Board of Education approve the tuition agreement for the Garfield School district student ID#6919703682. The cost of the tuition received amount from Garfield is \$17,300.
17. **Whereas**, the Teaneck School district has a student in their High School that has been deemed homeless under the McKinney Vento law.

Whereas, the family's last district of residence is Elmwood Park, NJ.

Be It Resolved, that the Teaneck Board of Education approve the tuition agreement for the Elmwood Park School district student ID#6105648744. The cost of the tuition received amount from Elmwood Park is \$18,932.

18. **Whereas**, the Teaneck School district has a student in their Elementary school that has been deemed homeless under the McKinney Vento law.

Whereas, the family's last district of residence is Englewood, NJ.

Be It Resolved, that the Teaneck Board of Education approve the tuition agreement for the Englewood School district student ID#106365. The cost of the tuition received amount from Englewood is \$17,300.

19. that the Board approve reallocating 2019- 2020 school year School Climate Transformation Grant carryover funds in the following manner to the 2020- 2021 budget year:

20 -427 -100- 610 -57 -40- 0 -0 (Instructional Supplies) = \$172,075.00

20 -427- 200- 100 -57 -15- 0 -0(Non-instructionalStipends/Salaries)= \$67,951.25

20- 427-200 -320 -57 -50 -0 -0(Purchased Educational Services for Staff) = \$63,805.37

20 -427- 200 -340- 57 -40- 0 -0 (Purchased Technical Services) = \$19,000.00

20- 427 -200 -580 -46 -50 -0 -0 (PD Registrations and Travel) = \$124,040.97

20-427- 200- 580 -57 -50- 0 -0 (Travel for Administration) = \$3,526.95

20 -427 -200 -610 -57 -49 -0 -0 (Non-instructional Supplies) = \$23,898.63

Total 2019-2020 Carryover Funds = \$474,298.17

20. that the Board approve payment to consultant, Roberta Braverman, M.A. E.D., to conduct the Gifted and Talented audit with recommendations to the Superintendent by December 2020, in an amount not to exceed \$10,000.

21. that the Board approve payment to Anna Baldino of ABR Consulting to provide consulting services for QSAC (Quality Single Accountability Continuum) in the five component areas of school district effectiveness: instruction and program, personnel, fiscal management, operations, and governance. In an amount not to exceed \$10,000.

PERSONNEL

NOVEMBER 4, 2020

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 non-certificated staff appointments, following a 90-day probationary period, effective dates as indicated, pending criminal history review:
 - a. Deosarran Ganesh, Lead Bus Driver, at an annual salary of \$47,000 (off-guide), assigned to Central Administration Office, effective November 16, 2020 through June 30, 2021, new position.
 - b. Kimberly Edge, Bus Driver, at an annual salary of \$34,500 (off-guide), assigned to Central Administration Office, effective November 16, 2020 through June 30, 2021, new position.
 - c. Natacha Rodriguez, Part-Time Technology Support Specialist Level 1, at an hourly rate of \$20 per hour (off-guide), not to exceed 29 hours per week, assigned to Central Administration Office, effective November 2, 2020 through June 30, 2021, new position.
 - d. Ernesto Taveras, Part-Time Technology Support Specialist Level 1, at an hourly rate of \$20 per hour (off-guide), not to exceed 29 hours per week, assigned to Central Administration Office, effective November 2, 2020 through June 30, 2021, new position.

- 2. that the Board approve 3 non- certificated staff appointments, effective November 13, 2020 through June 30, 2021, for up to 12 hours per week at a rate of \$120 per hour, to be paid out of the School Climate Transformation Grant Funds.

<u>Staff Member</u>	<u>Activity</u>	<u>Stipend Amount</u>
a.	Part-time Mental Health Clinician	\$120.00/hr
b.	Part-time Mental Health Clinician	\$120.00/hr
c.	Part-time Mental Health Clinician	\$120.00/hr

- 3. that the Board approve Carol Leibowitz as a substitute nurse for the 2020-2021 school year, on an as needed basis, at \$275 per diem, pending criminal history review.

- 4. 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>
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- a. Paul Morgan \$28.50
- b. Myron Jordan \$22.50
- c. Cedric James \$22.50
- d. Brian Weldon \$22.50
- e. Willie Coley \$22.50
- f. Willie Malone \$22.50
- g. Johan Pillaha \$22.50
- h. Rilwon Orisakeye \$22.50
- i. Ray Hamm \$22.50

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

- a. Hue Nikka Warner, Payroll Manager, Business Office, effective December 18, 2020.

6. that the Board approve the retirement of the following staff members:

- a. Charles Hollis, Secretary, Teaneck High School, effective December 31, 2020, 23 years of service.

7. that the Board approve the following leave of absence for the dates and reasons stated:

- a. Employee #5388, paid medical leave of absence with benefits using 7 personal illness days, 1 personal business day and 2 vacation days from October 7, 2020 through October 20, 2020, under FMLA. Unpaid with benefits from October 21, 2020 through November 5, 2020, under FMLA.

- b. Employee #0989, unpaid child rearing leave of absence without benefits from December 3, 2020 through June 30, 2021.

- c. Employee #0741, paid medical leave of absence with benefits using 47 personal illness days from October 21, 2020 through December 30, 2020, under FMLA.

8. that the Board approve the following staff members for District Tutoring assignments, effective November 2, 2020 through June 4, 2021:

\$50 per hour (Per the TTEA contract) - \$4500 stipend for instruction, if the entire program is completed

\$50 per hour (Per the TTEA contract) - \$200 stipend for professional development hours

<u>Staff Member</u>	<u>Location</u>
a. Jemara Blount	Hawthorne
b. Lisa Brown	Hawthorne
c. Nisrene Hammoud	Hawthorne
d. Amanda Meller	Hawthorne
e. Amber Halpern	Hawthorne
f. Filiz Zeybek	Hawthorne
g. Chi Young Jang	Whittier
h. Nadine Alawi	Whittier
i. Daniel Olender	Whittier
j. Katierose Augustine	Whittier
k. Maryem Gobji-Haouari	Whittier
l. Dennis Hiel	Lowell
m. Elizbieta Biernacka	Lowell
n. Elaine Walker-Dennis	Lowell
o. Muniyva Munguti	Lowell
p. Maureen Orletti	Lowell

9. that the Board approve the following teachers serving as teacher mentors to provisionally certified novice teachers as required under the New Jersey Department of Education Provisional Teaching Process:

Novice Teacher **Mentor Teacher** **School**

a. Kristen Babbe	Janine Lawler	Whittier Elementary School
b. Nadeen Alawi	Annie Matesic	Whittier Elementary School
c. Michael Tatoris	Reginald Pittman	Thomas Jefferson Middle School

10. that the Board approve the following Extra Work for Extra Pay assignments, for the 2020-2021 school year, at Whittier Elementary School, stipend in accordance with TTEA contract:

Staff Member **Activity** **Stipend Amount**

a.	Treasurer	\$1,092.00
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TOTAL: **\$1,092.00**

11. that the Board approve the following Extra Work for Extra Pay assignments, at Benjamin Franklin Middle School, for the 2020-2021 school year, stipend in accordance with TTEA contract:

<u>Staff Member</u>	<u>Activity</u>	<u>Stipend Amount</u>
a.	National Junior Honor Society Advisor	\$1,864.00
TOTAL:		\$1,864.00

12. that the Board approve the following Extra Work for Extra Pay assignments, at Thomas Jefferson Middle School, for the 2020-2021 school year, stipend in accordance with TTEA contract:

<u>Staff Member</u>	<u>Activity</u>	<u>Stipend Amount</u>
a. Matthew McMillian	National Junior Honor Society Advisor	\$932.00
b. Lydia Deruiter	National Junior Honor Society Advisor	\$932.00
TOTAL:		\$1,864.00

13. that the Board approve the following Extra Work for Extra Pay assignments, for the 2020-2021 school year, at Teaneck High School, stipend in accordance with TTEA contract:

<u>Staff Member</u>	<u>Activity</u>	<u>Stipend Amount</u>
a.	Athletic Treasurer	\$8,493.00
TOTAL:		\$8,493.00

14. that the Board approve payment of \$1,200 to Lisa Sgambati for summer curriculum writing for MD grades 1-4 Mathematics.

15. that the Board approve the abolishment of the Payroll Manager position and remove from the District's Table of Organization, effective December 18, 2020.

16. that the Board approve the attached job description for the Payroll Supervisor.

17. that the Board approves Kahlil Daniel for Home Programming Instruction for the 2020-2021 school year, not to exceed 3 hours per week as per student's IEP, at the rate of \$50 per hour, for Student ID# 104880.

18. that the Board approves Lisa Sgambati for Home Programming Instruction for the 2020-2021 school year, not to exceed 5 hours per week for a total of 40 hours by June 2021 as per student's IEP, at the rate of \$50 per hour, for Student ID# 96155.

19. that the Board approve FORUM Staff member, Yris Acevedo, to advise clubs during the 2020 -2021 school year. There is no stipend for these positions because it falls under the job duties:
 - a. Studio 2B - Studio 2B is a non-traditional Girl Scout Troop that provides members with the opportunity to build leadership by sharing experiences, engaging in group activities and giving back to the community through service projects.
 - b. Connections - The Club facilitates programs for students new to Teaneck High School that are designed to help ease the transition to their new learning environment.
 - c. Animal Appreciation Club - The Animal Appreciation Club allows students to learn about animals and the careers associated with their care.

20. that the Board approve FORUM Staff member, Yvonne Witter, to advise clubs during the 2020 -2021 school year. There is no stipend for these positions because it falls under the job duties:
 - a. Interact - Interact is a partnership with the Teaneck Rotary, provides opportunities for students to improve our community by becoming involved in various service projects.
 - b. ACE Mentoring Program - ACE (Architecture, Construction Management & Engineering) in partnership with Fairleigh Dickinson University (FDU) provides students who are interested in these fields the opportunity to meet with design professionals from various firms in New York and New Jersey.

21. that the Board approve payment to Daniel Fishbein, in an amount of \$2,500, for serving as a administrative mentor for Ms. Angela R. Davis.

22. that the Board approve payment to Raymond A. Gonzalez, in an amount of \$2,500, for serving as a administrative mentor for Ms. Christine Jimenez-Johnson.

23. that the Board approve Dr. Lottie Watson, Teacher on Special Assignment to be compensated out of the School Climate Transformation Grant (SCTG) for the 2020-2021 School Year, breakdown as follows:

20-427-200-100-57-10-0-0 = \$120,000.00 (Regular Salary)

20-427-290-290-21-00-0-0 = \$ 23,973.00 (Benefits)

POLICY GUIDE

ADMINISTRATION

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Administrative Employment Contracts

Sept 20

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[See POLICY ALERT Nos. 182, 184, 188 and 221]

1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve for all Superintendents of Schools, **Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1**, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, **including any interim, acting, or person otherwise serving in these positions**, in school districts, county vocational school districts, county special services school districts and other districts, except charters, within the County under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent, **an Executive County Superintendent from another county shall be designated by the Commissioner to** ~~or Acting Executive County Superintendent, the Assistant Commissioner for Field Services shall~~ review and approve all ~~above~~ **contracts listed above.**

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 and prior to the Board of **Education** approval and execution of ~~these~~ **the** contracts to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.

~~The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is applicable to a Board that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with the Superintendent of Schools, Deputy Superintendent, Assistant Superintendents, or School Business Administrator.~~



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Administrative Employment Contracts

{Select One Option

~~_____ The public notice and public hearing requirements of N.J.S.A. 18A:11-11 do not apply to new contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured.~~

~~_____ Although the public notice and public hearing requirements of N.J.S.A. 18A:11-11 do not apply to new contracts and contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured, the Board may issue a public notice and/or hold a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.}~~

In accordance with the provisions of N.J.S.A. 18A:11-11 and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.

In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.



POLICY GUIDE

ADMINISTRATION

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Administrative Employment Contracts

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments.

The review and approval of the employment contracts of **Superintendents of Schools, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent** shall be consistent with the following additional standards **outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1:**

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the **school** district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.
4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.



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ADMINISTRATION

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Administrative Employment Contracts

5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.
6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.



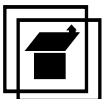
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Administrative Employment Contracts

9. ~~No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives, and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.~~ **No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:**
- a. **A contract may include no more than three quantitative merit criteria and two qualitative merit criteria per contract year.**
 - b. **The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and qualitative merit criteria.**
 - c. **A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.**
 - d. **The Board of Education shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.**



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Administrative Employment Contracts

10. ~~No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized above.~~ **No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.**
11. **No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.**
1244. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance **shall not** ~~cannot~~ exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and **New Jersey Office of Management and Budget (NJOMB)** circulars. If such allowance is included, the employee **shall not** ~~cannot~~ be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract **shall** ~~can~~ include a provision of a dedicated driver or chauffeur.
1342. All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.



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Administrative Employment Contracts

1413. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a **regionally duly** accredited **college or university** ~~institution of higher education~~ as defined in **applicable regulations** ~~N.J.A.C. 6A:9-2.1~~. No contract shall include a provision for assistance, or tuition reimbursement, or for additional compensation for graduate school coursework, unless ~~the such~~ coursework culminates in the acquisition of a graduate degree conferred by a **regionally duly** accredited **college or university** ~~institution of higher education~~ as defined in **applicable regulations** ~~N.J.A.C. 6A:9-2.1~~.

The review and approval of an employment contract for the Superintendent of Schools shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any actions by the Executive County Superintendent undertaken pursuant to **N.J.S.A. 18A:7-8.1**, N.J.A.C. 6A:23A-3.1, and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3, **Controversies and Disputes**.

N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted:



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Cooperative Purchasing
Sept 20
M

[See POLICY ALERT Nos. 144, 168 and 221]

6440 COOPERATIVE PURCHASING

The Board of Education recognizes that centralized, cooperative purchasing ~~tends to~~ **may** maximize the value received for each dollar spent. The **Board of Education Administration** is encouraged to seek savings that may accrue to ~~this~~ **the school** district by means of joint agreements for the purchase of goods or services with the governing body of ~~any~~ **the** municipality or ~~the county within whose boundaries the school district is wholly or partly located, or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property.~~

For the purpose of this Policy, A “cooperative pricing system” means is a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own ~~needs~~ **quantities** and ~~for the estimated quantities submitted by the individual registered members~~ **prices to be extended to registered members, and notifies them of the bid prices awarded.** ~~The registered members then contract directly with the vendor for their own needs, subject to the specifications in the master contract.~~

For the purpose of this Policy, “cooperative purchasing system” means a cooperative pricing system, joint purchasing system, commodity resale system, county cooperative contract purchasing system, or regional cooperative pricing system which has been approved and registered subject to N.J.A.C. 5:34-7.1 et seq.

For the purpose of this Policy, “electronic data processing” means the storage, retrieval, combination, or collation of items of information by means of electronic equipment involving the translation of words, numbers, and other symbolic elements into electrical impulses or currents.

For the purpose of this Policy, A—“joint purchasing system” means is a cooperative purchasing system in which the lead agency **serves as the purchasing agent for the membership of the system with all of the duties and responsibilities attendant.** The lead agency advertises for bids and awards a single contract to a vendor providing for the payment to the contractor for



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its own needs and for the needs of the participating registered members of the system. The only contractual relationship is between the lead agency and the vendor. ~~has complete purchasing responsibility for the registered members, and the only contractual relationship is between the lead agency and the vendor.~~

For the purpose of this Policy, “lead agency” means the contracting unit which is responsible for the management of the cooperative purchasing system.

For the purpose of this Policy, “registered members” means Boards of Education who have been approved by the Director of the New Jersey Department of Community Affairs for participation in the cooperative purchasing system.

~~A “cooperative purchasing system” is either a joint purchasing or cooperative pricing system.~~

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services **in the Department of Community Affairs** are Boards of Education, the **provision and performance of goods or services** ~~purchase of work, materials or supplies~~ shall be conducted pursuant to the Public Schools Contract Law. (N.J.S.A. 18A:18A-11 et seq.)

The **School Business Administrator/Board Secretary** _____ is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

In accordance with the provisions of N.J.S.A. 18A:18A-12, a No cooperative or joint purchase agreement(s) shall be entered into by resolution adopted may be entered without Board approval by each participating Board of Education, municipality, or county, and shall set forth of an agreement that specifies the categories of goods or services to be provided or performed work, materials and supplies to be purchased; the manner of advertising for bids and the awarding of contracts; the method by which of payment will be made by each participating



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Board of Education, municipality or county, and ~~such~~ other **matters terms** deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.

Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the **same** manner as for other expenses of the participant.

In accordance with the provisions of N.J.S.A. 18A:18A-14.2, ~~t~~The Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties **in accordance with N.J.S.A. 18A:18A-14.3.**

For the purpose of carrying into execution a contract or lease for a joint enterprise under N.J.S.A. 18A:18A-14.4, ~~a~~Any party to **such** a contract ~~for joint operation of electronic data processing services~~ may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.



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In the event that any controversy or dispute shall arise among the parties (except a municipality or a county) to any such ~~contract agreement~~, the same shall be referred to the **Executive** County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education ~~and the State Board~~ pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the **Executive** County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

~~In a cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services where the lead agency is a Board of Education or Educational Service Commission and the membership of the system is Boards of Education and local contracting units as defined in N.J.S.A. 40A:11-2(1), the purchase of any work, materials or supplies shall be conducted pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and N.J.A.C. 5:34-7.~~

N.J.S.A. 18A:18A-10 **11** through 14
N.J.S.A. 40A:11-1 et seq.
N.J.A.C. 5:34-7
N.J.A.C. 6A:23-7.423A-21.5

Adopted:



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Electronic Funds Transfer and
Claimant Certification
Sept 20
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[See POLICY ALERT No. 221]

6470.01 ELECTRONIC FUNDS TRANSFER AND CLAIMANT CERTIFICATION

The Board of Education permits the School Business Administrator/Board Secretary to use standard electronic funds transfer (EFT) technologies for EFTs for payment of claims pursuant to N.J.A.C. 5:30-9A.1 et seq. and 5:31-4.1, implementing N.J.S.A. 40A:5-16.5.

“Electronic funds transfer” for the purpose of Policy and Regulation 6470.01 means any approved method of transferring moneys permitted by N.J.A.C. 5:30-9A.1 et seq. that does not involve the physical presentation of a paper check, draft, or similar paper instrument including, but not limited to, wire transfers, e-checks, automated clearing house (ACH) transfers, and transactions initiated by phone or fax.

In accordance with N.J.S.A. 40A:5-16.5.b.(1), the Board of Education authorizes the use of only the forms of standard EFT technologies that are approved to be used by a Board of Education for EFTs for payment of claims. A Board of Education may not utilize procurement cards, charge cards, charge accounts, or any payment services such as PayPal or Venmo.

In accordance with N.J.S.A. 40A:5-16.5.b.(2), the Board designates the School Business Administrator/Board Secretary as being responsible for the oversight and administration of the provisions of N.J.S.A. 40A:5-16.5, N.J.A.C. 5:30-9A.1 et seq.; N.J.A.C. 5:31-4.1, and Policy and Regulation 6470.01.

The Board of Education will only initiate and approve electronic funds in accordance with N.J.A.C. 5:30-9A.1 et seq. Standard EFT technologies shall incorporate, at a minimum, the features and safeguards outlined in N.J.A.C. 5:30-9A.4(a). The Board will only utilize standard EFT technologies upon instituting, at a minimum, the fiscal and operational controls outlined in N.J.A.C. 5:30-9A.4(b).

The School Business Administrator/Board Secretary shall initiate a claim for payment by presenting a claim that has been approved by the Board, to be paid using an EFT technology. The School Business Administrator/Board Secretary



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Electronic Funds Transfer and
Claimant Certification

shall submit the claim for payment with all supporting documentation to the Superintendent of Schools or a designee who is not under the direct supervision of the School Business Administrator/Board Secretary, who shall review the claim for payment and authorize, in writing, the EFT claim using an EFT method.

The Board of Education shall annually approve the School Business Administrator/Board Secretary as the person authorized to initiate a claim for payment and the Superintendent of Schools or a designee not under the direct supervision of the School Business Administrator/Board Secretary as the person responsible to review a claim for payment presented by the School Business Administrator/Board Secretary and authorize payment using an approved EFT method.

On no less than a weekly basis, activity reports on all transactions utilizing standard EFT technologies shall be reviewed by an individual designated and approved by the Board that is not under the direct supervision of the School Business Administrator/Board Secretary and is not empowered to initiate or authorize EFTs.

Claimant certification for a Board of Education shall be in accordance with the provisions of N.J.S.A. 18A:19-3 and rules promulgated by the New Jersey Department of Education.

Providers of ACH and wire transfer services must be financial institutions chartered by a State or Federal agency, with the further requirement that these financial institutions providing ACH and wire transfer services be covered under the Governmental Unit Deposit Protection Act (GUDPA), N.J.S.A. 17:9-41 et seq.

EFTs through ACH must utilize Electronic Data Interchange (EDI) technology, which provide transaction related details including invoice numbers, pay dates, and other identifying information as appropriate for each transaction. The Board must approve an ACH Origination Agreement with the financial institution(s).

N.J.S.A. 18A:19-3

N.J.S.A. 40A:5-16.5

N.J.A.C. 5:30-9A.1 et seq.

Adopted:



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Seizure Action Plan
Sept 20
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[See POLICY ALERT No. 221]

5330.05 SEIZURE ACTION PLAN

The Board of Education requires the development of a seizure action plan, an individualized health care plan, and an individualized emergency health care plan for students with epilepsy or a seizure disorder to care for and treat these students while at school pursuant to N.J.S.A. 18A:40-12.34 et seq.

In accordance with N.J.S.A. 18A:40-12.35, the parent of the student with epilepsy or a seizure disorder seeking epilepsy or seizure disorder care while at school shall submit the student's seizure action plan annually to the school nurse.

The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided the parents annually provide to the Board written authorization for the provision of epilepsy or seizure disorder care. The school nurse shall update these plans on an annual basis and as necessary in the event there is a change in the health status of the student. These plans shall include the information outlined in N.J.S.A. 18A:40-12.35.

In accordance with N.J.S.A. 18A:40-12.35, all staff members including staff working with school-sponsored programs outside the regular school day shall be trained in the care of students with epilepsy and seizure disorders. All school bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder pursuant to N.J.S.A. 18A:40-12.36. The school nurse shall obtain a release from the parent of the student to authorize the sharing of medical information in accordance with N.J.S.A. 18A:40-12.37.

No school employee, including a school nurse, school bus driver, school bus aid, or any other officer or agent of the Board, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38. Good faith shall not include willful misconduct, gross negligence, or recklessness.

N.J.S.A. 18A:40-12.34 et seq.

Adopted:



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Gifted and Talented Students
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2464 GIFTED AND TALENTED STUDENTS

The Board of Education recognizes its responsibility to identify gifted and talented students within the school district and to provide these students with appropriate instructional adaptations and services. To that end, the Board directs each such student in the school district be identified and offered an appropriate educational program and services.

For purposes of this Policy, “gifted and talented students” means students who possess or demonstrate high levels of ability in one or more content areas when compared to their chronological peers in the district and who require modification of their educational program if they are to achieve in accordance with their capabilities.

For the purpose of this Policy, “instructional adaptation” means an adjustment or modification to instruction enabling a student who is gifted and talented to participate in, benefit from, and demonstrate knowledge and application of the New Jersey Student Learning Standards in one or more content areas at the instructional level of the student, not just the student’s grade level.

The Superintendent of Schools or designee shall ensure that the appropriate instructional adaptations are designed for students who are gifted and talented.

~~The Superintendent will develop appropriate curricular and instructional modifications used for gifted and talented students indicating content, process, products, and learning environments.~~

The Superintendent **or designee** will develop procedures for an ongoing Kindergarten through grade twelve identification process for gifted and talented students that includes multiple measures **in order to identify student strengths in intellectual ability, creativity, or a specific academic area.** The district shall ensure equal access to a continuum of gifted and talented education services. **The identification process shall include consideration of all students, including those who are English language learners and those with Individualized Education Plans or 504 Plans.** ~~Multiple measures may include,~~

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Gifted and Talented Students

~~but are not limited to: achievement test scores; grades; student performance or products; intelligence testing; parent, student, and/or teacher recommendation; and other appropriate measures. The identification methodology will be developmentally appropriate, non-discriminatory, and related to the programs and services offered by the district. The identification procedures will be reviewed annually.~~

The Superintendent or designee will develop and document appropriate curricular and instructional modifications used for gifted and talented students indicating content, process, products, and learning environments, and including, but not limited to, additional education activities such as academic competitions, guest speakers, and lessons with a specialist.

~~The Superintendent or designee will take into consideration the Pre-Kindergarten through Grade Twelve Gifted Programming Standards of the National Association for Gifted Children, Position Statements, and White Papers of the National Association for Gifted Children in identifying and serving gifted and talented students in developing programs for gifted and talented students. The educational program offered to gifted and talented students will encourage and challenge them in the specific areas of their abilities, but will not replace the basic instructional program of the various grades of this district. The program offered to gifted and talented students may include, but are not limited to: pull-out programs; classroom differentiated instruction; acceleration; flexible pacing; compacted curricula; distance learning; advanced classes; or individual programs infused into the student's regular instructional program, provided that a written description of the infusion has been prepared and filed in the student's record.~~

The district will provide the time and resources to develop, review, and enhance instructional tools with modifications for helping gifted and talented students acquire and demonstrate mastery of the required knowledge and skills specified by the standards at the instructional level of the student.

The district will actively assist and support professional development for teachers, educational services staff, and school leaders in the area of gifted and talented instruction.



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Gifted and Talented Students

The district shall file with the New Jersey Department of Education Coordinator for Gifted and Talented Services a report by October 1, 2020 and thereafter on a schedule that coincides with the school district's New Jersey Quality Single Accountability Continuum (QSAC) review pursuant to N.J.S.A. 18A:7A-11. The report shall include, but not be limited to, the gifted and talented continuum of services, policies, and procedures implemented in the school district; the total number of students receiving gifted and talented services in each grade level Kindergarten through grade twelve disaggregated by race, gender, special education designation, and English language learner designation; the professional development opportunities provided for teachers, educational services staff, and school leaders about gifted and talented students, their needs, and educational development; and the number of staff employed by the school district whose job responsibilities include identification of and providing services to gifted and talented students. Programs for gifted and talented students will be periodically evaluated for their continuing efficacy and adjusted accordingly.

The parent of any student identified as gifted or talented shall be consulted regarding any program designed to address the student's particular needs.

An individual who believes the district has not complied with the provisions of N.J.S.A. 18A:35-34 et seq. may file a complaint with the Board of Education. This policy for filing a complaint shall be linked to the homepage of the Board's Internet website. The Board shall issue a decision, in writing, to affirm, reject, or modify the district's action in the matter. The individual may then file a petition of appeal of the Board's written decision to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.



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Gifted and Talented Students

The district shall make detailed information available on its website regarding the policies and procedures used to identify students as gifted and talented and the continuum of services offered to gifted and talented students. The information shall include the criteria used for consideration for eligibility for the gifted and talented services, including the multiple measures used in the identification process to match a student's needs with services, and any applicable timelines in the identification process.

N.J.S.A. 18A:61A-2; 18A:35-4.16; **18A:35-34 through 39**
N.J.A.C. 6A:8-1.3; 6A:8-3.1(a)5
P.L. 108-382, Sec. 10201 et seq.

Adopted:



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2020 LOCAL ADDENDUM TO THE 2019 UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS (MOA) BETWEEN TEANECK BOARD OF EDUCATION AND THE TOWNSHIP OF TEANECK POLICE DEPARTMENT

THIS ADDENDUM, dated October 8, 2020 by and between the parties hereto:

The Teaneck Board of Education and the Township of Teaneck Police Department.

WITNESSETH:

WHEREAS, the MOA is a model agreement that was developed by the Department of Law and Public Safety and the New Jersey Department of Education (“NJDOE”) to ensure cooperation and coordination between law enforcement and education; and

WHEREAS, the MOA exemplifies the commitment between law enforcement and education to work together to address school-related issues, problems and emergencies of mutual concern; and

WHEREAS, the Teaneck Board of Education (“Board”) and the Teaneck Township Police Department have entered into the 2020 MOA; and

WHEREAS, the Superintendent of Schools of the Teaneck Board of Education (“Superintendent”) and the Teaneck Township Chief of Police have established a process for the implementation of the 2020 MOA in addition to, but not in conflict with the format and content of the 2019 MOA; and

WHEREAS, in furtherance of the goals of the MOA, the Superintendent, the Board and the Teaneck Police Department Chief of Police desire to enter into this local Addendum to the 2020 MOA in order to specify the sharing of pertinent student and family information.

NOW, THEREFORE, so as to foster and institutionalize the spirit of communication and cooperation underlying the 2020 MOA, the parties agree as follows:

1. The Juvenile Detectives that can access the Board SKYWARD Student Information system with a user specific sign-on:

D/Lt. Seth Kriegel	skriegel@teaneckpolice.org
DSG. Jeanette Williams	jwilliams@teaneckpolice.org
Det. Rodney Ryland	rryland@teaneckpolice.org
Det. Angel Pagan	apagan@teaneckpolice.org
Det. Randy Morales	rmorales@teaneckpolice.org

2. This local Addendum to the 2020 MOA is in place until June 30th of each year, and must be reviewed and renewed annually to run July 1st – June 30th, signed by the Superintendent and the Chief of Police.
3. Detectives and/or Police Officers assigned to the Juvenile Bureau must be reviewed/renewed annually by the Superintendent.
4. The Superintendent must be notified immediately of any changes in Juvenile Bureau personnel both in and out of service.
5. The Superintendent and/or his/her designee will immediately notify the Teaneck Police Department of any allegation report or suspected case of child abuse or neglect.
6. This Addendum can be cancelled by the Board or the Teaneck Police Department at any time, when either party serves thirty (30) days of written notice to the other party.

Signed and sealed this ____ day of _____, 2020.

Dr. Christopher Irving, Superintendent of Schools
Teaneck Board of Education

Glenn M. O'Reilly, Chief of Police
Township of Teaneck

Dr. Ardie Walser, President
Teaneck Board of Education



Application for Approval of a Proposed Research Project by a Non-Employee Researcher

Applicant's Name: Lesley Chung

Affiliation (College or University) or Employer: Caldwell University

Date of Application: October 15, 2020

Please provide the following information, with as much detail as possible:

State the purpose of the research project: The purpose of the study is to investigate the degree to which educators' stress levels influence their perceptions of their own preparedness to effectively address emergency situations. The researcher will examine how teachers view their administrators' preparedness to effectively address school-based emergencies, and the degree to which the design of the school's physical structure effectively minimizes harm to people during emergency situations. Teacher responses will be compared with responses of school administrators. The current study will also analyze educators' perceptions of emergency preparedness through two case study analyses and one open-ended question.

Detailed description of the research project: Teacher participants will complete the Teacher Stress Inventory (TSI), school administrators will complete the Administrative Stress Index (ASI), and all participants will complete the Perception of Emergency Preparedness in Public Schools (PEPPS) instrument, and respond to three open-ended items. It will take between 10-15 minutes to complete the scales and answer the qualitative questions. The researcher will email the inventories to each participant via Google Forms. The link for the survey will be administered via email and participants will complete the survey via a Google Form.

Provide any background information necessary to an understanding of the project: This research attempts to survey certificated school personnel (school administrators and teachers grades one through twelve) about their perception of emergency preparedness and assess stress levels related to job performance.

Projection of the number of pupils involved in the research project: Zero, no students will be involved in my research. Participants will be teachers from grades 1-12 and school administrators

Projection of the number of Teaneck teachers, administrators or staff involved in the research project: Teaneck public school teachers (Grades 1 – 12) and school administrators (Principals & Assistant Principals) across all grade levels.

State the specific ways in which pupils will be involved: No students will be involved.

State the estimated duration of the project: The researcher hopes to collect data from October 2020 - December 2020.



Provide the names of persons who will conduct their research and their relevant affiliations: Lesley Chung, Assistant Principal at West Orange High School and Caldwell University Doctoral Student is the Principal Investigator. Dr. Kevin Barnes is my mentor, Associate Dean at Caldwell University.

To what degree, if any, the project will interrupt or displace the regular instructional program: Participants can complete the google forms on line after the instructional day so that there is no disruption to the school day.

List any possible benefits to the pupils or the Teaneck Public Schools District: There are no direct benefits to you as a participant in this study. The data collected will provide information for the field of educator stress and emergency preparedness. A new portion of my research will explore educator stress during a pandemic.

Describe the contribution the project will make to the educational program of this district: The data collected will provide information for the field of educator stress and emergency preparedness. A new portion of my research will explore educator stress during a pandemic.

Will the final research report be shared with the district? X **YES**

Other comments: Upon the successful completion of my dissertation, I am more than happy to share the aggregated results with you upon request. No identifying information will be collected through this process. Please know how much I appreciate your anticipated willingness to help me collect this anonymous data. This research has been approved by Caldwell University's Institutional Review Board (IRB).

Teaneck Board of Education Transfer List
Transfers 9/30/2020

	ACCOUNT	DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
18585	11-000-262-610-89-49-1-D	CUSTODIAL/OPERATIONS SUPPLIES		50,000.00
18585	11-000-262-610-89-49-1-U	UNIFORMS/O&M		7,000.00
18585	11-000-261-420-89-53-1-D	CONTRACTS BLDG MAINT	(50,000.00)	
18585	11-000-261-420-89-53-1-D	CONTRACTS BLDG MAINT	(7,000.00)	
			<u>\$ (57,000.00)</u>	<u>\$ 57,000.00</u>
EXPLANATION: OPS & MAINT XFR-8/4/2020 Adjustment				
18616	11-190-100-610-63-42-Z-S	SUPP/MATH/ELEM		5,133.00
18616	11-190-100-610-63-42-Z-S	SUPP/MATH/ELEM		7,000.00
18616	11-190-100-610-63-42-Z-S	SUPP/MATH/ELEM		11,500.00
18616	11-190-100-610-63-42-Z-S	SUPP/MATH/ELEM		12,000.00
18616	11-000-223-320-11-50-Z-0	PRCH'D ED'L SRV/MATH STAFF DEV	(5,133.00)	
18616	11-000-223-580-19-50-Z-D	TRAVEL & CONFERENCES/MATH	(7,000.00)	
18616	11-190-100-610-11-42-Z-S	SUPP/MATH/MS/HS	(11,500.00)	
18616	11-190-100-640-66-42-Z-S	TEXTBOOKS/MATH/MS	(12,000.00)	
			<u>(\$35,633.00)</u>	<u>\$35,633.00</u>
EXPLANATION: C&I transfer request Adjustment				
18642	11-190-100-610-86-40-2-D	INSTRUC'L SUPPLIES/TECH MNGMT		1,867.00
18642	11-190-100-610-86-40-2-D	INSTRUC'L SUPPLIES/TECH MNGMT		5,000.00
18642	11-190-100-610-86-40-2-D	INSTRUC'L SUPPLIES/TECH MNGMT		1,867.00
18642	11-190-100-610-86-40-2-D	INSTRUC'L SUPPLIES/TECH MNGMT		1,867.00
18642	11-000-223-320-11-50-Z-0	PRCH'D ED'L SRV/MATH STAFF DEV	(1,867.00)	
18642	11-000-270-512-26-52-A-H	TRNSP/ATHLETICS/HS	(5,000.00)	
18642	11-190-100-640-05-41-R-D	TXTBKS/LANG ARTS/DISTRICE WIDE	(1,867.00)	
18642	11-190-100-640-13-43-B-H	TEXTBOOKS/SCIENCE/C&I	(1,867.00)	
			<u>(\$10,601.00)</u>	<u>\$ 10,601.00</u>
EXPLANATION: C&I Transfer Adjustment				
18653	11-190-100-320-66-50-0-H	PURCH EDUC'L SERVICE M.SCHOOLS		67,794.00
18653	11-130-100-320-18-40-0-M	PURCH PROF SERVICES M.SCHOOLS	(67,794.00)	
			<u>\$ (67,794.00)</u>	<u>\$67,794.00</u>
EXPLANATION: PARA SERVICES Adjustment				
18661	11-130-100-101-71-10-0-J	CONTR SAL/TCHR DEANS/TJ		116,578.00
18661	11-140-100-101-71-10-0-H	CONTR SAL/TCHR DEANS/HS	(116,578.00)	
			<u>(\$ (116,578.00))</u>	<u>\$116,578.00</u>
EXPLANATION: TEACHER DEAN TJMS Adjustment				
18613	20-231-100-610-22-40-I-F	TITLE I/INST'L SUPPL/BFMS		3,661.00
18613	20-231-290-290-99-22-I-F	TITLE I/TPAF & FICA/BFMS	(3,661.00)	
			<u>\$ (3,661.00)</u>	<u>\$3,661.00</u>
EXPLANATION: XFR BFMS / Title I Adjustment				
18670	20-477-200-320-92-50-I-T	CARES ACT/CONT SVCS TORAH B.C.		10,000.00
18670	20-477-100-600-92-40-I-T	CARES ACT/INST TECH TORAH BC	(10,000.00)	
			<u>\$ (10,000.00)</u>	<u>\$10,000.00</u>
EXPLANATION: XFR/ADJ 20-477-200-320 Adjustment				
18671	11-000-230-530-75-51-2-D	INTERNET SERVICE		30.00
18671	11-000-230-820-81-50-0-D	JUDGEMENTS	(30.00)	
			<u>\$ (30.00)</u>	<u>\$30.00</u>
EXPLANATION: Internet Service Adj Adjustment				
18672	11-216-100-101-36-10-0-3	CONTR SAL/TCHR PSD/LACEY SCH.		249,800.00
18672	11-215-100-101-36-10-0-6	CONTR SAL/TCHR SE/PRE-K6	(249,800.00)	
			<u>(\$ (249,800.00))</u>	<u>\$249,800.00</u>
EXPLANATION: BUDGET ACCT ADJ-LACEY SCHOOL Adjustment				
18673	11-000-270-511-91-52-0-E	CHRTR SCH/TRANS.		652.60
18673	11-000-270-511-18-52-0-E	CONTR/TRANSP/PUBLIC LOCAL	(652.60)	
			<u>\$ (652.60)</u>	<u>\$652.60</u>
EXPLANATION: Transportation ADJ Adjustment				

18674	11-000-270-511-92-52-0-D	CONTR/TRANSP/PRIV PARCHL		248,202.40
18674	11-000-270-517-92-52-0-D	NONPUBLIC TRANS-CTSA REG	(248,202.40)	
			<u>\$ (248,202.40)</u>	<u>\$248,202.40</u>

EXPLANATION: Transportation ADJ Adjustment

18675	11-000-261-610-89-49-1-D	MAINTENANCE SUPPLIES		8,435.18
18675	11-000-261-100-89-18-H-1	MAINTENANCE/OVERTIME	(8,435.18)	
			<u>\$ (8,435.18)</u>	<u>\$8,435.18</u>

EXPLANATION: Equipment Adj Adjustment

18676	11-000-213-100-74-15-H-D	SUMMER WORK NURSES		1,925.00
18676	11-000-213-100-74-19-H-0	SUBS/NURSES/DISTRICT WIDE	(1,925.00)	
			<u>\$ (1,925.00)</u>	<u>\$1,925.00</u>

EXPLANATION: Nurse Adj Adjustment

18677	11-000-221-500-85-50-H-D	CAR ALLOW & MILEAGE/C&I		1,500.00
18677	11-000-221-320-82-58-S-0	ADM/STF DEVEL	(1,500.00)	
			<u>\$ (1,500.00)</u>	<u>\$1,500.00</u>

EXPLANATION: Allowance Adj Adjustment

18678	12-000-240-730-71-32-0-3	EQUIPMENT/T.LACEY SCHOOL		5,065.30
18678	12-000-270-734-71-52-0-D	EQUIP. SCHOOL BUS/SPECIAL SVC	(5,065.30)	
			<u>\$ (5,065.30)</u>	<u>\$5,065.30</u>

EXPLANATION: Equipment Adj Adjustment

FINANCE COMMITTEE SIGNATURE

DATE

Professional Development

Name: Amber Halpern

School or Department: Hawthorne School

Conference/Seminar/Workshop: National Association of Gifted Children Annual Conference

Location: Virtual Conference

Dates: November 12, 2020, November 13, 2020, November 16, 2020

Estimated Cost: \$495.00 – Substitute Not Required (District Funded)

Name: Cameron Cox

School or Department: Business Office

Conference/Seminar/Workshop: Aspiring Leaders program 2020-2021

Location: Virtual Conference/Seton Hall University, South Orange, NJ

Dates: Dec. 10, 2020, Dec. 17, 2020, Jan. 7, 2021, Jan. 14, 2021, Jan. 21, 2021, Jan. 28, 2021, Mar. 4, 2021, Mar. 11, 2021, Dec. 4, 2021 and Dec. 11, 2021

Estimated Cost: \$1,000.00 – Substitute Not Required (District Funded)

FIELD TRIPS

Trip Leader(s): Danny Gareri, Sean Aumack, Michelle Doonan, & Danielle Amato

School/Department: Teaneck High School (Transition Program)

Trips Planned: **Work Experience Program** (See Attached)

Dates: January 2021 – June 2021

Estimated Cost: \$0 – No Substitute Required

Students: 48 (Transition/MD)

Explanation: PENDING THE CLIMATE OF THE COVID-19 VIRUS - Students will work at different work sites to gain employment and life skills as mandated within their Individual Educational Plan (IEP). The students will also gain travel training experience through the use of the Transition Bus, Access Link, and NJ Transit.

2020 – 2021 Transition Work Experience List

Job Sites	Address	Telephone#
Holy Name Hospital	718 Teaneck Rd, Teaneck, NJ 07666	(201) 833-3000
Amazing Savings	647 Cedar Ln, Teaneck, NJ 07666	(201) 836-9200
Walgreens	Cross 241 N Washington Ave, Bergenfield, NJ 07621	(201) 836-0964
Walgreens	406 S Washington Ave, Bergenfield, NJ 07621	(201) 384-4447
Glen Spa and Fitness Center	200 Frank W Burr Blvd, Teaneck, NJ 07666	(201) 836-5400
Century 21 Sept-June	200 Bergen Town Center, Paramus, NJ 07652	(201) 490-2000
EJ'S Place	1448 Queen Anne Rd, Teaneck, NJ 07666	(201) 862-0611
Applebees	450 Hackensack Ave, Hackensack, NJ 07601	(201) 342-0065
Staples	466 Hackensack Ave, Hackensack, NJ 07601	(201) 678-0600
Bryant Elementary School	1 E Tryon Ave, Teaneck, NJ 07666	(201) 833-5545
Teaneck Car Wash	1172 Teaneck Rd, Teaneck, NJ 07666	(201) 862-9874
Firehouse Subs	450 Hackensack Ave, Hackensack, NJ 07601	(201) 880-8018
Spectrum Works	565 Windsor Dr, Secaucus, NJ 07094	(201) 552-2055
Teaneck Express Lube	762 Palisade Ave, Teaneck, NJ 07666	(201) 347-2000
Sababa Grill	456 Cedar Ln, Teaneck, NJ 07666	(201) 530-0808
Grand and Essex	89 New Bridge Rd, Bergenfield, NJ 07621	(201) 244-9955
Teaneck Nursing & Rehab Center	1104 Teaneck Rd Teaneck, NJ 07666	(201) 833-2400
Poppy's Bagels TCBY	204 W Englewood Ave, Teaneck, NJ 07666	(201) 862-0800
Millers Ale House	270 E NJ-4, Paramus, NJ 07652	(201) 342-4800
Shop Rite	40 Nathaniel Place Englewood, 07631	
Teaneck Cinemas	503 Cedar Lane, Teaneck	(201) 530-7410
Marshalls Sept-June	545 State Rt. 17, Paramus	(201) 444-9245
BurgerIM	39 Nathaniel Place, Englewood NJ, 07631	(551) 689-6288

2020 – 2021 Transition Work Experience List

Shear Impressions Hair Studio	242 Boulevard , Hasbrouck Heights	{(201)288-9575
TGIF	411 Hackensack Ave, Hackensack	(201)342-7107
Blue Moon	23 E Palisade Ave, Englewood, 07631	(201)541-0600
Rodda Center	250 Colonial Court, Teaneck, 07666	(201) 837-7130
Teaneck Library	840 Teaneck Rd, Teaneck, NJ 07666	(201)837-4171
Home Goods Sept -June	200B Bergen Town Center, Paramus, NJ 07652	(201) 368-2134
iloveKickboxing	35 Nathaniel Place, Englewood, NJ 07631	(201) 731-3150
Skillz-BarberShop	365 Essex St, Hackensack, NJ 07601	(201) 343-0111
JoAnn Fabrics	30 A&S Dr, Paramus, NJ 07652	(201) 444-7926
Stop & Shop	665 American Legion Dr, Teaneck, NJ 07666	(201) 287-9400
The Fit Factory	100 S Van Brunt St, Englewood, NJ 07631	(201) 227-0200
Biddy O'Malleys	36 N Van Brunt St, Englewood, NJ 07631	(201) 608-5545
Pearl Vision	341 NJ Rt. 4 West. Paramus, NJ 07631	(201) 489-6000
Hummus Elite	39E Palisade Ave, Englewood, NJ 07631	(201) 569-5600

2020 – 2021 Transition Work Experience List

Denny's Fashion, Style, For All	45 Nathaniel Pl, Englewood, NJ 07631	(201) 503-8244
Foster Stationary	465 S Washington Ave, Bergenfield, NJ 07621	(201) 384-6360
O. DiBella Music	456 S Washington Ave, Bergenfield, NJ 07621	(201)385-5800
Arbor Terrace	600 Frank W Burr Blvd, Teaneck, NJ, 07666	(201) 836-9260
First Baptist Church of Englewood	351 West Englewood Ave, Englewood, NJ 07631	(201) 220-2328
Center for Food Action	192 West Demarest Ave #2276, Englewood, NJ 07631	(201) 569-1804 Ext: 16
Grace Commun ity Chapel	260 Elm Ave, Teaneck, NJ 07666	(201) 836-2333

Fundraising Activities by School

School or Department: Teaneck High School

Fundraising Activity: Apparel/Fan Cloth Sales

Sponsoring Organization: Senior Class

Name of sponsors: Pedro Valdes & M. Mack - Administration

Participants: The senior class will sell fan-cloths to staff, faculty, parents and the community.

Location(s): Online

Date(s): November 12, 2020 - December 23, 2020

Estimated funds to be raised by this activity: \$800

Funds to sponsoring organization: 100%

EXPLANATION: The funds will reduce the costs for the senior class activities.

School or Department: Teaneck High School

Fundraising Activity: Drive-In Movie

Sponsoring Organization: Senior Class 2021 Cabinet

Name of sponsors: Alexandra Cavallo - Senior Advisor

Participants: The senior class will sell tickets to staff, faculty, parents and the community.

Location(s): Parking Lot - Cranford Ave

Date(s): November 21, 2020 - November 21, 2020

Estimated funds to be raised by this activity: \$300

Funds to sponsoring organization: 100%

EXPLANATION: The funds will reduce the costs for the senior class activities and prom.

OOD Tuition

ID#	Placement	Tuition	Date
105648	East Mountain School, HMH Carrier Clinic	\$58,140.00	9/8/2020
99491	Greater Egg Harbor Regional High School District	\$16,500.00	9/8/2020
96129	Burlington County Special Services School	\$50,737.00	9/10/2020
103845	Winston Preparatory School	\$71,200.00	9/8/2020
97313	River Dell Regional School District Board of Education	\$1,951.84	7/6/2020
96037	River Dell Regional School District Board of Education	\$1,951.84	7/6/2020
97687	Pascak Valley Regional High School District	\$1,715.00	7/8/2020
97687	Pascak Valley Regional High School District	\$35,431.00	9/2/2020
98270	Benway School	\$63,900.00	10/8/2020
104765	Flex School - ESY	\$7,975.00	7/6/2020
100091	Rockland BOCES, Riverview HS	\$76,588.96	9/1/2020
	Total	\$386,090.64	

Clinicians

Student ID#	Placement	Discipline/Rate	NOT TO EXCEED	Start Date
	Bergen County Special Services School District	Annual Contract for Hospital Instruction \$65.00 per hour		9/1/2020
96948	Cresskill Board of Education	Speech \$50 per 30min sessions, 1 time per month	\$500.00	9/3/2020
	Dr. Jane Petrozzino	Learning Consultant and Educational Therapist \$800 per Evaluation	\$2,000.00	
	Dr. Jennifer Pappachristou	School Psychologist/ Region V Rates	\$2,000.00	
	Dr. Stacy Goldfarb	Dyslexia and Learning Disabilities Services, Educational Evaluations	\$2,000.00	
		Totals	\$6,500.00	

ROBERTA K. BRAVERMAN

33 Westbury Drive Cherry Hill, NJ 08003-1017

(856) 424-8406 home/office or 609-280-4909 mobile

roberta.braverman.2@gmail.com

Find me on Facebook, Twitter, and LinkedIn

Proposal for vendor contract: Teaneck Schools and Roberta Braverman, M.A. Ed.
Administration, Gifted & Talented Education Specialist

Tasks:

1. Review district's public information related to identification of and services to gifted and talented students in grades K-12 (website, handbook)
2. Recommend updates and needed changes to public information
3. Review district's Gifted & Talented Service report submitted October 1, 2020 to anticipate needs prior to future DOE monitoring through QSAC
4. Discuss student data and staff data needed for NJSmart reporting (October and plan for spring 2021)
5. Interview &/or survey a variety of stakeholders from the district: central administrators, building administrators, teachers, parents, students, "What works?" "What is needed?"
6. Evaluate services provided (by grade cluster, by academic subject, by social/emotional need)
7. Evaluate numbers and makeup of the student pool of those identified as gifted and how it compares with the district's demographics.
8. Look at professional development offerings (2019-2020, 2020-2021) and plan (January - June 2021, then for 2021-22 school year) for PD in Gifted and Talented for specific stakeholder groups.
9. Assess current methods for identification of and services to gifted students. Suggest additions, changes, or deletions as needed.
10. Prepare a report with recommendations for the Teaneck Board of Education to the Superintendent by December.



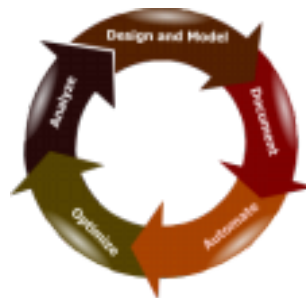
ABR Consulting, LLC hereafter known as the Provider is pleased to submit a proposal to the Teaneck Board of Education to serve as an administrative consultant on specific projects as determined by the School Business Administrator.

Consulting Description

Organizations may draw upon the services of consultants for a number of reasons, including gaining external and objective advice and to provide support and information to assist in the running of project(S).

ABR Consulting will provide a service that is custom designed to meet the specific requirements and goals by:

- Prepare the district for the state QSAC Review
- Maximizing technology to share the collection of artifacts
- Codify artifacts to align with DPR required evidence
- Provide data record for state upload of DPRs
- Meeting with stakeholders to outline goals and project requirements as required



Consulting Agreement

The Teaneck Board of Education hereby employs the consultant to perform the following services in accordance with the terms and conditions set forth:

- The consultant will meet with the officers and employees of the district concerning matters relating to project management as outlined by the School Business Administrator.
- It is anticipated the consultant workload and hours may vary from day to day or week to week. However, the consultant shall devote a minimum of 10 hours per month to its duties.
- The consultant will perform most services off-site, on the telephone, and at such other places as designated by the district to perform these services.

- Payment to Consultant. The consultant will be paid at the rate of \$50 per hour for work performed. The consultant will submit an itemized statement setting forth the time spent and services rendered, and the district will pay the consultant the amounts due as indicated by statements submitted.
- Both the district and the consultant agree that the consultant will act as an independent contractor in the performance of its duties. Accordingly, the consultant shall be responsible for payment of all taxes including Federal, State and local taxes arising out of the consultant's activities including Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fee as required.
- Confidential Information. The consultant agrees that any information received will be treated as confidential and will not be revealed to any other persons, firms or organizations.

Respectfully submitted,

Anna Baldino, ABR Consulting
476 Wilson Avenue, Paramus, NJ 07652
201/786*3882

THE TEANECK PUBLIC SCHOOL DISTRICT

Human Resource Management

POSITION DESCRIPTION

POSITION TITLE: PAYROLL SUPERVISOR

ADMINISTRATIVE RELATIONSHIP: Reports to School Business Administrator / Board Secretary

POSITION OVERVIEW: Provide services and resources for the purpose of producing accurate and timely payroll distributions to all employees on a scheduled basis, in conjunction with activities related to the administration of benefits, the submission of state and federal taxes, and pension administration. All activities are in keeping with Board Policy and Regulations as well as State and Federal law.

QUALIFICATIONS:

1. Bachelor's Degree, preferred, from an accredited college or university in Accounting, Finance or a related, program of study.
2. Minimum five (5) years of school/district or business experience in a related field with related responsibilities.
3. Meticulous attention to detail and exceptional accuracy working with figures.
4. Ability to independently research and analyze information for complex or sensitive projects.
5. Ability to communicate with the highest degree of professionalism and tact with staff, administrators, students, parents and community.
6. Demonstrated ability to work harmoniously in a multicultural, diverse community.
7. Knowledge of State and Federal Laws and Regulations as they apply to payroll distribution, pensions, and taxes.
8. Knowledge of TPAF, PERS, DCRP and the quarterly IROC report.
9. Ability to work under and adhere to deadlines.
10. Required criminal history check and proof of U.S. citizenship of legal resident alien status.
11. Must be able to perform essential job functions with or without reasonable accommodation.

ESSENTIAL FUNCTIONS OF POSITION:

1. Plan, organize, disseminate and expedite flow of work within the payroll department.
2. Train, assign, and effectively utilize the services of the payroll secretary to ensure ongoing operation of the department.
3. Receive and compute all payrolls including employee overtime, substitute staff, and extra work for extra pay charges, making appropriate authorized deductions.
4. Verify the accuracy of payroll register, prepare payroll reports and transfers.
5. Transmit direct deposit and check reconciliation files.
6. Oversee the handling of employee medical benefits, including enrollments, deletions, changes in medical coverage, COBRA notification, disability, and reconciling monthly bills.
7. Oversee recordkeeping of staff attendance, including sick leave, deductions for excess days taken, distribution of employee calendars, computation of vacation time, and payouts upon retirement.
8. Prepare all documentation and forms with regard to pension enrollments and withdrawals.
9. Assist HR office in representing the employer with State Unemployment issues including information necessary for the preparation of documents requested, and participate if required in hearings.
10. Keep apprised of changing federal and state payroll regulations.
11. Prepare quarterly taxes; calculate and remit FICA.
12. Process wage and tax statements/changes as mandated by the federal and state governments.
13. Compile labor statistics for OSHA and census reports.
14. Coordinate annual and fiscal rollovers.
15. Work collaboratively with School Business Administrator, Coordinator of Fiscal Services, and auditors, providing requested information and reports.
16. Work with the highest degree of integrity when dealing with confidential information.
17. Demonstrate independent decision making through previous work experience.
18. Participate in in-service training program as directed by the supervisor.
19. Implement the individual improvement plans as written into his/her evaluation report.
20. Use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
21. Perform any other duties or responsibilities as assigned by the Superintendent, as may add to the effectiveness of the education program of the Teaneck Public Schools.

Position descriptions are established by the Human Resource Management Office and adopted by the Board of Education and are intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Position descriptions are not

designed to contain or be interpreted as a comprehensive inventory of all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed. Individuals shall perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. Every employee has a duty to perform all assigned tasks. The order, of essential functions and duties of the position as listed in the position description, is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:

Twelve-month, non-affiliated position. Salary determined by negotiations between the Teaneck Board of Education.

EVALUATION:

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

SALARY RANGE:

\$70,000 -110,000

Board Approved: 11/11/2020