

**REGULAR PUBLIC MEETING  
MARCH 13, 2024**

**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 13, 2024, in person at Teaneck High School located at 100 Elizabeth Avenue, Teaneck, NJ 07666, at 8:00 PM. Adequate notice of this meeting has been sent to the Record and The Star Ledger, filed with the Municipal Clerk and posted on the school district website at www.teaneckschools.org, on January 23, 2024."

**III. Roll Call**

<b><i>Board Member</i></b>	<b><i>Present</i></b>	<b><i>Absent</i></b>
Ms. Fisher (Victoria)		
Dr. Gruber (David)		
Mr. Ha (Edward)		
Dr. Kirshenbaum (Gerald)		
Dr. Klein (Dennis)		
Mrs. Reyes (Kassandra) - Vice President		
Mr. Rodriguez (Jonathan)		
Mrs. Williams (Clara) - President		
Mr. Wolff (James)		

<b><i>Student Board Liaison</i></b>	<b><i>Present</i></b>	<b><i>Absent</i></b>
Mostafa Abouganba		
Alfred Lewis		
Liora Pelavin		
Blake Ricketts		

**IV. Reaffirmation of District Goals**

**V. Superintendent's Report**

**VI. Public Comment I (Agenda Items only)**

**VII. Student Liaison Report**

**VIII. Board Committee Report**

**IX. Agenda Items**

**X. Public Comment II (Agenda and non-Agenda Items)**

**XI. Old and New Business**

**XII. Executive Session**

### **XIII. Adjournment**

## **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.**

1. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education approves the minutes from the following meetings:
  1. February 7, 2024 - Workshop Public Meeting
  2. February 7, 2024 - Executive Session
  3. February 21, 2024 - Regular Public Meeting
  4. February 21, 2024 - Executive Session

EXPLANATION: Agenda item submitted by Ms. Taylor

2. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves to waive the provisions of Board Policy #7510 Use of School Facilities for the 2023-2024 school year, for the use of the Whittier School Parking Lot for the Cohen Family Bar Mitzvah Brunch on June 20, 2024 for a fee of \$300. A tent, tables and chairs would be set up in the parking lot on June 19, 2024 and the breakdown would be June 20, 2024 or June 21, 2024. The facilities usage application, hold harmless agreement, and certificate of insurance have been received in-district.

EXPLANATION: Agenda item submitted by Dr. Spencer

1. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the September 1, 2023 - December 31, 2023 (Period 1) District Report of Student Safety Data. See page 15.

EXPLANATION: Agenda item submitted by Dr. Spencer

2. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the following courses to be added to the course offerings for Teaneck High School for 2024-2025 school year.

<b>Course Title</b>	<b>Department</b>	<b>School</b>
Adv. Placement Precalculus	Mathematics	Teaneck High School
Calculus Honors	Mathematics	Teaneck High School
Statistics Honors	Mathematics	Teaneck High School
Digital Art II	Visual & Performing Arts	Teaneck High School
Introduction to Short Story (Dual Enrollment: Bergen Community College)	English	Teaneck High School
Adv. Placement World History - Modern	Social Studies / History	Teaneck High School

EXPLANATION: Agenda item added by Dr. Scott

3. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves Yestercades of Westfield, NJ as an additional Community Based Instruction location for students in the Multiple Disabilities (MD) program.

EXPLANATION: Agenda item submitted by Dr. Scott

- 1. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the payment of the claims for the month of: February 1, 2024 through February 29, 2024.

General	\$10,149,426.10
Capital Outlay	\$ 57,301.15
Special Revenue	\$ 929,787.31
Debt Service	\$ 0
Community Education	\$ 44,975.60
Food Service	\$ 202,654.88
<b>Total Payments</b>	<b>\$11,384,145.07</b>

EXPLANATION: Agenda item submitted by Ms. Taylor

- 2. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the attendance of staff members at the **Professional Development and Conferences** listed on the attached summary costing **\$6,285.87** (District Funded \$4,344.84; Title I: \$545; Title II: \$531.25; Title III: \$864.78). See page 16.

EXPLANATION: Agenda item submitted by Dr. Scott

- 3. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves **Student Field Trips** listed on the attached listed summary totaling **\$19,326.75** (District Funded \$1,195; Parent Funded: \$12,402.75; ARP ESSER Grant: \$3,810; PTO: \$800; Student Activity Funded: \$1,119. See page 19.

EXPLANATION: Agenda item submitted by Dr. Scott

- 4. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the attached list of **Student Fundraising Activities**. See page 24.

EXPLANATION: Agenda item submitted by Dr. Spencer

- 5. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves contracts with clinicians and agencies to provide related services and independent evaluations for the 2023-2024 school year. See page 26.

EXPLANATION: Agenda item submitted by Dr. Scott

6. **WHEREAS** Requests for Proposals for High Impact Tutoring Services (Mathematics and Language Arts) for Fourth Graders were properly advertised on February 9, 2024; and

**WHEREAS** on Thursday, February 22, 2024, the Board received four (4) RFPs.

1. Sunshine Education, LLC;
2. EduPrime;
3. Sylvan Learning Center;
4. Advance Education Advisement Corp.

**WHEREAS** the most responsive Proposal for High Impact Tutoring Services (Mathematics and Language Arts) for Fourth Graders was submitted by Sylvan Learning Center [which will include five weeks of progress monitoring and ten weeks of Impact reporting. The program will run for ten \(10\) weeks at three \(3\) hours per week and;](#)

**NOW THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, awards the High Impact Tutoring Services (Mathematics and Language Arts) for Fourth Graders to Sylvan Learning Center in the amount of \$153,600.

EXPLANATION: Agenda item submitted by Dr. Scott

7. **WHEREAS** the Teaneck Board of Education at its December 13, 2023 Regular Public Meeting approved the submission of an application for grant funds from the Bergen County Department of Human Services for the FORUM/PASS (Police/Parents and School Students) Juvenile Delinquency Prevention Program which provides group, individual and family counseling, guest speakers, field trips and recreation to Teaneck Middle and High School students for the period of January 1, 2024 through December 31, 2024; and the funds have been received; and

**NOW THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, accepts the grant funds from the County of Bergen, Department of Human Services for the FORUM/PASS (Police/Parents and School Students) Juvenile Delinquency Prevention Program for the period of January 1, 2024 through December 31, 2024 in the amount of \$66,410.

EXPLANATION: Agenda item submitted by Dr. Scott

8. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves an agreement with Plethora Media Group for presenting five (5) sessions of the “*Picture of Success*,” a basic principles of photography workshop to middle and high school students enrolled in the PASS (Police/Parents and Student/School Partnership) program at a rate of \$400 per session; funded by the FORUM Juvenile Justice grant; Not to exceed \$2,000.

EXPLANATION: Agenda item submitted by Dr. Scott

9. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves an agreement with JHasHeart for presenting three (3) workshops regarding SEL competencies to middle and high school students enrolled in the PASS (Police/Parents and Student/School Partnership) program at a rate of \$400 per session; funded by the FORUM Juvenile Justice grant; Not to exceed \$1,200.

EXPLANATION: Agenda item submitted by Dr. Scott

10. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the Stipulation of Settlement between the parents of Student ID#106802 and the Teaneck Board of Education in the amount of \$132,000 for the 2023-2024 school year to Elevations RTC for an out of district placement.

EXPLANATION: Agenda item submitted by Dr. Scott

11. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, gratefully accepts the following donations:

Item	Estimated Value	Donor	On Behalf Of
Transportation Cost	\$600	The National Hispanic College Fairs Incorporation	Transport 60 Teaneck High School students to Northern New Jersey College Fair
Check	\$50,000	Mr. David Rosenbloom	Milton M. & Rose Gold Rosenbloom Scholarship Fund @ Teaneck High School

EXPLANATION: Agenda item submitted by Dr. Scott

12. **WHEREAS**, the Teaneck Board of Education in accordance with N.J.S.A. 18A:23-1 must have a certified External Audit of the district's accounts and financial transactions; and

**WHEREAS**, the Teaneck Board of Education received the audit performed by Lerch, Vinci and Bliss, LLP, and discussed said Audit at its public workshop meeting held on March 6, 2024; and

**THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, hereby accepts the **Audit Report and Corrective Action Plan (CAP) for the year ending June 30, 2023** as prepared by Lerch, Vinci and Bliss, LLP Certified Public Accountants. See page 27.

EXPLANATION: Agenda item submitted by Ms. Taylor





1. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following **certificated** appointments for the remaining 2023-2024 school year at a prorated salary, pending criminal history background checks and 90-day probationary period.

<b>Name</b>	<b>Position/Location/Position Control</b>	<b>Start Date</b>	<b>Guide/Step</b>	<b>Salary</b>
Dr. Malleswari Ponnala	Chemistry Teacher Teaneck High School PC#:10-12-13/aet	04/15/2024	TTEA/ PHD Step 7	\$100,600.00

EXPLANATION: Agenda item submitted by Mr. Apollon

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

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Position Control #</b>	<b>Effective Date</b>
Justine Mateo	Executive Assistant	Central Office	01-17-83/clr	02/16/2024
Zersoa Sylvain	Human Resource Executive Assistant	Central Office	01-14-84/awp	03/15/2024
Paul Neralich	Teacher of Technology	Benjamin Franklin MS	10-10-14/akp	02/06/2024

EXPLANATION: Agenda item submitted by Mr. Apollon

3. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommend of the Superintendent, approved the retirement of Ms. Debra Benitez, Grade 5 Teacher, with 18 years of completed service, effective July 01, 2024.

EXPLANATION: Agenda item submitted by Mr. Apollon

4. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the amended dates of the following long term substitute teacher at \$260 per diem, assigned to a non-tenure track position, effective as indicated, pending criminal history:

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Dates</b>	<b>Benefits</b>
Teri Wilcox	ESL Teacher	Thomas Jefferson MS	01/02/2024 - 02/09/2024**	w/o benefits

\*\*Revised dates

EXPLANATION: Agenda item submitted by Mr. Apollon

5. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following additional staff members as home instructors on an as needed basis at \$50 per hour for the 2023-2024 school year:

<b>Teacher</b>	<b>School</b>	<b>Content Area</b>
Lynn Sac	Teaneck High School	World Language - Spanish
Kim Pitre	Teaneck High School	Social Studies/ History

EXPLANATION: Agenda item submitted by Mr. Apollon

6. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following School Counseling student intern, effective for the 2024 spring semester, pending medical clearance and criminal history review.

<b>Name</b>	<b>School</b>	<b>Location</b>
Emily Ayala	Montclair State University	Benjamin Franklin Middle School

EXPLANATION: Agenda item submitted by Mr. Apollon

7. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves sick and vacation day payouts for the following employees:

Name	Position	# Years Service	# Sick Days	Value/Day	# Vacation Days	Value/Day	Total Payment
Leann Richards	Grade 4 Teacher	19	27.5	\$100	N/A	N/A	\$2,750.00
Lorena Meadows	Director of Guidance	1	N/A	N/A	14	\$508.46	\$7,118.41

EXPLANATION: Agenda item submitted by Mr. Apollon

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

EMPLOYEE NO.	TYPE	DATES OF PAID LEAVE	DAYS USED	DATES OF UNPAID LEAVE	DAYS USED	RETURN
4845	Maternity Leave	05/07/24-06/14/24	29 sick days	TBD		09/01/2024
0368	Unpaid Leave			10/18/23-06/14/24**	240 unpaid days	06/17/2024
2809	Maternity Leave	04/05/24 - 05/17/24	25 sick days	05/20/24-06/14/24	20 unpaid days	09/01/2024
5825	Maternity Leave	05/07/24 - 06/05/24	17.5 sick days and 3 personal days	06/10/24-06/14/24	4 Unpaid days	09/01/2024
5152	Maternity Leave	04/05/24 - 05/14/24	22 sick days	05/15/24 - 06/14/24	22 unpaid days	09/01/2024
2245	Maternity Leave	01/16/24 - 02/27/24**	30 sick days	02/28/24 - 05/24/24**	58 unpaid days	05/28/2024

\*\* Revised date

EXPLANATION: Agenda item submitted by Mr. Apollon

9. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following after school clubs for the 2023-2024 school year:

Name	Activity	Stipend	Location
Beth Fleischer	Interfaith Cookbook Club	Volunteer	Teaneck High School
MaryJoyce Laqui	Palestine Club	Volunteer	Teaneck High School

EXPLANATION: Agenda item submitted by Mr. Apollon

10. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following athletic coaches for 2023-2024 school year, effective, July 1, 2023 through June 30, 2024, pending approval of NJSIAA and program/activity completion:

Gender	Activities/Sport	Title	Name	Stipend
Boys	Varsity Baseball	Volunteer Coach	Paul Schulter	\$0
Girls	Spring Track	Head Coach	Hadeel Alshujaieh	\$8,165

EXPLANATION: Agenda item submitted by Mr. Apollon

11. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the revised stipend payment for **Annie Matesic** to teach the Whittier Elementary School Title I after the bell program. Teacher will be compensated for 62 hours of work with students during the program, and 10 hours of professional development. Lead teacher/Program Coordinator will be compensated for hours to lead and coordinate the program at a stipend of **\$3,600.00**. Account # 20-231-100-101-22-15-I-4.

EXPLANATION: Agenda item submitted by Mr. Apollon

12. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves Mr. Paul Morgan as Project Director of the School Climate Transformation Grant (SCTG) retroactively prorated from October 1, 2023 and ending June 30, 2024 in the amount not to exceed \$12,000.

EXPLANATION: Agenda item submitted by Dr. Spencer

13. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following high school teachers for assuming a sixth and seventh period assignment, on a temporary basis, at their negotiated contractual per class rate.

<b>Name</b>	<b>Class/Location</b>	<b>Level</b>	<b>Pay</b>	<b>Effective Date</b>
Michael Miuccio	English 9/ THS	BA	\$70.00	02/05/2024
KatieRose Augustine	Lang &Lit/ THS	MA+32	\$80.00	03/13/2024
Munyiva Munguti	Admin Support BFMS	MA+32	\$80.00	1/03/2024

EXPLANATION: Agenda item submitted by Mr. Apollon

14. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves Angela Davis, as Interim Assistant Principal, Teaneck High School, at per diem rate of \$550.00, effective on or before March 14, 2024 through June 30, 2024, replacing Justin O'Neill, resigned (PC# 20-12-71/acl).

EXPLANATION: Agenda item submitted by Mr. Apollon

**Your Student Safety Data System report to the NJDOE has been successfully certified for Report Period 1.**

**Report Period 1 (September 1 - December 31, 2023)**

School Name	Incidents *	Other Incidents Leading to Removal	Restraint/Seclusion	HIB Alleged	HIB Trainings	HIB Programs
050-Teaneck High School	23	8	0	4	5	0
060-Benjamin Franklin Middle School	4	5	0	3	9	0
070-Thomas Jefferson Middle School	2	0	0	2	4	0
080-William Cullen Bryant School	0	0	0	0	3	0
110-Nathaniel Hawthorne Elementary School	0	0	0	0	11	0
130-James Russell Lowell Elementary School	0	0	0	0	9	0
150-John Greenleaf Whittier Elementary School	0	0	0	0	5	0
300-Theodora Smiley Lacey Elementary School	0	0	0	0	10	0
District-Wide					6	1

\* Violence, Vandalism, Substances, Weapons and HIB Confirmed

**Confirmation of District Certification**

**First Name:** Andre

**Last Name:** Spencer

**Position Title:** Chief School Administrator

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**Professional Development**

**District Funded: \$4,344.84; Title I: \$545; Title II: \$531.25; Title III: \$864.78  
Total Cost: \$6,285.87**

**Name:** Maura Tuite, Theresa Avella, Aknaris, Diaz, Iris Hernandez, Diana Salib, Meredith Martino, Kimberly Pirro, Analisse Seise, Jennifer Taylor, and Kristine Thielman

**School or Department:** Child Study Team – LDT-C

**Conference/Seminar/Workshop:** Disproportionality Learning Series

**Location:** Rutgers University - Newark, NJ

**Dates:** 2/16/24 & 3/01/24

**Estimated Cost:** \$0

**EXPLANATION:** Participants will engage in a Disproportionality Learning Series.

**Name:** Yadira Bustamante

**School or Department:** Whittier Elementary School Nurse

**Conference/Seminar/Workshop:** Basic Life Support Healthcare

**Location:** Holy Name Hospital – Teaneck, NJ

**Dates:** 2/23/24

**Estimated Cost:** \$95.00 (District funded)

**EXPLANATION:** Participant will engage in a basic life support healthcare renewal course.

**Name:** Jeanne McVerry and Marian Muheisen

**School or Department:** Benjamin Franklin Middle School

**Conference/Seminar/Workshop:** NJ Education Summit: Harnessing AI in the Classroom

**Location:** NJPSA, Monroe Township, New Jersey

**Dates:** March 21, 2024

**Estimated Cost:** \$376.59 (District Funded)

Substitute Required

**EXPLANATION:** Teachers will learn ways in which artificial intelligence can be used with integrity in the classroom to support educational goals.

**Name:** Terrence Williams, Jahari Jacobs, Muniyva Munguti

**School or Department:** Benjamin Franklin Middle School

**Conference/Seminar/Workshop:** Transformational Leadership Conference – Principals Academy

**Location:** Columbia University, New York, NY

**Dates:** March 22, 2024 and March 23, 2024

**Estimated Cost:** \$2005.68 (District Funded)

Substitute Not Required

**EXPLANATION:** Gain practical tools and strategies for data driven instruction and strengthening building leadership capacity.

**Name:** James Bermudez

**School or Department:** Teaneck High School

**Conference/Seminar/Workshop:** BCC & THS Partnership – Teaching Latin American Studies

**Location:** Bergen Community College, Paramus, New Jersey



**Dates:** April 1, 2024

**Estimated Cost:** \$0

Substitute Required

**EXPLANATION:** Teacher will shadow Bergen Community College professor on strategies for teaching Latin American Studies at the college-level. Conference is part of Teaneck High School's dual-enrollment partnership with Bergen Community College.

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**Name:** Joseph Murphy and Diana Sanchez

**School or Department:** English as a Second Language Department

**Conference/Seminar/Workshop:** NJ Teachers of English to Speakers of Other Languages (NJTESOL) Annual Conference

**Location:** Hyatt Regency Hotel - New Brunswick, New Jersey

**Dates:** May 31, 2024

**Estimated Cost:** \$864.78– (Title III Grant Funded)

Substitute Required

**EXPLANATION:** Annual conference showcasing best practices for teaching multilingual students.

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**Name:** Jessica Brown

**School or Department:** Lacey Elementary School

**Conference/Seminar/Workshop:** SEL Symposium: All Learning is Social and Emotional

**Location:** The Urban Assembly, New York, NY

**Dates:** May 17, 2024

**Estimated Cost:** \$293.58– (Title II Grant Funded)

Substitute Not Required

**EXPLANATION:** Conference showcasing best practices for supporting Social and Emotional Learning in the classroom.

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**Name:** Maria Martinez

**School or Department:** Whittier Elementary School

**Conference/Seminar/Workshop:** Dyslexia Conference: Strategies for Immediate Use

**Location:** Bureau of Education and Research, Newark, NJ

**Dates:** April 15, 2024 & April 16, 2024

**Estimated Cost:** \$545.00 – (Title I Grant Funded)

Substitute Required

**EXPLANATION:** Strategies for supporting Tier III reading interventions in the classroom.

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**Name:** Odette Vovra

**School or Department:** Whittier Elementary School

**Conference/Seminar/Workshop:** Foreign Language Educators of New Jersey

**Location:** Rutgers University, New Brunswick, NJ

**Dates:** March 13, 2024

**Estimated Cost:** \$180.00 – (Title II Grant Funded)

Substitute Required

**EXPLANATION:** Strategies for support cross-cultural connections in the elementary world language classroom.

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**Name:** Frank Piccinni  
**School or Department:** Thomas Jefferson Middle School  
**Conference/Seminar/Workshop:** Engaging Students in Middle School Civics  
**Location:** Rutgers University – Piscataway, NJ  
**Dates:** May 9, 2024  
**Estimated Cost:** \$57.67 – (Title II Grant Funded)  
**EXPLANATION:** This workshop will provide strategies to help teachers teach civic education in support of the district’s civic education unit.

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**Name:** Connie Le  
**School or Department:** Office of Partnership and Outreach  
**Conference/Seminar/Workshop:** New Jersey School Public Relations Association Spring 2024 Workshop  
**Location:** Monroe Township, New Jersey  
**Dates:** March 12, 2024  
**Estimated Cost:** \$71.33 (District Funded)  
Substitute Not Required  
**EXPLANATION:** The workshop will provide the best strategies for improving our recruitment efforts, enhancing our district's brand, and fostering strong relationships with outside community organizations.

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**Name:** Anthony D’Angelo  
**School or Department:** Operations and Maintenance  
**Conference/Seminar/Workshop:** 2024 NJSBGA Conference & EXPO  
**Location:** Atlantic City, New Jersey  
**Dates:** March 18-20, 2024  
**Estimated Cost:** \$763.08 (District Funded)  
Substitute Not Required  
**EXPLANATION:** To obtain continuing education credits for certified educational facilities manager as required by the State of NJ.

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**Name:** Wladimir Romain & Na’Imah Bogert  
**School or Department:** Transportation Department  
**Conference/Seminar/Workshop:** Annual New Jersey Pupil Transportation Conference  
**Location:** Atlantic City, New Jersey  
**Dates:** March 20-22, 2024  
**Estimated Cost:** \$516.58 each with total of \$1,033.16 (District Funded)  
Substitute Not Required  
**EXPLANATION:** The conference will provide updates and changes in the transportation department and enhance knowledge and skills.

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**FIELD TRIP**


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**District Funded: \$1,195; Parent Funded: \$12,402.75; ARP ESSER Funded: \$3,810.00; PTO Funded: \$800; Student Activity Funded: \$1,119**  
**Total Cost: \$19,326.75**

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**Trip Leader(s):** Varelle Graves – BFMS, Tara Costa – Hawthorne Elementary, Emily Smith – Lacey School, Lisa Sgambati – Lowell Elementary, Megan McBryde – TJMS, Monique Williams – Whittier Elementary

**School or Department:** BFMS

**Trip Planned:** THS Theatre Performs: Mama Mia

**Location:** Teaneck High School

**Dates:** 3/22/24

**Estimated Cost:** \$.00

**Explanation:** District students will support the high school drama department's performance of Mama Mia.

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**Trip Leader(s):** Dr. Antoinette Bush, Esin Sasmaz

**School or Department:** Thomas Jefferson Middle School

**Trip Planned:** Benjamin Franklin Middle School

**Location:** Teaneck, New Jersey

**Number of Students:** 26

**Date(s):** March 15, 2024

**Depart:** 7:45 am

**Return:** 12:30 pm

**Estimated Cost:** \$600.00 (Parent Funded)

**Substitute Required**

**EXPLANATION:** Seventh grade students will participate in a comparative analysis of human body systems.

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**Trip Leader(s):** Dr. Antoinette Bush, Lisa Rosen, James Pruden, Anita Krohn, Rhonda Bryant, Musa Sannor, 3 Parent Chaperones

**School or Department:** Thomas Jefferson Middle School

**Trip Planned:** Buehler Challenger & Science Center

**Location:** Paramus, New Jersey

**Number of Students:** 133

**Date(s):** April 1 and April 4, 2024

**Depart:** 9:00 am

**Return:** 1:00 pm

**Estimated Cost:** \$5,300.00 (Parent Funded)

**Substitute Required**

**EXPLANATION:** This trip will underline the use of simulated models as evidence in explaining real-world phenomena and understanding the universe.

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**Trip Leader(s):** Allison Norris, Shena Mallery, Antoinette Vincenti, Kristin Nunez, Nicola Richardson, Anise Khan, 12 Parent Chaperones

**School or Department:** Hawthorne Elementary School

**Trip Planned:** Turtle Back Zoo

**Location:** West Orange, New Jersey

**Number of Students:** 61

**Date(s):** April 17, 2024

**Rain Date:** April 18, 2024

**Depart:** 9:00 am

**Return:** 2:00 pm

**Estimated Cost:** \$2,238.00 (\$1,119 Student Activity) (\$1,119 Parent Funded)

**Substitute Not Required**

**EXPLANATION:** Third grade students will gain a better understanding of life science.

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**FIELD TRIP**


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**Trip Leader(s):** Aknaris Diaz, Kharisma Bettis, Sheila Moore

**School or Department:** Teaneck High School –Guidance Department

**Trip Planned:** Fairleigh Dickinson University

**Location:** Madison, New Jersey

**Number of Students:** 40

**Date(s):** April 17, 2024

**Depart:** 9:30 am

**Return:** 12:30 pm

**Estimated Cost:** \$0.00

**Substitute Not Required**

**EXPLANATION:** Eleventh grade students will attend an in-person college fair where they will learn about various colleges and universities as well as the application process.

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**Trip Leader(s):** Chris Hernandez, Samantha Spencer, Tiffany Echavarría, Scott Bushoven, Monique Frazier-Ellington, 8 Parent Chaperones

**School or Department:** Lowell Elementary School

**Trip Planned:** Teaneck Farmers' Market **(WALKING TRIP)**

**Location:** Teaneck, New Jersey

**Number of Students:** 23

**Date(s):** May 23, 2024

**Depart:** 12:30 pm

**Return:** 2:30 pm

**Rain Date:** May 30, 2024

**Estimated Cost:** \$0.00

**Substitute Not Required**

**EXPLANATION:** Second grade students will improve their understanding of life cycles, producers, consumers, and communities.

---

**Trip Leader(s):** Beatriz Garcia Travieso, Elizabeth Woo, Marie Rosegren, Amber Halpern, Ellen Buechel, 8 Parent Chaperones

**School or Department:** Hawthorne Elementary School

**Trip Planned:** Teaneck Greenhouse **(WALKING TRIP)**

**Location:** Teaneck, New Jersey

**Number of Students:** 45

**Date(s):** April 3, 2024

**Depart:** 10:25 am or 1:00 pm

**Rain Date:** May TBD 2024

**Return:** 11:45 am or 2:30 pm

**Estimated Cost:** \$0.00

**Substitute Not Required**

**EXPLANATION:** Kindergarten students will learn about the life cycle of a seed.

---

**Trip Leader(s):** JaQwaysia Edge, Leakhena Ky, Labeika Ali, Audrey Appel, Bonita Brown, Zachary Reid, Celeste Sanchez, Elona Shehu, Maria Valencia

**School or Department:** Hawthorne Elementary School

**Trip Planned:** Teaneck Greenhouse **(WALKING TRIP)**

**Location:** Teaneck, New Jersey

**Number of Students:** 13

**Date(s):** April 17, 2024

**Depart:** 1:00 pm

**Return:** 2:30 pm

**Rain Date:** May TBD 2024

**Estimated Cost:** \$0.00

**Substitute Not Required**

**EXPLANATION:** Kindergarten students will learn about the life cycle of a seed.

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**FIELD TRIP**

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**Trip Leader(s):** Kara Lindner, Christina Aviles, Lisa Brown, TaraCosta, Filiz Zeybek, Ellen Buechel, 11 Parent Chaperones

**School or Department:** Hawthorne Elementary School

**Trip Planned:** Teaneck Greenhouse **(WALKING TRIP)**

**Location:** Teaneck, New Jersey

**Number of Students:** 70

**Date(s):** April 1<sup>st</sup> & 15<sup>th</sup>, 2024

**Depart:** 9:15 am or 1:00 pm

**Rain Date:** May TBD 2024

**Return:** 10:45 am or 2:30 pm

**Estimated Cost:** \$0.00

**Substitute Not Required**

**EXPLANATION:** First grade students will learn about the life cycle of a seed.

---

**Trip Leader(s):** Jennifer Domingues, Zara Matragas, Felix Mejia, Lorena Valer, Ellen Buechel, 11 Parent Chaperones

**School or Department:** Hawthorne Elementary School

**Trip Planned:** Teaneck Greenhouse **(WALKING TRIP)**

**Location:** Teaneck, New Jersey

**Number of Students:** 64

**Date(s):** April 2<sup>nd</sup> & 16<sup>th</sup>, 2024

**Depart:** 9:15 am or 1:30 pm

**Rain Date:** May TBD 2024

**Return:** 10:45 am or 2:45 pm

**Estimated Cost:** \$0.00

**Substitute Not Required**

**EXPLANATION:** Second grade students will learn about the parts of a plant and their function.

---

**Trip Leader(s):** Allison Norris, Shena Mallery, Kristin Nunez, Nicola Richardson, Antoinette Vincenti, Anisa Khan, Ellen Beuchel, 10 Parent Chaperones

**School or Department:** Hawthorne Elementary School

**Trip Planned:** Teaneck Greenhouse **(WALKING TRIP)**

**Location:** Teaneck, New Jersey

**Number of Students:** 65

**Date(s):** April 5<sup>th</sup> & 19<sup>th</sup>, 2024

**Depart:** 9:15 am or 12:45 pm

**Rain Date:** May TBD 2024

**Return:** 10:45 am or 2:00 pm

**Estimated Cost:** \$0.00

**Substitute Not Required**

**EXPLANATION:** Third grade students will learn about propagation.

---

**Trip Leader(s):** Kristin Ferreira, Jemara Blount, Samuel Griffin, Tawana Smith, Sandra Warren-Givens, Ellen Buechel, 11 Parent Chaperones

**School or Department:** Hawthorne Elementary School

**Trip Planned:** Teaneck Greenhouse

**Location:** Teaneck, New Jersey **(WALKING TRIP)**

**Number of Students:** 66

**Date(s):** April 4<sup>th</sup> & 18<sup>th</sup>, 2024

**Depart:** 9:15 am or 1:30 pm

**Rain Date:** May TBD 2024

**Return:** 10:45 am or 2:45 pm

**Estimated Cost:** \$0.00

**Substitute Not Required**

**EXPLANATION:** Fourth grade students will learn about herbs and their uses.

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**FIELD TRIP**


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**Trip Leader(s):** Colette Brantley, Beatriz Garcia Travieso, Marie Rosegren, Elizabeth Woo

**School or Department:** Hawthorne Elementary School

**Trip Planned:** Theodora Smiley Lacey School

**Location:** Teaneck, New Jersey

**Number of Students:** 45

**Date(s):** May 9, 2024

**Depart:** 9:45 am

**Return:** 11:30 am

**Estimated Cost:** \$0.00

**Substitute Not Required**

**EXPLANATION:** Kindergarten students will attend a character education assembly alongside their Lacey School peers.

---

**Trip Leader(s):** Jean Choi, Keith Orapello, Danielle Drakeford, Valarie Astor, Jim DiMicelli, Yadira Bustamante, 10 Parent Chaperones

**School or Department:** Whittier Elementary School

**Trip Planned:** Health Barn

**Location:** Ridgewood, New Jersey

**Number of Students:** 82

**Date:** April 3, 2024

**Depart:** 9:40

**Return:** 1:30 pm

**Rain Date:** April 4, 2024

**Estimated Cost:** \$2610.00 (\$500.00-District Funded for Transportation)

(\$2110.00-Parent Funded)

**Substitute Not Required**

**EXPLANATION:** Third grade students will receive nutritional knowledge through hands-on organic gardening and composting.

---

**Trip Leader(s):** Marc Calello, Marissa London

**School or Department:** Teaneck High School

**Trip Planned:** The Metropolitan Museum of Art

**Location:** Manhattan, New York

**Number of Students:** 20

**Date(s):** April 19, 2024

**Depart:** 8:30 am

**Return:** 3:00 pm

**Estimated Cost:** \$940.25 (\$695.00-District Funded for Transportation)

(\$245.25-Parent Funded)

**Substitute Required**

**EXPLANATION:** Students will be doing research into different abstract artists and methodologies prior to the trip. Students will be able to experience the physicality of the material and the size and volume that a piece has to offer.

---

**Trip Leader(s):** Chris Hernandez, Tiffany Echevarria, Scott Bushoven, Samantha Spencer, Monique Frazier-Ellington, 13 Parent Chaperones

**School or Department:** Lowell Elementary School

**Trip Planned:** Newark Museum of Art

**Location:** Newark, New Jersey

**Number of Students:** 64

**Date(s):** April 3, 2024

**Depart:** 9:00 am

**Return:** 2:30 pm

**Estimated Cost:** \$2510.00 (\$400.00-PTO Funded), (\$2110.00-Parent Funded)

**Substitute Not Required**

**EXPLANATION:** This trip will enhance learning of other cultures through art and will also include a planetarium experience.

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**FIELD TRIP**


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**Trip Leader(s):** Sharmaine Joseph, Abigail Aleksa, Dominika Kaczynski, Monique Frazier-Ellington, 5 Parent Chaperones

**School or Department:** Lowell Elementary School

**Trip Planned:** Liberty Science Center

**Location:** Jersey City, New Jersey

**Number of Students:** 39

**Date(s):** May 9, 2024

**Depart:** 9:20 am

**Return:** 2:30 pm

**Estimated Cost:** \$1318.50 (\$400.00- PTO Funded), (\$918.50-Parent Funded)

**Substitute Not Required**

**EXPLANATION:** First grade students will gain a better understanding of forms of energy.

---

**Trip Leader(s):** Dana Butler, 3 Parent Chaperones

**School or Department:** Thomas Jefferson Middle School

**Trip Planned:** Teaneck High School

**Location:** Teaneck, New Jersey

**Number of Students:** 33

**Date(s):** April 3<sup>rd</sup>, or May 22<sup>nd</sup>, 2024

**Depart:** 12:55 pm

**Return:** 3:30 pm

**Rain Date:** April 5<sup>th</sup> or May 24<sup>th</sup>, 2024

**Estimated Cost:** \$0.00

**Substitute Required**

**EXPLANATION:** Dance students will get exposure to a high school dance class to encourage them to continue their dance education beyond middle school.

---

**Trip Leader(s):** D'Aisha Smith, Matthew McMillan, Valerie Johnson, Brandon Vargas, Debra Benitez, Megan McBryde, Andrew DeBlock, Lisa Rosen, Cecilia Chan, 7 Parent Chaperones

**School/Department:** Thomas Jefferson Middle School

**Trip Planned:** Junior Achievement - BizTown/Grades 5

**Location:** Edison, New Jersey

**Number of Students:** 140

**Date(s):** April 4, 2024

**Depart:** 8:45 am

**Return:** 3:00 pm

**No Substitute Required**

**Estimated Cost:** \$1935.00 (ARP ESSER Funded)

**EXPLANATION:** The students will experience running a town upon completion of the lessons. The field trip aligns with district goal #4: innovation and special projects.

---

**Trip Leader(s):** Joanna Ebert, Sonia Apreda, Kelly Misol-Kulig, Ashley Andreal-Mara, Sean Gordon, Eileen Mursch, Claudia Califano, Belkis Petrus, Paula Fischkelta, Merin Matarazzo, Shanice Wright, Lauren Mattiace, 3 Paraprofessionals

**School or Department:** Benjamin Franklin Middle School

**Trip Planned:** Junior Achievement - BizTown/Grades 5

**Location:** Edison, New Jersey

**Number of Students:** 118

**Date(s):** April 29, 2024

**Depart:** 8:45 am

**Return:** 3:00 pm

**No Substitute Required**

**Estimated Cost:** \$1875.00 (ARP ESSER Funded)

**EXPLANATION:** The students will experience running a town upon completion of the lessons. The field trip aligns with district goal #4: innovation and special projects.

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**Fundraising Activities by School**


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School or Department: Teaneck High School

Activity: **Costume Donation Collection**

Sponsoring Organization: Dance Department

Name of Sponsors: Adria Warfield, Staff Member

Participants: Dance Department

Date(s): March – May 2024

Location: N/A

Estimated funds to be raised by this activity: \$ 0

Funds to sponsoring organization 100%

EXPLANATION: Costumes would be used for the THS Dance Department and will be kept in stock for future performances.

---

School or Department: Thomas Jefferson Middle School

Activity: **Student vs. Faculty Indoor Soccer Game Tickets and Snacks**

Sponsoring Organization: French Honor Society at TJMS

Name of Sponsors: Jaclyn Kiely, Staff Member

Participants: Honor Society Members to students and staff

Date(s): April 17 – 25, 2024

Location: TJMS Lobby (presale) 4/17/24 after school. Date of Event: Thursday, April 25, 2024 (3:30 pm – 5:00 pm)

Estimated funds to be raised by this activity: \$200

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used toward the 2023-24 French Honor Society and student induction.

---

School or Department: Teaneck High School

Activity: **SNAP Online Fundraiser**

Sponsoring Organization: Terpsichoreans

Name of Sponsors: Christine Mayers, Staff Member

Participants: Students to friends, family, and teachers

Date(s): March – April 2024

Location: Online

Estimated funds to be raised by this activity: \$5,000

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for various events throughout the school year.

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**Fundraising Activities by School**


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School or Department: Teaneck High School

Activity: **Selling Coupon for Krispy Kreme Donuts**

Sponsoring Organization: Terpsichoreans

Name of Sponsors: Christine Mayers, Staff Member

Participants: Students would sell to the community

Date(s): April 10 -17, 2024

Location: N/A

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to offset the cost of gear, show expenses, hardship cases, and scholarship funds.

---

School or Department: Teaneck High School

Activity: **SNAP Online Fundraiser**

Sponsoring Organization: Muslim Student Association Club

Name of Sponsors: Adrienne Williams, Staff Member

Participants: Students would ask friends, family, faculty for donations

Date(s): March - June 2024

Location: Online Donation Website

Estimated funds to be raised by this activity: \$4,500

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to offset the cost of gear, show expenses, hardship cases, and scholarship funds.

---

School or Department: Teaneck High School

Activity: **Sale of Tickets and Concessions for the Fashion Show**

Sponsoring Organization: Fashion Club

Name of Sponsors: James Bermudez

Participants: Club Members would sell to students, parents and faculty

Date(s): May 2024

Location: THS Main Lobby

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used field trips and other Fashion Club initiatives.

---

Student ID	Placement	Discipline/Rate	NOT TO EXCEED
	Bergen County Special Services School District	Assistive Technology Assessment: A history needs assessment hardware/software evaluation in collaboration with the education team. BCSS will provide services at a rate not to exceed \$995.00, unless otherwise agreed upon.	\$995.00
	Bergen County Special Services School District	Assistive Technology Assessment: A history needs assessment hardware/software evaluation in collaboration with the education team. BCSS will provide services at a rate not to exceed \$995.00, unless otherwise agreed upon.	\$360.00
		<b>Total</b>	<b>\$1,355.00</b>

**Corrective Action Plan (CAP)  
For the Fiscal Year ended June 30, 2023  
Prepare only when there is a finding(s) in the ACFR or AMR.**

June 30, 2022

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**School District/Charter/Renaissance School Project: Teaneck Public Schools**

**County: Bergen**

**Contact Person: Haquisha Q. Taylor**

**Type of Audit: Annual Comprehensive Financial Report**

**Email Address / Telephone Number: [htaylor@teaneckschools.org](mailto:htaylor@teaneckschools.org)/201.833.5527**

**Date of Board Meeting: March 13, 2024**

A	B	C	D	E	F
*AMR/ACFR Finding #	*Finding (Condition)	*Recommendation	*Method of Implementation	Person Responsible for	Completion Date
2023-01	1. Surety bond coverage for the Treasurer of School Monies was insufficient for the 2022-2023 school year.	1. Surety bond coverage should be reviewed and increased in accordance with the requirements of the New Jersey Administrative Code.	1. Review surety bond coverage amounts now and annually in April/May, with all other insurance renewals, to identify minimum amounts (NJAC 6A:23A-16.4) for Surety bond coverages. The Treasurer of School Monies surety bond for the 2023-2024 school year is being updated to \$500,000.	Business Administrator  Risk Manager	4/30/24
2023-02	2. A payroll agency ledger by deduction was not maintained by the District.	2. A payroll agency ledger by deduction should be maintained and in agreement with the monthly bank reconciliation.	2. Create payroll agency subsidiary ledger accounts for each payroll deduction type. Train Payroll and Accounts Payable staff to track employee deductions for payroll agency payments using subsidiary ledger accounts. Use those ledger accounts to reconcile monthly, by deduction, the Payroll Agency bank account.	Business Administrator  Payroll Manager  Accounts Payable Secretaries  School Treasurer	8/31/24

\* Reference AMR/ACFR for columns A, B & C. Please use same wording from AMR/ACFR.

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**Date of Board Meeting: March 13, 2024**

2023-03	3. The monthly Treasurer's reports for October 2022 through January 2023 were not submitted to the Board for approval. The monthly Board Secretary and Treasurer's reports for March through June 2023 and the certification of availability of funds/line item deficits were not approved by the Board until August 2023.	3. The District's Board Secretary and Treasurer's reports should be completed and submitted with the monthly certification of funds for approval by the Board in a timely manner.	3. Fill Senior Accountant vacancy to more equitably allocate tasks among business office personnel to free time for Business Administrator to monitor financials on a monthly basis. Generate Board Secretary and Treasurer reports within 14 days of each month end. Present Board Secretary and Treasurer's reports within the statutory 60 days of each month end.	Business Administrator  School Treasurer	7/31/24
2023-04	4. The District utilizes a warrant bank account to pay bills for both its governmental and enterprise funds. At year-end numerous reconciling items and adjustments remain outstanding on the District's warrant account bank reconciliations.	4. Action should be taken to clear the reconciling items and adjustments on all District bank reconciliations. Internal transfers between bank accounts should be adjusted on a monthly basis.	4. Purchase check stock for and generate Community Education and Food Service vendor payment checks directly on Community Education and Food Service bank account check stock. Update bimonthly recurring payroll bank transfers form to reflect Community Education funding Community Education gross payroll, Food Service funding Food Service gross payroll, and the Payroll Agency bank account refunding the Warrant bank account for employee healthcare contributions. Update bank account for State wires of	Business Administrator  Assistant Business Administrator  Senior Accountant	3/31/24

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**Date of Board Meeting: March 13, 2024**

			National School Lunch Reimbursements from the Warrant Bank Account to the Food Service bank account. The above measures should minimize or eliminate the existence of monthly reconciling items. Review and complete any needed internal bank transfers on a monthly basis.		
2023-05	<p>5. For the General Fund: The amount of the State debit/credit memo for the Commission for the Blind was recorded as an outstanding check on the District's warrant account. The intergovernmental accounts receivable account balance was overstated. The accounts payable report included the State debit/credit memo for tuition and the debt service assessment. The accounts payable report was not in agreement with the general ledger/balance sheet.</p> <p>For the Special Revenue Fund: There were debit balances in liability accounts for intergovernmental payable and compensated absences payable. The open purchase order (encumbrances) report was not in agreement with the</p>	5. The District should record State debit/credit memorandums in accordance with the State guidelines. Balance sheet accounts should be reviewed and reconciled with the subsidiary ledgers and records.	5. Train staff to understand the State requirement to properly create and record to the general ledger the June 30 <sup>th</sup> State Aid receivable. Train staff to, when June State Aid funds are received in July, increase cash by the full June State Aid amount (debit memos will be created and recorded to the general ledger) and to decrease cash by both the encumbered deductions for Bergen County Special Services District (CSSD) and by the debt service assessment (credit memos to “pay” the CSSD Tuition and debt service assessment will be created and recorded to the general ledger). The June State Aid receivable amount is	<p>Business Administrator</p> <p>Assistant Business Administrator</p> <p>Senior Accountant</p> <p>Accounts Payable Secretaries</p>	6/30/24

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**Type of Audit: Annual Comprehensive Financial Report**

**Email Address / Telephone Number: htaylor@teaneckschools.org/201.833.5527**

**Date of Board Meeting: March 13, 2024**

	general ledger/balance sheet. Accounts receivable balances and unearned revenue balances for local grants could not be identified. The accounts payable report and open purchase order (encumbrances) report were not in agreement with the general ledger/balance sheet.		the difference between the two (June State Aid and June State Aid deductions). Review and reconcile State Aid receivable at June 30 to confirm expected amount. Train staff to properly record June expected cash receipts received after June 30 <sup>th</sup> as a prior year receivable and not a current year revenue. Train staff to review and reconcile year-end accounts payable and open encumbrance (PO) reports with amounts on the balance sheet for 10-421 and 10-753 respectively.		
2023-06	6. Certain grant receipts and/or grant expenditures were not recorded when the transactions occurred in the Special Revenue Fund. At June 30, 2023, there were various overexpended budgetary accounts for the IDEA-ARP, Title III, IDEA, ESSER II, ESSER II Learning Acceleration, ESSER II Mental Health and ESSER III ARP grants. All cash receipts for ARP-ESSER were posted on June 30, 2023. The funds were received in the months of November, February, March, April, May and June. Salaries and	6. Internal controls over grant accounting be reviewed and enhanced.	6. Request login credentials to the State Vendor Payment Inquiry system on myNewJersey.com for staff to access and review monthly wired reimbursements of grant expenditures. Train staff to review and identify NJ Uniform Minimum Chart of Account grant revenue accounts. Train staff to properly record monthly cash receipts for the NJ Uniform Minimum Chart of Account specified revenue accounts. Add funding source to all	Business Administrator Assistant Business Administrator Senior Accountant Accounts Payable Secretaries	5/31/24

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**Date of Board Meeting: March 13, 2024**

	stipends for employees charged to ESSER grants were not approved by a Board resolution.		board resolutions for staff renewals and new hire appointments. Revert to including listings of each employee name and salary as backup to board resolutions for staff renewals. The employee listing will, going forward, include salary funding sources.	School Treasurer Director of Human Resources	
2023-07	7. State/cooperative contracts over the bid threshold were not individually approved by the Board. Documentation supporting the itemized state/cooperative contract amounts was not provided for audit.	7. All state/cooperative contracts over the bid threshold should be submitted to the Board for their approval. Documentation supporting the costs included in the state/cooperative contract should be retained by the District and made available for audit.	7. Look for and forward to the Executive Assistant to the Business Administrator any State or Cooperative Purchasing vendors' purchase orders that exceed the bid threshold for inclusion on the next board agenda for board approval.	Assistant Business Administrator Senior Accountant	6/30/24
2023-08	8. A political contribution disclosure ("PCD") form was not provided for certain vendors paid in excess of \$17,500.	8. Political contribution forms should be obtained in accordance with the requirements of the Local Public Contracts Law.	8. Train Accounts Payable staff to, in March and July of each year, identify vendors with aggregate payments in excess of \$17,500, request from those vendors political contribution disclosure forms, and upload/save those forms to the vendors' records in our financial system (CSI).	Business Administrator Assistant Business Administrator Accounts Payable Secretaries	7/31/24

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**Contact Person: Haquisha Q. Taylor**

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**Date of Board Meeting: March 13, 2024**

2023-09	9. For the Application for State School Aid ("ASSA"): Five students were reported as Special Education but did not have an individualized education plan (IEP). The ASSA reported for fewer students than listed on the District's resident low income workpapers. Eleven students tested did not have a valid lunch application. Two students reported as LEP Low Income did not have a valid lunch application.	9. Internal control procedures regarding the Application for State School Aid should be reviewed and enhanced to ensure the proper reporting of students.	9. Add reviews of the ASSA student listings including 1) a Special Services review of the students reported as Special Education students to confirm that proper documentation exists to support classifying the student as a Special Education student, 2) a Senior Accountant review of the free/reduced/paid meal statuses of all students to confirm that valid meal applications exist to support classifying the student's meal status as free, reduced or paid, and 3) a Curriculum & Instruction review of students reported to confirm that proper documentation exists to support classifying students as Limited English Proficiency (LEP).	Coordinator of Information Systems  Assistant Business Administrator  Director of School Innovation, English and ESL  Directors of Special Education and Nursing  Senior Accountant	11/30/24
2023-10	10. The District's capital asset appraisal report was not in agreement with the prior year audit balances. In addition, the capital asset additions did not agree with the amounts recorded as capital	10. The capital asset report should be reviewed and reconciled to the District's accounting records and audit balances.	10. Fill Senior Accountant vacancy to more equitably allocate tasks among business office personnel. Task Senior Accountant with scheduling asset inventory vendor to complete capital asset inventory	Business Administrator  Assistant Business Administrator	6/30/24

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Page 6 of 7



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**Date of Board Meeting: March 13, 2024**

	expenditures in the District's financial statements.		before June 15 <sup>th</sup> each year. Train the Senior Accountant to review and reconcile the asset inventory vendor's capital asset additions for the fiscal year with the capital asset additions recorded as capital expenditures in our financial system (CSI).	Senior Accountant	

<b>Chief School Administrator:</b>	<b>Date:</b>
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<b>Board Secretary/ School Business Administrator:</b>	<b>Date:</b>
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\* Reference AMR/ACFR for columns A, B & C. Please use same wording from AMR/ACFR.

\* Method of Implementation (column D). Please describe the plan that ensures the finding(s) will not recur.