

**WORKSHOP AGENDA
OCTOBER 11, 2023**

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, October 11, 2023, virtually via Zoom app located on the district website, at 8:00 PM. Adequate notice of this meeting has been sent to the Record, filed with the Municipal Clerk and posted on the school district website at www.teaneckschools.org, on January 5, 2023."

III. Roll Call

<i>Board Member</i>	<i>Present</i>	<i>Absent</i>
Ms. Fisher (Victoria) - Vice President		
Mr. Ha (Edward)		
Ms. Hosein (Nadia)		
Dr. Klein (Dennis)		
Mrs. Reyes (Kassandra)		
Mr. Rodriguez (Jonathan)		
Ms. Sanders (Denise)		
Mrs. Williams (Clara)		
Mr. Rodriguez (Sebastian) - President		

IV. Reaffirmation of District Goals

V. Superintendent's Report (If needed)

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

VII. Agenda Items

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

IX. New and Old Business

X. Executive Session

XI. 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 upon the recommendation of the Superintendent, approves the **FIRST READING** of the following Board Policies:

Bylaw/Policy/Reg. No.	Topic
Policy 6620	Petty Cash - Revised (Mandatory)
Regulation 5200	Attendance - Revised (Mandatory)

See page 24.

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 minutes from the following meetings:
 1. September 13, 2023 - Workshop Public Meeting
 2. September 13, 2023 - Executive Session
 3. September 20, 2023 - Regular Public Meeting
 4. September 20, 2023 - Executive Session

EXPLANATION: Agenda item submitted by Ms. Taylor

2. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education approves three side-bar agreements to be incorporated into the Teaneck Township Education Association Agreement (TTEA) sunsetting at the close of business June 30, 2025. See page 39.
 1. Teaneck High School Seventh Period Class Compensation
 2. School Nurse Compensation for Additional School Coverage
 3. 91+Days Absent 10-Month Employee Eligibility to Advance on the Successor Year Salary Guide

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 2022-2023 District Report of Student Safety Data. See page 42.

EXPLANATION: Agenda item submitted by Dr. Scott

2. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the Teaneck Public Schools **Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act** as required by the New Jersey Department of Education.

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 the Bergen Reads volunteers for the 2023-2024 school year pending criminal history review. See page 43.

EXPLANATION: Agenda item submitted by Mr. Morgan

1. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the payment of August and September claims.

Fund	August 2023	September 2023
General	\$6,228,402.10	\$3,714,459.95
Capital Outlay	\$121,511.15	\$370,548.63
Special Revenue	\$520,589.72	\$426,923.84
Community Education	\$81,421.55	\$13,028.50
Food Service	\$56,608.70	\$73,318.90
Capital Projects	\$27,725.00	0
Total:	\$7,036,258.22	\$4,598,279.82

EXPLANATION: Agenda item submitted by Ms. Taylor

2. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, has received and accepts the financial reports of the Secretary and Treasurer of School Monies for the month ending August 2023 and certifies that the reports indicate that no major account or fund is over expended in violation of N.J.A.C. 6:20-2.13 and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

EXPLANATION: Agenda item submitted by Ms. Taylor

3. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, confirms the line item transfers for the month of August 2023. In order to accomplish the aforesaid purpose, the Business Administrator was authorized to transfer the amount of money into and out of the line items set forth on the attached schedule. See page 44.

EXPLANATION: Agenda item submitted by Ms. Taylor

4. **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 \$7,823.45 (District Funded \$3,650.33; Title III Funded \$1,319.52; STCG Grant \$2,853.50). See page 46.

EXPLANATION: Agenda item submitted by Ms. Taylor

5. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves **Student Field Trips** listed on the attached summary costing \$9,049.00 (District Funded \$5,929.50; Parent Funded \$1,620; Title I \$1500) See page 52.

EXPLANATION: Agenda item submitted by Ms. Taylor

6. **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 55.

EXPLANATION: Agenda item submitted by Dr. Spencer

7. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves out-of-district tuition contracts for students requiring Special Education out-of-district placements in accordance with their respective Individualized Educational Plans (IEPs) for the 2023-2024 school year totaling \$768,156.90. See page 71.

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 contracts with clinicians and agencies to provide related services and independent evaluations for the 2023-2024 school year totaling \$255,000. See page 72.

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 the contract with E-Rate Consulting, Inc., for professional services related to E-Rate funding for the 2023- 2024 school year totaling \$5,750. See page 73.

EXPLANATION: Agenda item submitted by Ms. Taylor

10. **WHEREAS** the Teaneck Board of Education properly advertised for 1) Bid No. 2324-01 Kitchen Renovations at Benjamin Franklin Middle School, 2) Bid No. 2324-02 Kitchen Renovations at Thomas Jefferson Middle School, and 3) Bid No. 2324-03 Kitchen Renovations at Teaneck High School in accordance with N.J.S.A. 18A:18A-21(a); and

WHEREAS, the Board received one response from Seawolf Construction D/B/A Imperial Construction & Electric; and

	Imperial Construction & Electric
Contract A, Base Bid	\$743,000
Contract A, Alternate 1A	\$60,000
Contract A, Alternate 2A	\$28,000
Contract A, Total Bid	\$831,000
Contract B, Base Bid	\$833,000
Contract B, Alternate 1B	\$81,000
Contract B, Alternate 2B	\$46,000
Contract B, Total Bid	\$960,000
Contract C, Base Bid	\$887,000
Contract D, Base Bid	\$2,463,000
Contract D, Alternate 1A	\$60,000
Contract D, Alternate 2A	\$28,000
Contract D, Alternate 1B	\$81,000
Contract D, Alternate 2B	\$46,000
Contract D, Total Bid	\$2,678,000

WHEREAS, N.J.S.A. 18A:18A-22(b) permits a Board to reject all bids when the lowest bid substantially exceeds the Board of Education’s appropriations;

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education upon the recommendation of the Superintendent, hereby rejects all bids pursuant to N.J.S.A. 18A:18A-22(b).

EXPLANATION: Agenda item approved by Ms. Taylor

11. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves School Business Innovations, LLC to provide 2022-2023 Accounting Year End Close Services from October 19, 2023 through February 29, 2024 at the rate of \$150 per hour not to exceed \$18,000. See pages 74.

EXPLANATION: Agenda item submitted by Ms. Taylor

12. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves an agreement with DebtBook Inc. to provide accounting and financial reporting for subscription-based information technology arrangements (SBITAs) to comply with Governmental Accounting Standards Board (GASB) 96 in preparation for the 2022-2023 annual audit for \$12,000. See page 79.

EXPLANATION: Agenda item submitted by Ms. Taylor

13. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the contract with Velez Educational Services for professional services supporting daily tasks in Skyward for the 2023- 2024 school year totaling \$6,000. See page 91.

14. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, accepts the amount of **\$33,618.57 FY2024 Teach STEM Classes in Nonpublic Schools** grant which provides additional remuneration for public school teachers to teach STEM classes in nonpublic schools during hours mutually agreed upon by the partnering teacher, school district, and nonpublic school.

Name	NonPublic School	Grant Award
John Occhiogrosso	Torah Academy	\$25,340.79
Esin Sasmaz	Yavneh Academy	\$8,277.78

EXPLANATION: Agenda item submitted by Ms. Taylor

15. **WHEREAS**, Judith Hochman’s Writing Revolution curriculum is an evidence-based approach aiming to improve writing skills among the students;

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the training provided by Devorah Reich to the teachers at Yeshivat He’Atid on Tuesday, November 7th, 2023 not to exceed \$4,500. Funded from Title II non-public allocation #20-270-200-320-92-613-000.

EXPLANATION: Agenda item submitted by Ms. Taylor

16. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, accepts with grateful appreciation the donation from the Teaneck Organization for Public Schools (TOPS) Board of Trustees in the amount of \$15,000.

EXPLANATION: Agenda item submitted by Dr. Spencer

17. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the agreement with Team Makers, to conduct one workshop for the PASS Program (Parents and Student/School Partnership Program) for twelve middle school students on Tuesday, November 7, 2023 from 4:15 - 5:15 pm, in an amount not to exceed \$300. The FORUM Juvenile Justice grant would fund this program. Account #20-018-100-300-00-00-0-0 FORUM/J. Justice Purchase Ed. Services.

EXPLANATION: Agenda item submitted by Dr. Scott

18. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the agreement with Plethora Media Group to present 3 sessions of the “*Picture of Success*” program to 12 middle school students enrolled in the PASS (Police/Parents and Student/School Partnership Program), at \$300 per session in an amount not to exceed \$1,200. The FORUM Juvenile Justice grant would fund this program. Account # 20-018-100-300-00-00-0-0 FORUM/J. Justice Purchase Ed. Services.

EXPLANATION: Agenda item submitted by Dr. Scott

19. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the agreement with Steven Anthony King to conduct one (1) workshop titled “Success-Principles for Life” on November 21, 2023 for Middle School Students enrolled in the FORUM Parents and Students/School Partnership Program in an amount of \$300 per session not to exceed \$300. Account # 20-009-100-300-00-00-0-0 Forum/Juvenile Justice Purchase Ed. Services.

EXPLANATION: Agenda item submitted by Dr. Scott

20. **WHEREAS**, The Omegaman & Friends is a 45-60 minute interactive assembly designed to promote prosocial behaviors for elementary scholars;
THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves payment to The Omegaman Enterprises Incorporation in an amount no to exceed \$845. Funded by Title IV #20-280-100-300-00-000-000.

EXPLANATION: Agenda item submitted by Dr. Scott

21. **WHEREAS**, kindergarten through eighth grade teachers will use Eureka Mathematics Squared as their base mathematics curricular resource for the 2023-2024 school year, teachers will require in-depth professional development on the components of the program, and the standards-aligned pacing of the units.

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves five, 3-hour professional development sessions by Great Minds, PBC, for kindergarten through eighth grade mathematics teachers to be held during the 2023–2024 school year in an amount not to exceed \$17,550. Funded by account code: 20-487-200-320-57-50-I-0 (ESSER III - Grant Funded).

EXPLANATION: Agenda item submitted by Dr. Scott

22. **WHEREAS**, the Teaneck School District is required to provide professional development for teachers, educational services staff, and school leaders in the area of gifted and talented instruction as per N.J.A.C. 6A:8-3.1 - Strengthening Gifted and Talented Education Act;

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves three, 1-hour professional development sessions, by Nicole Goldsmith, Gifted and Talented Consultant from Staff Development Workshops, on November 16, 2023, November 20, 2023 and December 18, 2023, in an amount not to exceed \$3000. Funded by account code: 11-000-221-320-18-000-000.

EXPLANATION: Agenda item submitted by Dr. Scott

23. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves tuition payment to the Center for Children’s Behavioral Health Inc. in the amount of \$95.00 per hour - 8 hour sessions per week, for student ID#101528 for services during the period of 4/25/2023 through 6/30/2023. The home instruction charge, as per contract, will reflect an amount not to exceed \$760.00 (one (1) week at \$750 per week).

EXPLANATION: Agenda item submitted by Dr. Scott

24. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves tuition payment to Silvergate Prep in the amount of \$50.00 per hour, 10 hour sessions per week, for student ID#103848. Services will commence 9/11/2023 through 11/04/2023. The home instruction charge, as per contract, will reflect an amount not to exceed \$4,000.

EXPLANATION: Agenda item submitted by Dr. Scott

25. **WHEREAS**, the Teaneck School district has an elementary school student that has been deemed homeless under the McKinney Vento law;

WHEREAS, the family’s last district of residence is Hackensack, NJ and;

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the tuition agreement to the Hackensack School District, for student ID#8156899478. The 2023-2024 tuition amount to be received from the Hackensack School district is \$18,317.

EXPLANATION: Agenda item Submitted by Dr. Scott

26. **WHEREAS**, the Teaneck School district has a middle school student that has been deemed homeless under the McKinney Vento law;

WHEREAS, the family’s last district of residence is Hackensack, NJ and;

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the tuition agreement to the Hackensack School District, for student ID#9005465597. The 2023-2024 tuition amount to be received from the Hackensack School district is \$19,065.

EXPLANATION: Agenda item submitted by Dr. Scott

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

Name	Position/Location/Position Control	Start Date	Guide/Step	Salary
Latasha Holly-Garcia	6th Grade Teacher Benjamin Franklin MS PC#:	09/01/2023	MA/Step 8	\$74,800*
Amy Moore	School Psychologist Teaneck High School PC#: 10-12-72/aao	11/20/2023	MA/ Step 2	\$62,800
Dinahlee Rodriguez	Special Education Teacher/ Thomas Jefferson MS PC#	12/04/2023	TTEA MA+32/Step	\$75,300

* Salary Amended

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 **Non-Certificated** appointments for the 2023-2024 school year, pending criminal history background checks and 90-day probationary period.

Name	Position/Location/PC#	Start date	Guide/Step	Salary
Wladimir Romain	Transportation Manager Business Office PC#:	10/30/2023	off-guide	\$90,813.00
Rebecca Soohoo-Buckingham	Senior Accountant Business Office PC#: 01-17-83/aws	TBD	Off-guide	\$89,026.00

EXPLANATION: Agenda item submitted by Mr. Apollon

3. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following certificated staff transfers/reassignments for the 2023-2024 School year, effective September 1, 2023.

Kristine Thielman, CST School Psychologist, assigned to Bryant School, transferred to Teaneck High School

Arisleida Arias, CST School Psychologist assigned to Teaneck High School, transferred to Bryant School
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EXPLANATION: Agenda item submitted by Mr. Apollon

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

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Position Control #</u>	<u>Effective Date</u>
Amedeo Folcarelli	Technician	Technology Dept./THS	09-21-86/bot	10/13/2023

EXPLANATION: Agenda item submitted by Mr. Apollon

5. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education upon the recommendation of the Superintendent, rescind the appointments of the following individuals for the 2023-2024 school year, effective immediately:

a. Margaret Fleming-Keane, School Nurse, Hawthorne Elementary School

b. Ashley Reddick, Special Education Teacher, Benjamin Franklin Middle School

EXPLANATION: Agenda item submitted by Mr. Apollon

6. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves sixth period stipends for the following teachers assuming temporary sixth period assignments at negotiated contractual per class rates effective September 6, 2023.

Name	Class	Pay
Somia Benali	Financial Algebra	\$70.00
Delores Connors	Inclusion Social Studies 5	\$70.00
Patrick Delaney	World History	\$70.00
Matthew Maritsch	Physical Science	\$60.00
Christine Mayers	World History	\$70.00
John Occhiogrosso	Algebra II	\$80.00
Lance Parham	Spec. ED Physical Education	\$80.00
Gina Petrosi-Higgins	Algebra I	\$70.00
Shaun Reilly	AP Computer Science	\$80.00
Brielle Rubin	Math 6	\$80.00
Adria Warfield*	Dance	\$60.00
William Zarro*	US History I	\$80.0

- * Warfield Period was amended
- * Zarro pay amount was amended

EXPLANATION: Agenda item submitted by Mr. Apollon

7. **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 seventh period assignment, on a temporary basis, at their negotiated contractual per class rate, for the 2022-2023 School Year, staff members will receive payment upon submission of appropriate payroll bill form for each pay date, and will receive their payment on the subsequent pay date:

<u>NAME</u>	<u>CLASS</u>	<u>PAY</u>
Katierose Augustine	Special Education Teacher	\$100.00
Levette Glanton	Special Education Teacher	\$100.00
Michael Hofsaes	Special Education	\$80.00
Matthew Ramagli	Special Education	\$100.00
Lynn Sac	World Language	\$90.00
Jovana Vlajic-Murisc	Mathematics	\$100.00
William Zarro	Special Education	\$100.00

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 payment to Eloisa Cardona-Ruiz serving as the THS school nurse for the 2023-2024 school year with a differential in the amount of \$12,500.

EXPLANATION: Agenda Item submitted by Mr. Apollon

9. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves payment to the following teachers to teach the Bilingual after school program at Teaneck High School. Teachers will be compensated for 30 hours of work with students during the program. Program coordinator will be compensated for 20 hours to lead and coordinate the program. Funded by Title III account #: 20-241-100-101-00-000-000

Name	Position	Hours	Stipend Amount
Gorki Marcelo	Geometry- Spanish	30	\$1500
Michael DeAvila	Algebra I- Spanish	30	\$1500
Somia Benali	Algebra I and Geometry- Arabic	30	\$1500
Yaneth Mesa	Science- Spanish	30	\$1500
Adriana Lagomarsino	ESL Teacher and Program Coordinator	20	\$1000
TOTAL			\$7,000

EXPLANATION: Agenda item submitted by Mr. Apollon

10. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the attached list of staff to serve as a chaperone at various events, during the 2023-2024 school year, at the rate of \$50 per hour. See page 95.

EXPLANATION: Agenda Item submitted by Mr. Apollon

11. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the attached list of Teaneck High School staff members to serve as the Saturday detention program, working with students, on an as needed basis, for the 2023-2024 school year, at the hourly rate of \$50.00. See page 100.

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 the salary guide reclassifications effective September 1, 2023 for teachers. See page 105.

EXPLANATION: Agenda item submitted by Mr. Apollon

13. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following annual Auto Allowances, for the 2023-2024 school year, payable in 20 equal installments, for the period of September 2023 through June 2024.

Name	Position	Amount
Patricia Dent	Director of School Innovation, English & ESL	\$465
Rolando Monserrat	Supervisor of Science, Engineering & Technology	\$465
Ashley Sularz	Supervisor of Humanities & Gifted Education	\$465
Ramon Medina	Supervisor of Visual & Performing Arts	\$465
Edward Klimek	Supervisor of Physical Education/Athletic Director	\$465
Lisa Zucker	Supervisor of Early Childhood	\$465
Alicia Lyle	Supervisor of Mathematics	\$465
Emilio Jennette*	Federal and State Grants Coordinator	\$465
Maura Tuite	Director of Special Education and Nursing Services	\$465
Shellian Mirander	Assistant Director of Special Education	\$465
Lorena Meadows	Director of Guidance Career Services and Technical Education	\$465
TOTAL		\$5,115.00

*effective dates 07/01/2023 - 10/06/2023

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 the the following additional staff member as a Home Instructor, on an as needed basis, at \$50 per hour, for the 2023-2024 school year:

Abdoulaye Diallo
Alexandra Cavallo
Andres Munoz
Ashley Barnes
Barbara Finkelstein
Barbara Metzler
Elzbieta Biernacka
Gorki Marcelo
James Lagomarsino
John Dean
Katierose Augustine
Kelly Williams
Kerrie Viray
Kiera Skerritt
Maryem Gobji-Haouari
Paul Sheppard
Sean Holland
Vinod Thomas
Yvette Orgeta-Ulubay

EXPLANATION: Agenda item submitted by Mr. Apollon

15. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent amends the start date of Ms. Connie Le as the Director of Partnerships, Outreach and Special Projects from TBD to September 11, 2023.

EXPLANATION: Agenda item submitted by Mr. Apollon

16. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following teachers to coordinate, train and lead the Teaneck High School Writing Center. Title 1 Funded - Account: 20-231-100-101-00-050-000

Name	Position	Hours	Stipend Amount
Jared Meli	Writing Center Lead Teacher	80	\$4000
Richard Rodda	Writing Center Lead Teacher	80	\$4000
Maryem Goji- Haouari	Writing Center Teacher	60	\$3000
Adriana Lagomarsino	Writing Center Teacher	40	\$2000
Total			\$13,000

EXPLANATION: Agenda item submitted by Ms. Dent

17. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following Teachers to participate in the Teacher Clarity Workshop that took place on September 26, 2023 and September 27, 2023.

<u>Name</u>	<u>School/ Position</u>	<u>Sixth Period Rate</u>	<u>Seventh Period Rate</u>
Mark Martinez	TJMS Sixth Grade ELA	\$80.00	\$100.00
Gillian Iappelli	TJMS Literacy Enrichment Teacher	\$80.00	\$100.00
Frank Piccininni	TJMS Social Studies Teacher	\$70.00	\$90.00
James Pruden	TJMS Science Teacher	\$70.00	\$90.00
Delores Connors	TJMS SE Teacher	\$80.00	\$100.00
Elizabeth Robbins	TJMS Mathematics Teacher	\$80.00	\$100.00
Joseph Murphy	TJMS ESL Teacher	\$60.00	\$80.00
Brandon Vargas	TJMS Mathematics Teacher	\$60.00	\$80.00
Zain Conteh	BFMS Mathematics Coach	\$80.00	\$100.00
Muniva Munguti	BFMS Instructional Coach	\$80.00	\$100.00
Stephanie Paz	BFMS Science Teacher	\$80.00	\$100.00
Linda LaMadrid	BFMS ELA Teacher	\$70.00	\$90.00
Mariam Muheisen	BFMS Social Studies Teacher	\$60.00	\$80.00
Kelly Misol- Kulig	BFMS Fifth Grade ELA Teacher	\$70.00	\$90.00
Angela Avery DeVulgt	BFMS Sixth Grade ELA Teacher	\$80.00	\$100.00

EXPLANATION: Agenda item submitted by Ms. Dent

18. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the following Extra Work Extra Pay assignment, for the 2023-2024 school year, at Teaneck High School, stipends in accordance with TTEA contract:

Name	Activity	Stipend
Adria Warfield	Dance Ensemble	\$2,500.00
Leo Aristimuno	Film & Theater Club	\$1,100.00
Lynn Sac	SOLA	\$600.00
Kelvin Reese	SOLVE	\$2,800.00
Lillian Smith	Choreographer	\$4,500.00
Carole Petit-Beilin*	French Club	\$1,100.00

*Replacing Abdoulaye Diallo, previously approved on the June 14, 2023 Regular Public Meeting.

EXPLANATION: Agenda item submitted by Mr. Apollon

19. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves payment to the following staff member to provide services in the Teaneck High School Open Gym Program at a rate of \$50 per hour, not to exceed 120 hours and \$6,000. The program will take place October 23, 2023 through May 22, 2024. Account#: 20-010-100-100-73-10-G-H FORUM/Township/Stipends.

Name	Position	Hours	Amount
Raina Warren	Open Gym Supervisor	100	\$5,000.00

EXPLANATION: Agenda item submitted by Mr. Apollon

20. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves payment to the following staff members for conducting a Peer Leadership program during zero period for the 2023-2024 school year, total cost not to exceed 2% of base salary:

Name	Program	2023-2024 Salary	Stipend
Katierose Augustine	Peer Leadership	\$86,800.00	\$3000.00
Centryll Scott	Peer Leadership	\$62,000.00	\$3000.00

EXPLANATION: Agenda item submitted by Mr. Apollon

21. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, amends the following non-certificated staff transfers from the August 23, 2023 Special Public Meeting:

Name	Transfer From	Transfer To	Effective Date
Tracey Strand-Coley	Secretary B, C&I Dept.	Secretary B, Office of Partnerships, Outreach, and Special Projects	8/25/23
Kearra Pomales	Secretary B, Special Svs Dept.	Secretary B, Office of Guidance and Vocational Services	8/21/23

EXPLANATION: Agenda item submitted by Mr. Apollon

22. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following leaves of absences:

Employee #	Type	Dates of Paid Leave	Days Used	Dates of Unpaid Leave with Benefits	Days Used	Return
4974	FMLA	N/A	N/A	10/09/23-12/22/23	51 days	01/02/24
4288	Paternity	N/A	N/A	10/16/23-01/05/24	50 days	01/08/24

EXPLANATION: Agenda item submitted by Mr. Apollon

23. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following job descriptions for the 2023-2024 school year. See Page 106.

- a. Manager of Federal and State Grants
- b. School Safety & Attendance Officer (Part-Time)
- c. Preschool Instructional Coach
- d. Technology Support Specialist Level 1

EXPLANATION: Agenda Item Submitted by Mr. Apollon

24. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves payment to Christina Chopra, science teacher, to revise curriculum documents for STEAM 6, a middle school elective, at the rate of \$1200 per curriculum writing as per the TTEA guide. District funded – Account: 11-000-221-110-18-000-000.

EXPLANATION: Agenda item submitted by Mr. Dent

25. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the following Extra Work Extra Pay assignment, for the 2023-2024 school year, at Thomas Jefferson Middle School, stipends in accordance with TTEA contract:

Name	Activity	Stipend
Mitsael Trinidad	Band 5th & 6th Grade	\$2,100.00
Terrie Roberts	Library Council	\$1,000.00
Jaclyn Kiely*	French Club 1	\$1,000.00

*Stipend amended for the July 19th Special Board Meeting to due to the Rana Omar's resignation.

EXPLANATION: Agenda item submitted by Mr. Apollon

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

Name	Position	Location	Effective Dates	Benefits
Terri Wilcox	ESL Teacher	Whittier	10/09/23 - 12/22/23	w/o benefits

EXPLANATION: Agenda item submitted by Mr. Apollon.

POLIC

Teaneck Board of Education

Section: Finances
6620. PETTY CASH (M)
Date Created: March 2012
Date Edited: Sept 2023

6620. PETTY CASH (M)

M

A petty cash system for the Teaneck Public Schools will be authorized as follows:

1. Individual school and department petty cash accounts may be established at the discretion of the School Business Administrator/Board Secretary as follows, with cash operating fund balances indicated:

High School	\$ 150 maximum
Middle Schools	\$ 150 maximum
Elementary Schools	\$ 150 maximum
O & M Department	\$ 300 maximum

The total aggregate of all these funds will not exceed \$750.

2. The Principal/Designee shall be responsible for the receipt and deposit of all funds collected in his/her school and shall administer an accounting system for such funds. The Director/Designee of the Operations and Maintenance Department shall be responsible for the handling and accounting of the respective department funds.
3. The maximum amount to be paid from any individual petty cash account in any one instance should not exceed \$25 without prior approval. These accounts will not be reimbursable more than once a month upon proper completion and submission of a bill form by the administrator in charge.
4. The rules and regulations for operation of these funds will be established by the School Business Administrator/Board Secretary consistent with good fiscal management and the rules and regulations of the State Department of Education and the policies of the Board.

N.J.S.A. 18A:19-13; 18A:23-2; 18A:17-34

N.J.A.C. 6A:23-2.9 et seq.; 6A:23A-16.8

Adopted:

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REGULATION GUIDE

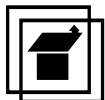
STUDENTS
R 5200/page 1 of 14
Attendance
Sept 23
M

R 5200 ATTENDANCE

A. Attendance Recording

1. School Register (N.J.A.C 6A:32-8.1)

- a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
- b. The Commissioner will issue and publish on the Department's website guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9 and 6A:16-10.1 and 10.2. The number



REGULATION GUIDE

STUDENTS
R 5200/page 2 of 14
Attendance

of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

(1) “Days in membership” means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

2. Day in Session (N.J.A.C. 6A:32-8.3)

- a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers’ institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.
- b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

3. Student Attendance (N.J.A.C. 6A:32-8.4)

- a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.



REGULATION GUIDE

STUDENTS
R 5200/page 3 of 14
Attendance

- b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
 - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
 - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
 - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;



REGULATION GUIDE

STUDENTS
R 5200/page 4 of 14
Attendance

- (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;
 - (5) College visit(s), up to three days per school year for students in grades eleven and twelve; and
 - (6) Closure of a busing school district that prevents a student from having transportation to the receiving school.
- f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.
4. Average Daily Attendance (N.J.A.C. 6A:32-8.5)
- The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.
5. Absentee and Chronic Absenteeism Rates (N.J.A.C. 6A:32-8.6)
- a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.



REGULATION GUIDE

STUDENTS
R 5200/page 5 of 14
Attendance

- (1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.
 - b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.
 - c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.
- B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy
1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.
 2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.
 - a. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined in B.2.b. below.



REGULATION GUIDE

STUDENTS
R 5200/page 6 of 14
Attendance

b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

- i. College visit(s), up to three days per school year for students in grades eleven and twelve
- ii. Take Our Children to Work Day;
- iii. Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;
- iv. Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
- v. Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
- vi. Closure of a busing school district that prevents a student from having transportation to the receiving school;

C. Notice to School of a Student’s Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.



REGULATION GUIDE

STUDENTS
R 5200/page 7 of 14
Attendance

4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

D. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.
2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to must present to the school nurse written evidence of being free of a communicable disease.
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of three school days duration.
2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.



REGULATION GUIDE

STUDENTS
R 5200/page 8 of 14
Attendance

3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
 4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
 5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
- F. Denial of Course Credit
1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
- G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy (N.J.A.C. 6A:16-7.6(a)4.)
1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);



REGULATION GUIDE

STUDENTS
R 5200/page 9 of 14
Attendance

- c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate;.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;



REGULATION GUIDE

STUDENTS
R 5200/page 10 of 14
Attendance

- (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and



REGULATION GUIDE

STUDENTS
R 5200/page 11 of 14
Attendance

4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part;
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)3.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.



REGULATION GUIDE

STUDENTS
R 5200/page 12 of 14
Attendance

- (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

H. Discipline

1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.
2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 and this Regulation 5200.
3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.



REGULATION GUIDE

STUDENTS
R 5200/page 13 of 14
Attendance

J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, the student may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.



REGULATION GUIDE

STUDENTS
R 5200/page 14 of 14
Attendance

- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, - Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

K. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted:



SIDE-BAR AGREEMENT

This Agreement is made by and between the Teaneck Board of Education (“Board”) and the Teaneck Township Education Association (“Association”) on this day of July, 2023.

WHEREAS, the Board and the Association are parties to a Collective Bargaining Agreement (“Agreement”) effective July 1, 2022 through June 30, 2025; and

WHEREAS, Article XIX (J)(8) of the Agreement sets forth terms and conditions for Association members who teach six (6) periods at Teaneck High School; and

WHEREAS, the Board and the Association recognize that prior health emergencies have caused much hardship regarding class coverage at Teaneck High School; and

WHEREAS, the Board and the Association have agreed upon this modification of the Agreement in order for Association Members to teach a seventh (7th) class period at Teaneck High School.

NOW, THEREFORE, in consideration of the mutual covenants and undertakings herein, the Board and the Association agree to the following:

1. All terms and conditions of employment set forth in the Agreement shall remain in full force and effect except as modified herein.
2. Any Association Member who teaches a seventh class at Teaneck High School will receive a per diem compensation rate as follows:
 - a. Bachelor of Arts: **eighty (\$80.00) dollars**
 - b. Master of Arts: **ninety (\$90.00) dollars**
 - c. Master of Arts plus 32 credits: **one hundred (\$100.00) dollars**
3. This Side-Bar Agreement shall be incorporated into the Agreement as if fully set forth therein, and shall sunset at the close of business June 30, 2025.

FOR THE ASSOCIATION:

FOR THE BOARD:

Dated:

Dated:

SIDE-BAR AGREEMENT

This Agreement is made by and between the Teaneck Board of Education (“Board”) and the Teaneck Township Education Association (“Association”) on this day of August,, 2023.

WHEREAS, the Board and the Association are parties to a Collective Bargaining Agreement (“Agreement”) effective July 1, 2022 through June 30, 2025; and

WHEREAS, Article XVIII of the Agreement sets forth terms and conditions for Association Members’ Hours and Teaching Load; and

WHEREAS, the Board and the Association recognize that the pandemic has caused much hardship regarding class coverage in the District; and

WHEREAS, Association Member School Nurses are covering extra District School Buildings as a result of a severe shortage of nurses.

NOW, THEREFORE, in consideration of the mutual covenants and undertakings herein, the Board and the Association agree to the following:

1. All terms and conditions of employment set forth in the Agreement shall remain in full force and effect except as modified herein.
2. School Nurses who cover extra District School Buildings as a result of a severe shortage of school nurses shall be compensated at the hourly rate of **fifty (\$50.00) dollars**. School Nurses receiving this compensation shall provide documentation to the Board for all time served in extra District School Buildings.
3. This Side-Bar Agreement shall be incorporated into the Agreement as if fully set forth therein, and shall sunset at the close of business June 30, 2025.

FOR THE ASSOCIATION:

FOR THE BOARD:

Dated:

Dated:

SIDE-BAR AGREEMENT

This Agreement is made by and between the Teaneck Board of Education (“Board”) and the Teaneck Township Education Association (“Association”) on this day of July, 2023.

WHEREAS, the Board and the Association are parties to a Collective Bargaining Agreement (“Agreement”) effective July 1, 2022 through June 30, 2025; and

WHEREAS, Article XIV of the Agreement sets forth terms and conditions for salary guide movement; and

WHEREAS, the Board and the Association seek to clarify the conditions upon which Association members will be eligible for movement on their respective salary guides; and

WHEREAS, the Board and the Association have agreed that any ten (10) - month Association member who is absent ninety-one (91) days or more in a school year will not be eligible to advance on their respective salary guide in the succeeding school year.

NOW, THEREFORE, in consideration of the mutual covenants and undertakings herein, the Board and the Association agree to the following:

1. All terms and conditions of employment set forth in the Agreement shall remain in full force and effect except as modified herein.
2. Any ten (10) - month Association Member who is absent for ninety-one (91) days or more will not be eligible to advance on their respective salary guide in the succeeding school year. This eligibility requirement shall not apply to an Association Member’s use of sick, personal, or family illness days.
3. This Side-Bar Agreement shall be incorporated into the Agreement as if fully set forth therein, and shall sunset at the close of business June 30, 2025.

FOR THE ASSOCIATION:

FOR THE BOARD:

Dated:

Dated:

Report Period 2

School	Incident Total	Violence	Vandalism	Substances	Weapons	HIB Confirmed	Other Incidents Leading to Removal	HIB Alleged
(050) Teaneck High School	16	6	0	9	1	1	7	0
(060) Benjamin Franklin Middle	23	12	1	3	4	3	8	1
(070) Thomas Jefferson Middle	1	0	0	0	0	1	0	0
(080) William Cullen Bryant Sc	0	0	0	0	0	0	0	0
(110) Nathaniel Hawthorne Elem	0	0	0	0	0	0	0	0
(130) James Russell Lowell Ele	0	0	0	0	0	0	0	0
(150) John Greenleaf Whittier	0	0	0	0	0	0	0	0
(300) Theodora Smiley Lacey El	0	0	0	0	0	0	0	0
Total	40	18	1	12	5	5	15	1

2022-23 School Year

School	Incident Total	Violence	Vandalism	Substances	Weapons	HIB Confirmed	Other Incidents Leading to Removal	HIB Alleged
(050) Teaneck High School	57	8	1	45	3	1	20	0
(060) Benjamin Franklin Middle	31	13	3	3	7	5	17	1
(070) Thomas Jefferson Middle	7	3	0	0	1	3	4	3
(080) William Cullen Bryant Sc	0	0	0	0	0	0	0	0
(110) Nathaniel Hawthorne Elem	0	0	0	0	0	0	0	0
(130) James Russell Lowell Ele	1	0	0	0	0	1	0	0
(150) John Greenleaf Whittier	0	0	0	0	0	0	0	0
(300) Theodora Smiley Lacey El	0	0	0	0	0	0	0	0
Total	96	24	4	48	11	10	41	4

Incident Total = Violence, Vandalism, Substances, Weapons, HIB Confirmed

Violence = Assault, Fight, Kidnapping, Robbery/Extortion, Sexual Assault, Sexual Contact, Threat/Simple, Threat/Criminal

Vandalism = Arson, Computer Trespass, Damage to Property, False Public Alarm, Theft, Trespass

Incident category totals may differ from total incidents due to multiple offenses selected for one incident.

Bergen Reads Volunteers 2023-24
Beverly Greditor
Carol Jeffery
Dale Kopel
Dorinda Angelo
Ellen Ray
Jane Gilbert
Jean Poling
John Herbert
Karen Cohen
Leigh Ann Licameli
Lisa Tredici
Louise Harris
Lucy Trotter
Pat Weinpahl
Patricia Constance
Rachel Schildkraut
Rina Williams
Robbin Keller
Stanley Laser
Stephen Deitmer
Suna Kim
Susan Kanrich
Tracey Gerber
Angela Banta
Harriett Hirschenfang

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	8/31/2023	+ or - Data	Col5/Col3	Col4+Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	25,068,982	0	25,068,982	2,506,898	(26,800)	-0.11%	2,480,098	2,533,698
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	16,596,972	0	16,596,972	1,659,697	262,937	1.58%	1,922,634	1,396,760
12160 40580	Skills/Remedial – Instruct., Total Bilingual Education –	11-000-216, 217								
41080	Instruction, Total Undistributed Expend – Speech, OT,, Total Undist. Expend. – Other Supp. Serv									
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricul, Total	11-4XX-X00-XXX	1,094,300	0	1,094,300	109,430	0	0.00%	109,430	109,430
19620 20620	School-Sponsored Athletics – Instr, Total Before/After School									
21620 22620	Programs, Total Summer School, Total Instructional									
23620 25100	Alternative Educatio, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins									
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	15,072,888	0	15,072,888	1,507,289	(330,000)	-2.19%	1,177,289	1,837,289
29680 30620	Total Undistributed Expenditures – Atten, Total Undistributed	11-000-211, 213,	8,381,950	0	8,381,950	838,195	0	0.00%	838,195	838,195
41660 42200	Expenditures – Healt, Total Undist. Expend. – Guidance, Total	218, 219, 222								
43620	Undist. Expend. – Child Study Team, Total Undist. Expend. – Edu. Media Serv.									
43200 44180	Total Undist. Expend. – Improvement of I, Total Undist. Expend. – Instructional St	11-000-221, 223	2,027,242	0	2,027,242	202,724	0	0.00%	202,724	202,724
45300	Support Serv. - General Admin	11-000-230-XXX	1,209,163	0	1,209,163	120,916	110,465	9.14%	231,381	10,451
46160	Support Serv. - School Admin	11-000-240-XXX	3,784,419	0	3,784,419	378,442	0	0.00%	378,442	378,442
47200 47620	Total Undist. Expend. – Central Services, Total Undist. Expend. – Admin. Info. Tec	11-000-25X-XXX	1,346,969	0	1,346,969	134,697	28,835	2.14%	163,532	105,862
51120	Total Undist. Expend. – Oper. & Maint. O	11-000-26X-XXX	9,853,882	0	9,853,882	985,388	(156,500)	-1.59%	828,888	1,141,888
52480	Total Undist. Expend. – Student Transpor	11-000-270-XXX	7,671,832	0	7,671,832	767,183	0	0.00%	767,183	767,183
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	11-XXX-XXX-2XX	14,424,561	0	14,424,561	1,442,456	(61,957)	-0.43%	1,380,499	1,504,413
72020	Total Undistributed Expenditures – Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120 72122	Transfer of Property Sale Proceeds Res., Transfer of Property Sale Proceeds CDL	11-000-520-934	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72200	Increase in Maintenance Reserve	10-606	2,400	0	2,400	240	0	0.00%	240	240
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240 72245	Interest Earned on Current Exp. Emergenc, Increase in Bus	10-607	0	0	0	0	0	0.00%	0	0
72246 72247	Adv. Res. for Fuel Costs, Increase in IMPACT Aid Reserve (General), Increase in IMPACT Aid Reserve (Capital)									
72260	TOTAL GENERAL CURRENT EXPENSE		106,535,560	0	106,535,560	10,653,556	(173,020)	-0.16%	10,480,536	10,826,576

District: **Teaneck Board of Education**

Monthly Transfer Report NJ

Month / Year: **Aug 31, 2023**

10/05/23

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	8/31/2023	+ or - Data	Col5/Col3	Col4+Col5
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	146,324	0	146,324	14,632	55,063	37.63%	69,695	(40,431)
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	538,662	0	538,662	53,866	0	0.00%	53,866	53,866
76320	Capital Reserve – Transfer to Capital Pr	12-000-4XX-931	0	0	0	0	0	0.00%	0	0
76340	Capital Reserve – Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0.00%	0	0
76360	Increase in Capital Reserve	10-604	4,000	0	4,000	400	0	0.00%	400	400
76380 76385	Interest Deposit to Capital Reserve, IMPACT Aid Reserve (Cap) Tr to Cap Proj	10-604	0	0	0	0	0	0.00%	0	0
76400	TOTAL CAPITAL OUTLAY		688,986	0	688,986	68,899	55,063	7.99%	123,962	13,836
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84000 84005	Transfer of Funds to Charter Schools, Transfer of Funds to Renaiss Schools	10-000-100-56X	8,039,558	0	8,039,558	803,956	61,957	0.77%	865,913	741,999
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0.00%	0	0
84060	GENERAL FUND GRAND TOTAL		115,264,104	0	115,264,104	11,526,410	(56,000)	-0.05%	11,470,410	11,582,410

School Business Administrator Signature

Date

Professional Development

Title III Funded - \$1,319.52
Total Cost: \$7,823.45

District Funded - \$3,650.33

STCG Funded: \$2,853.50

Name: Danielle Cardona and Felicia Vinpa

School or Department: Lowell School – Child Study Team - Speech Language Therapist

Conference/Seminar/Workshop: Meaningful Speech

Location: Virtual

Dates: November 6 & 7, 2023

Estimated Cost: \$.00

Explanation: This course will help Speech Language Therapists to identify, evaluate, and work with students who communicate with delayed echolalia (scripting).

Name: Iris Hernandez

School or Department: Child Study Team

Conference/Seminar/Workshop: RegionV - Handle with Care Trainer Training

Location: RegionV - Oradell, NJ

Dates: October 20, 2023

Estimated Cost: \$0

Explanation: This is a RegionV “Train the Trainer” conference that focuses on the use of verbal and physical interventions.

Name: Ilona Szewczyk

School or Department: Child Study Team Behaviorist

Conference/Seminar/Workshop: RegionV – Handle with Care Trainer Training

Location: RegionV - Oradell, NJ

Dates: October 18 & 19, 2023

Estimated Cost: \$0

Explanation: This is a RegionV “Train the Trainer” conference that focuses on the use of verbal and physical intervention.

Name: Eve Kotkin

School or Department: BFMS – Guidance Department

Conference/Seminar/Workshop: Bergen County School Counseling Association

Location: Westwood, NJ

Dates: 10/13/23

Estimated Cost: \$45.00 (District funded)

Explanation: Bergen County School Counseling Association (BCSCA) professional developments access current resources to better serve students for academic and social emotional support.

Name: Eve Kotkin
School or Department: BFMS – Guidance Department
Conference/Seminar/Workshop: Bergen County School Counseling Association
Location: Cresskill, NJ
Dates: 1/19/24
Estimated Cost: \$45.00 (District funded)
Explanation: Bergen County School Counseling Association (BCSCA) professional developments access current resources to better serve students for academic and social emotional support.

Name: Eve Kotkin
School or Department: BFMS – Guidance Department
Conference/Seminar/Workshop: Bergen County School Counseling Association
Location: Westwood, NJ
Dates: 3/15/24
Estimated Cost: \$45.00 (District funded)
Explanation: Bergen County School Counseling Association (BCSCA) professional developments access current resources to better serve students for academic and social emotional support.

Name: Eve Kotkin
School or Department: BFMS – Guidance Department
Conference/Seminar/Workshop: Bergen County School Counseling Association
Location: Englewood, NJ
Dates: 5/31/24
Estimated Cost: \$45.00 (District funded)
Explanation: Bergen County School Counseling Association (BCSCA) professional developments present current resources to better serve students for academic and social emotional support.

Name: Theresa Avella
School or Department: Bryant School LDT/C
Conference/Seminar/Workshop: NJ Association of Learning Consultants - Fall Symposium
Location: Bridgewater, NJ
Dates: 10/20/23
Estimated Cost: \$200.70 (District funded)
Explanation: In this workshop practitioners will engage with experts and like-minded educators who share a common goal of integrating social-emotional learning into education.

Name: Jennifer Cortez
School or Department: Hawthorne Elementary School
Conference/Seminar/Workshop: Bureau of Education and Research
Location: Virtual
Dates: January 5, 2024
Estimated Cost: \$279.00 – Title III Funded
Substitute Required
EXPLANATION: Will provide strategies for improving vocabulary instruction using multisensory supports.

Name: Jennifer Cortez
School or Department: Hawthorne Elementary School
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: \$380.76– Title III Funded
Substitute Required
EXPLANATION: Annual conference showcasing best practices for teaching multilingual students.

Name: Aknaris Padilla
School or Department: Teaneck High School
Conference/Seminar/Workshop: Fairleigh Dickinson University – Latino Promise Conference
Location: Fairleigh Dickinson University – Teaneck, New Jersey
Dates: February 2, 2024
Estimated Cost: \$0.00
Substitute Not Required
EXPLANATION: Updates for School Counselors on personalized supports and programming offerings by the Latino Promise Program.

Name: Kharisma Bettis
School or Department: Teaneck High School
Conference/Seminar/Workshop: Fairleigh Dickinson University – Latino Promise Conference
Location: Fairleigh Dickinson University – Teaneck, New Jersey
Dates: February 2, 2024
Estimated Cost: \$0.00
Substitute Not Required
EXPLANATION: Updates for School Counselors on personalized supports and programming offerings by the Latino Promise Program.

Name: Jessica Bergen
School or Department: Benjamin Franklin Middle School
Conference/Seminar/Workshop: Montclair State University – Weekend Wind Symposium
Location: Montclair State University – Montclair, New Jersey
Dates: November 18, 2023 & November 19, 2023
Estimated Cost: \$277.97
Substitute Not Required

EXPLANATION: Techniques for conducting ensembles and tools for preparing student-musicians for performances.

Name: Ashley Sularz

School or Department: Central Office – Curriculum & Instruction

Conference/Seminar/Workshop: New Jersey Council of Social Studies Educators Annual Conference

Location: Rutgers University – New Brunswick, New Jersey

Dates: October 23, 2023

Estimated Cost: \$167.65

Substitute Not Required

EXPLANATION: Annual conference showcasing best practices for Social Studies instruction.

Name: Ashley Sularz

School or Department: Central Office – Curriculum & Instruction

Conference/Seminar/Workshop: New Jersey Supervisors of Social Studies – Fall Meeting

Location: New Jersey Principals and Supervisors Association – Monroe, New Jersey

Dates: October 27, 2023

Estimated Cost: \$72.36

Substitute Not Required

EXPLANATION: Updates for Supervisors of Social Studies on curriculum mandates.

Name: Sulety Diaz

School or Department: Lowell Elementary School

Conference/Seminar/Workshop: Bureau of Education and Research

Location: Virtual

Dates: November 20, 2023

Estimated Cost: \$279.00 – Title III Funded

Substitute Required

EXPLANATION: Strategies for strengthening students' language acquisition in Pre-K and Kindergarten.

Name: Sulety Diaz

School or Department: Lowell Elementary School

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: \$380.76– Title III Funded

Substitute Required

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

Name: Susan Morton

School or Department: Teaneck High School

Conference/Seminar/Workshop: New Jersey Council of Social Studies Educators Annual Conference

Location: Rutgers University – New Brunswick, New Jersey

Dates: October 23, 2023

Estimated Cost: \$89.65

Substitute Not Required

EXPLANATION: Will be presenting at the annual conference on the topic of instructional practices related to Adv. Placement Psychology.

Name: Colette Brantley

School or Department: Hawthorne Elementary

Conference/Seminar/Workshop: NJ State Bar Foundation – Restorative Justice in Schools

Location: NJ Law Center – New Brunswick, New Jersey

Dates: October 17, 2023

Estimated Cost: \$.00

Substitute Not Required

EXPLANATION: To learn about concepts of restorative justice and provide strategies for implementing Tier 1 community building practices in schools.

Name: Javalda Powell

School or Department: School Counseling

Conference/Seminar/Workshop: Let's Talk About Suicide

Location: Two Bergen County Plaza- Hackensack, NJ

Dates: 10/16/23

Estimated Cost: \$ 0.00

Substitute Required No

EXPLANATION: To learn about the role of school youth suicide prevention.

Name: Kim Pirro

School or Department: Lowell Elementary School

Conference/Seminar/Workshop: Learning Resource Center North – NJCIE Community of Practice

Location: East Orange, NJ

Dates: 10/20/23 and 1/05/24

Estimated Cost: \$.00

Explanation: The Community of Practice meeting offers educators an opportunity to collaborate and share best practices on how to create an inclusive learning environment.

Name: Antoine Green

School or Department: Lowell Elementary School

Conference/Seminar/Workshop: Learning Resource Center North – NJCIE Community of Practice

Location: East Orange, NJ

Dates: 10/20/23 and 1/05/24

Estimated Cost: \$.00

Explanation: The Community of Practice meeting offers educators an opportunity to collaborate and share best practices on how to create an inclusive learning environment.

Name: Paul Morgan

School or Department: Central Office

Conference/Seminar/Workshop: Leaving the Village

Location: Clayton, Missouri

Dates: 10/26/23 & 10/27/23

Estimated Cost: \$2,853.50 - **STCG Funds**

Substitute Required - NO

Explanation: This is a training for Social Emotional Learning/Restorative Practice (SEL/RP) and it will help assist with implementation.

Name: Paul Apollon
School or Department: Director of Human Resources
Conference/Seminar/Workshop: AASPA
Location: Anaheim, CA
Dates: October 3-6, 2023
Estimated Cost: \$2,662 District Funded

FIELD TRIP

District Funded – 5,929.50
Total Cost: \$9,049.50

Parent Funded - \$1,620. Title I Funded - \$1,500.

Trip Leader(s): Danielle Amato and Michelle Doonan
School/Department: Teaneck High School
Trip Planned: Teaneck Cinemas
Destination: Teaneck, NJ
Date(s): 11/01/23, 12/15/23, 1/04/24, 3/08/24, 4/24/24, 5/30/24,
Estimated Cost: \$1,260.00 (District Funded)

Explanation: The students in the Autism/MD and Transition classes would participate in structured community outings and activities as part of the curriculum in correlation with IEP driven goals.

Trip Leader(s): Danielle Amato and Michelle Doonan
School/Department: Teaneck High School
Trip Planned: Bowler City
Destination: Hackensack, NJ
Date(s): 11/01/23, 11/29/23, 1/10/24, 2/07/24, 3/13/24, 5/15/24, and 6/05/24
Estimated Cost: \$840.00 (District Funded)

Explanation: The students in the Autism/MD and Transition classes would participate in structured community outings and activities as part of the curriculum in correlation with IEP driven goals.

Trip Leader(s): Colleen Pagan and Vatreille Graves
School/Department: Benjamin Franklin Middle School
Trip Planned: American Dream Mall
Destination: East Rutherford, NJ
Date(s): 2/02/24
Estimated Cost: \$0.00

Explanation: Community Based Instruction (CBI) program – Students in this program will review learned academic targets, social skills and positive group participation in correlation with IEP driven goals.

Trip Leader(s): Beatriz Garcia
School/Department: Hawthorne Elementary School
Trip Planned: Wightman Farms
Destination: Morristown, NJ
Date(s): 10/25/23
Estimated Cost: \$1,620.00 (Parent Funded)

Explanation: This trip will be a hands-on visual learning experience of what is being taught in the classroom. It will summarize the student's lesson regarding the life cycle of pumpkins.

FIELD TRIP

Name: Emily Smith, Danielle Annunziata, Peter Antonakis, Amanda Esteves, Donna Harris, Mei Linh LaMui, Brittany Shepard, Jessica Brown, James McDonald, Kelly Cambridge, Amis Aguero, Anna Fernandez, M. Chamoun, D. Windecker, E. Lozado, F. Vasquez, J. Smith, F. Kasour, A. Sanchez, 5 Parent Chaperones

School or Department: Lacey Elementary School

Trip Planned: Wightman's Farms

Location: 1111 Mt Kemble Ave, Morristown, NJ 07960

Number of Students: 75 Students

Date(s): October 26, 2023

Depart: 9:00 AM **Return:** 2:00 PM

Estimated Cost: \$750.00

Substitute Required

EXPLANATION: Kindergarten students will visit a working farm for hands-on experience with agriculture, farming and autumnal growing cycles.

Name: Luke Short, Jessica Bergen, Joey Hochgesang, Angela King, Luke Short, Ramon Medina, Ivalisse Padilla

School or Department: District Music Department

Trip Planned: New Jersey Music Educators Association Band Festival

Location: Wayne Hills High School, Wayne, New Jersey

Number of Students: 90 Students

Date(s): October 21, 2023

Depart: 3:00 PM **Return:** 10:30 PM

Estimated Cost: \$800.00

Substitute Not Required

EXPLANATION: New Jersey Band Festival and Competition.

Name: Abdoulaye Diallo, Yvette Ortega-Ulubay

School or Department: Teaneck High School, World Language

Trip Planned: French Institute Performance

Location: French Institute – New York, New York

Number of Students: 30 Students

Date(s): November 7, 2023

Depart: 9:00 AM **Return:** 2:30 PM

Estimated Cost: \$550.00

Substitute Required

EXPLANATION: Instructional performance on the impact of the French Feminist Movement.

Name: Todd Murphy, Jamie Boyle, Adria Warfield

School or Department: Teaneck High School, Theater Department

Trip Planned: Ramapo College

Location: Ramapo College – Ramapo, New Jersey

Number of Students: 40 Students

Date(s): November 8, 2023

Depart: 9:00 AM **Return:** 2:30 PM

Estimated Cost: \$250.00

Substitute Required

EXPLANATION: Learn about producing a theatrical performance at the collegiate level.

FIELD TRIP

Name: Christine Mayers, Kharisma Bettis, Kimberly Pitre

School or Department: Malcolm Bernard HBCU Fair

Trip Planned: Malcolm Bernard HBCU Fair

Location: Kean University – Union, New Jersey

Number of Students: 33 Students

Date(s): November 16, 2023

Depart: 9:00 AM

Return: 12:30 PM

Estimated Cost: No Cost Required

Substitute Required

EXPLANATION: 50 Historically Black Universities and Colleges will be present for students to tour.

Name: Lisa Guyden, Carrie Williams, Brandi Lewis, Makayla Brown, Rochelle Yaros, Aretha Arroyo, Monique Ellington

School or Department: Lowell Elementary School

Trip Planned: 662 Pomander Walk

Location: 662 Pomander Walk, Teaneck NJ

Number of Students: 76 Students

Date(s): October 26, 2023

Depart: 10:00 AM

Return: 12:00 PM

Estimated Cost: \$1500 – Grant Funded (Title I)

Substitute Required

EXPLANATION: Enhance students' understanding of Teaneck's history and culture. Trip will include exposure to traditional African art, drumming and spoken word.

Trip Leader(s): Colleen Pagan, Vatrell Graves, Amanda Detrick, and Ashley Andreaal-Marra

School/Department: Benjamin Franklin Middle School

Trip Planned: Liberty Science Center

Destination: Jersey City, NJ

Date(s): December 21, 2023

Estimated Cost: \$1,479.50 (District Funded)

Explanation: Community Based Instruction (CBI) program – Students in this program will review learned academic targets, social skills and positive group participation in correlation with IEP driven goals.

Fundraising Activities by School

School or Department: Whittier Elementary School

Activity: **Fan Cloth (school themed clothing)**

Sponsoring Organization: Whittier School

Name of Sponsors: Janine Lawler, staff member

Participants: Staff, students, and families

Date(s): October – November 2023

Location: Whittier School

Estimated funds to be raised by this activity: \$2,000

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for expenses and activities such as field trips and PBIS

School or Department: Benjamin Franklin Middle Schools

Activity: **School Dance Admission and Snacks**

Sponsoring Organization: Student Council

Name of Sponsors: Javalda Powell, Muniyiva Mungati, staff members

Participants: Student Council would sell to students

Date(s): November 2023 – May 2024

Location: BFMS gym; 3:30 pm – 6:00 pm

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to offset students' costs and cover the expenses for the 8th grade dance.

School or Department: Teaneck High School

Activity: **Homecoming Dance Tickets**

Sponsoring Organization: Student Council

Name of Sponsors: Natasha Green, staff member

Participants: Student Council

Date(s): November 20, 21, 2023

Location: Biagio's, 299 Paramus Road, Paramus, NJ

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to defray the cost of the event, venue, and photo booth.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Krispy Kreme**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for dues, activities, and trips.

School or Department: Teaneck High School

Activity: **Bake Sale**

Sponsoring Organization: Student Council

Name of Sponsors: Natasha Green, staff member

Participants: Student Council Cabinet Members would sell to student body and faculty.

Date(s): October 1, 2023 – June 15, 2024

Location: THS lobby after school

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for student activities.

School or Department: Teaneck High School

Activity: **SNAP Online Fundraiser**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Nothing will be sold, donations will go to the Junior Class.

Date(s): October 2023 – June 2024

Location: Online Fundraiser that accepts donations from family and friends.

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for dues, activities, and trips.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Mrs. Fields Cookie Dough**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for dues, activities, and trips.

School or Department: Teaneck High School

Activity: **Joe Corbi's Pizza Kits**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to defray cost of Junior Class activities.

School or Department: Teaneck High School

Activity: **Nothin' Bundt Cakes**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for activities, and trips.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Double Good Popcorn**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for dues, activities, and trips.

School or Department: Teaneck High School

Activity: **Bang Cookies**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for dues, activities, and trips.

School or Department: Teaneck High School

Activity: **Gertude Hawk Chocolate Bars**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to defray cost of Junior Class activities.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Gourmet Creations Dips**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to defray cost of Junior Class activities.

School or Department: Teaneck High School

Activity: **Gift Basket Sale**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to defray cost of Junior Class activities.

School or Department: Teaneck High School

Activity: **Tricky Tray**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to defray cost of Junior Class activities, dues, and trips.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Panera Fundraiser**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to defray cost of Junior Class activities, dues, and trips.

School or Department: Teaneck High School

Activity: **Applebee's Breakfast Fundraiser**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to defray cost of Junior Class activities, dues, and trips.

School or Department: Teaneck High School

Activity: **Bake Sale**

Sponsoring Organization: Student Council

Name of Sponsors: Natasha Green, staff member

Participants: Student Council Cabinet Members would sell to student body and faculty.

Date(s): October 2023 – June 2024

Location: THS lobby after school

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for student activities.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Dine to Donates**

Sponsoring Organization: Student Council

Name of Sponsors: Natasha Green, staff member

Participants: Student Council Cabinet Members would sell to student body and faculty.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for student activities, dues, and trips.

School or Department: Teaneck High School

Activity: **David's Cookies and Pies**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for dues, activities, and trips.

School or Department: Teaneck High School

Activity: **Krispy Kreme**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for dues, activities, and trips.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Dunk Tank**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Various students/staff involved in fundraiser.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for dues, activities, and trips.

School or Department: Teaneck High School

Activity: **SNAP! Raise (direct online donation)**

Sponsoring Organization: Speech and Debate Team

Name of Sponsors: John Dean, staff member

Participants: Students, coaches, parents friends, community would donate online.

Date(s): November 1-22, 2023

Location: Online

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for dues, activities, and trips.

School or Department: Teaneck High School

Activity: **SNAP Fundraiser**

Sponsoring Organization: Sophomore Class Cabinet

Name of Sponsors: Katierose Augustine, staff member

Participants: Sophomore Class to family and friends

Date(s): October 2023

Location: Students would ask family and friends for donations

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used spring 2024 activity and/or to be accumulated for senior year.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Sophomore Apparel Fundraiser**

Sponsoring Organization: Sophomore Class Cabinet

Name of Sponsors: Katierose Augustine, staff member

Participants: Sophomore Class to Sophomores at THS

Date(s): October - November 2023

Location: Presale: Student Center during lunch/main lobby after school

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used spring 2024 activity and/or to be accumulated for senior year.

School or Department: Teaneck High School

Activity: **Valentine's Day Fundraiser**

Sponsoring Organization: Sophomore Class Cabinet

Name of Sponsors: Katierose Augustine, staff member

Participants: Sophomore Class to Sophomores at THS

Date(s): February 1 – 13, 2024

Location: Presale: Student Center during lunch/main lobby after school

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used spring 2024 activity and/or to be accumulated for senior year.

School or Department: Teaneck High School

Activity: **Vocal Music Concerts Ticket Sales**

Sponsoring Organization: Vocal Music

Name of Sponsors: Linea Rondael, staff member

Participants: Students and staff to families and community members

Date(s): December 2023 – June 2024

Location: THS main lobby and after school

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be to offset the cost of end of year festivities and student scholarships.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Bake Sale**

Sponsoring Organization: Twirlers

Name of Sponsors: Angela King, staff member

Participants: Students and staff to families and community members

Date(s): October 19 – November 13, 2023

Location: THS main lobby after school

Estimated funds to be raised by this activity: \$100

Funds to sponsoring organization 100%

EXPLANATION: Funds would be for seasonal activities, end-of-year celebration, scholarships, equipment, and uniforms.

School or Department: Teaneck High School

Activity: **Bake Sale**

Sponsoring Organization: Twirlers

Name of Sponsors: Angela King, staff member

Participants: Students and staff to families and community members

Date(s): December 2023 – May 2024

Location: THS main lobby after school

Estimated funds to be raised by this activity: \$100

Funds to sponsoring organization 100%

EXPLANATION: Funds would be for seasonal activities, end-of-year celebration, scholarships.

School or Department: Teaneck High School

Activity: **SNAP Fundraiser**

Sponsoring Organization: Twirlers

Name of Sponsors: Angela King, staff member

Participants: Twirlers to families and friends

Date(s): October 18 – November 18, 2023

Location: Online

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be for seasonal activities, end-of-year celebration, scholarships and to purchase equipment.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Concession Stand (sale of food and snacks)**

Sponsoring Organization: Twirlers

Name of Sponsors: Angela King, staff member

Participants: Twirler parents to Teaneck Football Fans

Date(s): October 19 – November 23, 2023

Location: THS Stadium

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be for seasonal activities, end-of-year celebration, scholarships and to purchase equipment.

School or Department: Teaneck High School

Activity: **Bake Sale**

Sponsoring Organization: Medical Club

Name of Sponsors: Kathleen Moncada, Yaneth Mesa, staff members

Participants: Twirler parents to Teaneck Football Fans

Date(s): October 2023 – June 2024

Location: THS after school

Estimated funds to be raised by this activity: \$400

Funds to sponsoring organization 100%

EXPLANATION: Funds would be for field trips, club activities, supplies. Prom and homecoming tickets, gift cards to give away at blood drives.

School or Department: Teaneck High School

Activity: **Empanada Sale**

Sponsoring Organization: Cheerleading

Name of Sponsors: Atyana James, staff member

Participants: Coaches and Cheerleaders to THS students

Date(s): October 3, 2023

Location: THS Lobby

Estimated funds to be raised by this activity: \$240

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for bows, competition, practice gear and warm ups.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Donations**

Sponsoring Organization: Muslim Student Association

Name of Sponsors: Somia Benali, staff member

Participants: Students to faculty, students and community

Date(s): October 19, 2023 – June 13, 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for team building activities, attendance at conferences. Celebrating Ramadan and for students who need help.

School or Department: Teaneck High School

Activity: **Gaming Tournament**

Sponsoring Organization: Gaming Club

Name of Sponsors: Gregory Castro, staff member

Participants: Club Members to students and faculty

Date(s): October 1, 2023 – June 16, 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for supplies, program enhancements, and to support the students in their endeavors.

School or Department: Teaneck High School

Activity: **Holiday Pop-up Shop (Baked Goods and Arts & Crafts Supplies)**

Sponsoring Organization: Gaming Club

Name of Sponsors: Gregory Castro, staff member

Participants: Club Members to students and faculty

Date(s): October 1, 2023 – June 16, 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for supplies, program enhancements, and to support the students in their endeavors.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Bake Sale**

Sponsoring Organization: Junior Class

Name of Sponsors: Nurdan Musa, staff member

Participants: Students would sell to faculty, students and community.

Date(s): October 2023 – June 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to defray cost of Junior Class activities, dues, and trips.

School or Department: Teaneck High School

Activity: **Volleyball Tournament**

Sponsoring Organization: Girls and Boys Volleyball

Name of Sponsors: Ashley Barnes, Centryll Scott, staff member

Participants: Volleyball Coaches to staff and students who sign up and participate.

Date(s): November 18 – 19, 2023

Location: THS November 18 from 8:30 am – 1:00 pm

Estimated funds to be raised by this activity: \$700

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used to offset cost of team gear, end of season dinner and additional equipment needed for the Girls' and Boys' volleyball season.

School or Department: Teaneck High School

Activity: **Bake Sale**

Sponsoring Organization: Red Cross Club

Name of Sponsors: Abdoulaye Diallo, staff member

Participants: Volleyball Coaches to staff and students who sign up and participate.

Date(s): October 2, 2023 – June 20, 2024

Location: THS after school

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for activities and scholarships to seniors.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Student vs. Staff Kickball Tournament**

Sponsoring Organization: Senior Class '24

Name of Sponsors: Ashley Barnes, Kharisma Bettis, staff member

Participants: Senior Class '24 to friends, teachers, staff, families, and community

Date(s): October – November, 2023

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for senior activities, prom ticket bid, field day, end-of-year trip, yearbook, and class scholarships/gifts.

School or Department: Teaneck High School

Activity: **Pizza and Bake Sale**

Sponsoring Organization: B.E.I. Club (Business Experience Internship)

Name of Sponsors: Mrs. Cannao, staff member

Participants: B.E.I. Members to students and staff.

Date(s): March – June 2024

Location: THS

Estimated funds to be raised by this activity: \$750

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for supplies, program enhancements, donations, and end-of-year senior scholarships.

School or Department: Teaneck High School

Activity: **Flowers at Graduation**

Sponsoring Organization: Student Council

Name of Sponsors: Mrs. Cannao, staff member

Participants: Commencement Flowers to parents of graduates

Date(s): June 13, 2024

Location: THS during Graduation

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for homecoming dance, and activities.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Clothing Sales**

Sponsoring Organization: Muslim Student Association

Name of Sponsors: Somia Benali, staff member

Participants: Students to faculty, students and community

Date(s): October 19, 2023 – June 13, 2024

Location: THS

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for team building activities, attendance at conferences. Celebrating Ramadan and for students who need help.

School or Department: Teaneck High School

Activity: **Car Wash**

Sponsoring Organization: Muslim Student Association

Name of Sponsors: Somia Benali, staff member

Participants: Students to faculty, students and community

Date(s): October 19, 2023 – June 13, 2024

Location: THS

Estimated funds to be raised by this activity: \$100

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for team building activities, attendance at conferences. Celebrating Ramadan and for students who need help.

School or Department: Teaneck High School

Activity: **SNAP Fundraiser**

Sponsoring Organization: Muslim Student Association

Name of Sponsors: Somia Benali, staff member

Participants: Students to faculty, students and community

Date(s): October 19, 2023 – June 13, 2024

Location: Online

Estimated funds to be raised by this activity: \$400

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for team building activities, attendance at conferences. Celebrating Ramadan and for students who need help.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **Bake Sale and Cold Beverage**

Sponsoring Organization: Muslim Student Association

Name of Sponsors: Somia Benali, staff member

Participants: Students to faculty, students and community

Date(s): October 19, 2023 – June 13, 2024

Location: Online

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for team building activities, attendance at conferences. Celebrating Ramadan and for students who need help.

Tuition

<u>Student ID#</u>	<u>Placement</u>	<u>Tuition</u>	<u>Start Date</u>	<u>1:1 Aide</u>
97529	Winston Prep School 2023-2024 SY	\$77,800.00	9/5/2023	
107964	BCSS - Godwin / HIP - 2023-2024 SY	\$66,960.00	9/5/2023	
100336	The High Points School - 2023-2024 SY and ESY Program	\$74,570.08	7/6/2023	
103024	BCSS 2023-2024 SY - 1:1 Aide		9/7/2023	\$50,985.00
105229	BCSS 2023-2024 SY - 1:1 Aide		9/7/2023	\$50,985.00
99858	BCSS 2023-2024 SY - 1:1 Aide		9/7/2023	\$50,985.00
99859	BCSS 2023-2024 SY - 1:1 Aide		9/7/2023	\$50,985.00
106616	BCSS 2023-2024 SY - 1:1 Aide		9/7/2023	\$50,985.00
101936	BCSS 2023-2024 SY - 1:1 Aide		9/7/2023	\$50,985.00
105631	Bancroft NeuroHealth - 2023-2024 SY	\$82,138.32	7/29/2023	\$43,560.00
102433	William Paterson University 2023-2024 SY	\$9,600.00	9/11/2023	
96129	Burlington County Special Service - 2023-2024 SY	\$57,010.00	9/7/2023	
96117	Bergenfield Board of education - 2023-2024 SY	\$49,200.00	9/7/2023	
96117	Bergenfield Board of education - 2023 ESY	\$1,408.50	7/5/2023	
		\$418,686.90		\$349,470.00
	Grand Total	\$768,156.90		

Clinicians

Student ID#	Placement	Discipline/Rate	NOT TO EXCEED
AMEND	Hillmar LLC	<p>BILINGUAL: Spanish - speech-language, psychological, educational, social, occupational, BDI evaluation= \$ 650.00 per evaluation; Bilingual: Hebrew, Arabic, Mandarin, Cantonese, Hindi/Kannada, Ukrainian, Russia; Korean, Italian; Portuguese, Polish, Turkish, Gujarati and others \$870.00 per evaluation. Note: Bilingual (specialty language) Psychological requiring cognitive with/and adaptive testing = \$1,125.00; Bilingual (specialty languages) educational with/and oral language testing = \$1,125.00 Monolingual: English- speech-language, psychological, educational, social, occupational, BDI evaluation= \$ 500.00 per evaluation; CST Evaluations for the Hearing Impaired- speech-language, psychological, educational and social evaluation= \$650.00 per evaluation;Note: hearing impaired Psychological requiring cognitive with/and adaptive testing = \$875.00; educational with/and oral language testing = \$875.00 Occupational Therapy Services: \$120.00 per treatment; Telepractice Services are also available. Counseling Services: \$100.00 per group session per hour; \$95.00 per individual session per hour; Telepractice Services are also available. Applied Behavior Services (ABA): Discrete Trial and Therapy: \$ 100.00 per hour Professional Development: \$ 145.00 per hour Functional Behavioral Assessments: \$145.00 per hour Coordination/Advisory and Oversight: \$145.00 per hour Telepractice Services are also available. Participation at I.E.P. Meetings: \$150.00 per hour (minimum 1 hour); Oral Interpreter (Spanish) at I.E.P. Meeting: \$ 125.00 per hour (minimum 1 hour); Other Specialty Languages: \$150.00 per hour (minimum 1 hour); Sign Language Translator: \$ 150.00 per hour (minimum 1 hour); Written Translation of Hillmar, LLC child study teams assessments involving bilingual psychological, educational, social and speech-language evaluation impressions and/or results from English to Spanish continue to be available. The fee for this service remains the same at \$35.00 per page. Copies of Test Protocols: \$10.00 per test protocol. Speech Therapy Services Rates (Monolingual: English): \$120.00 per 60 min @ a maximum of 5 students in group session or individual sessions. Speech Therapy Services Rates (Bilingual: English): \$140.00 per 60 min @ a maximum of 5 students in group session or individual sessions.</p>	\$ 25,000.00
AMEND	Thera-Pede, LLC	PT \$95 per hr, PT Eval \$375	\$200,000.00
AMEND	Starlight Homecare Agency	1:1 Nurse / LPN - \$52.00 / RN - \$62.00	\$30,000.00
Total			\$ 255,000.00

E-Rate Consulting, Inc.

145 Valley Rd Ste 3
Montclair, NJ 07042 US
+1 9732004815
info@erateconsulting.com



E-Rate
CONSULTING

Quote

ADDRESS
Nick Veni
Teaneck School District
651 Teaneck Road
Teaneck, NJ 07666 US

QUOTE 1065
DATE 09/25/2023

BEN
122955

ACTIVITY	QTY	RATE	AMOUNT
E-Rate Compliance Services:Fiscal 23-24 Category 1	1	2,750.00	2,750.00
E-Rate Compliance Services:Fiscal 23-24 Category 2	1	3,000.00	3,000.00
Services performed under Cooperative Procurement #E-8801-NJSBA ACES-CPS			
SUBTOTAL			5,750.00
TAX			0.00
TOTAL			\$5,750.00

Accepted By

Accepted Date

PROPOSAL FOR CONSULTING SERVICES

TEANECK PUBLIC SCHOOLS

BUSINESS OFFICE ASSISTANCE

September 23rd, 2023



FRANK CEURVELS
President

156 Gay Hill Rd.
Bethel, Vt. 05032
fcurvels@schoolbusinessinnovations.com

School Business Innovations

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
PRICING	3

EXECUTIVE SUMMARY

The Teaneck Public Schools is a comprehensive K-12 school district located in Bergen County.

Transition of key business office has caused a lag in closing out the 2022-2023 fiscal year.

After speaking with the Business Administrator about the current situation, I am confident that I have the unique background and skill set to help the district succeed through this transitional period.

Over the course of my 30-year career, 27 of which have been in the capacity of School Business Administrator, I have been presented with and successfully resolved a myriad of complex issues, including over \$170 million in capital construction projects, complex labor negotiations, 1:1 student laptop initiative and the automation of business office functions. I have prepared, completed and submitted approximately 29 budgets which has given me a thorough understanding of what can be a somewhat complex process.

I pride myself in my ability to mentor and train less experienced Business Administrators and have established an exemplary reputation

1 School Business Innovations

in this highly specialized field. I have served as President of both the Bergen County Association of School Business Administrators and the New Jersey Association of School Business Administrators and am the recipient of the Distinguished Service Award from both of those respective professional organizations. In addition, I am proud to have been recognized as the NJASBO 2021 School Business Administrator of the year.

Since retiring in December of 2020, I have been fortunate enough to have been tasked with re-vamping and updating the formal curriculum that is a required component of receiving an SBA certificate from the State of New Jersey. I am currently assisting the Cresskill Public Schools as they look to rebuild their middle/high school building after Hurricane Ida destroyed their facility. I am proud to have been a part of this team. While assisting with the rebuild, I also maintained the Federal grants and filed for reimbursements in EWEG on behalf of the district.

I recently assisted the Northvale Public Schools where I helped the Superintendent and Board of Education avoid a potential deficit in the 22-23 year. This required several budgetary adjustments in both the 22-23 and 23-24 fiscal year and reviewing/amending Federal grants so that local expenses could be charged against available funds that would have otherwise expired.

Additional information about my services can be found at www.schoolbusinessinnovations.com

2 School Business Innovations

PRICING

This project will be billed by School Business Innovations, LLC, at an hourly rate of \$150 per hour, and will be billed monthly. I do not charge for minor phone calls, texts or e-mails. I only charge when I dedicate a block of time to work on the project or when phone calls or e-mails require a comprehensive response.

It is understood that this work will be performed remotely. If my attendance on-site is necessary, there will be no additional charges for travel or incidental expenses. I will do my best to accommodate any requests for in-person attendance, with the understanding that I no longer live locally and must pre-plan any trips. I am in New Jersey at least monthly and can arrange any on-site meetings around those trips.

I do not anticipate the need for any reimbursable expenses, but if they do arise, I will not incur the expense without the approval of the Business Administrator. In the event they occur and are approved, they will be billed at cost plus 10%.

Any documents generated as a result of this project will become the property of the Teaneck Public Schools.

School Business Innovations is fully insured and is registered with the State of NJ.

Work can commence upon the issuance of a purchase order. If a contract is necessary or desirable I can either provide a draft or can work from one prepared by the district.

It is my pleasure to have the opportunity to work with you. Please don't hesitate to contact me if you have any questions or concerns.

3 School Business Innovations

ORDER FORM

Fifth Asset, Inc., d/b/a DebtBook (“**DebtBook**”) is pleased to provide the customer executing below (“**Customer**”) with the Services subject to the terms established in this Order Form, including DebtBook’s pricing document attached as **Exhibit A** and incorporated herein by this reference (the “**DebtBook Quote**”).

The Services are subject to DebtBook’s General Terms & Conditions, which have been provided to Customer (the “**Terms & Conditions**”), the Incorporated Documents referenced in the Terms & Conditions, and any additional terms set forth in **Exhibit B** to this Order Form (the “**Customer Terms**”), which, together with this Order Form and any other Order Form in effect from time to time, constitute the complete “**Agreement**” between the parties. The Agreement supersedes any prior discussion or representations regarding Customer’s purchase and use of the Products and Services described in this Order Form.

Each capitalized term used but not defined in this Order Form has the meaning given in the Terms & Conditions.

Effective Date; Initial Term. The Effective Date of this Order Form will be the date indicated beneath the Customer’s signature below unless a specific Effective Date is set forth in the Customer Terms. This Order Form will remain in effect for the Initial Term indicated in the DebtBook Quote.

Services. The DebtBook Quote sets forth the Services to be provided to Customer under this Order Form, including the specific Products to be provided to Customer through its access to the Application Services.

Fees. DebtBook will charge Customer a recurring Subscription Fee as set forth in the DebtBook Quote for Customer’s access to the Onboarding Services, the Application Services, and the Support Services. To the extent applicable, DebtBook will also charge Customer an Implementation Fee as set forth in the DebtBook Quote for the Premium Implementation Services.

Billing. Unless otherwise provided in the Customer Terms, (1) all Fees will be due and payable annually and subject to the payment terms set forth in the Terms & Conditions, and (2) each invoice will be emailed to Customer’s billing contact indicated in the DebtBook Quote.

Notices. Any Notice delivered under the Agreement will be delivered, if to the Customer, to the address indicated in the DebtBook Quote and, if to DebtBook, the address below DebtBook’s signature below.

Authority; Execution. Each of the undersigned represents that they are authorized to (1) execute and deliver this Order Form on behalf of their respective party and (2) bind their respective party to the terms of the Agreement. This Order Form and any other documents executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. If permitted by applicable law, electronic signatures may be used for the purpose of executing this Order Form by email or other electronic means. Any document delivered electronically and accepted is deemed to be “in writing” to the same extent and with the same effect as if the document had been signed manually.

FIFTH ASSET, INC., D/B/A DEBTBOOK

Teaneck Public Schools, NJ

By: Chris Hendrix
Name: Chris Hendrix
Title: VP of Sales

By: _____
Name: _____
Title: _____

Notice Address

Date: _____

PO Box 667950
Charlotte, NC 28266
Attention: Chief Operating Officer
legal@debtbook.com

Exhibit A
DebtBook Quote

[See attached.]

Teaneck Township School District, NJ

Teaneck Township School District, NJ

Teaneck, NJ

US

Irene Gray

igray@teaneckschools.org

Quote created: August 23, 2023

Quote expires: November 21, 2023

Quote created by: Gio Mantovani

Regional Sales Director

gio.mantovani@debtbook.com

Comments from Gio Mantovani

The Initial Term of this Order Form is one year. The Application Services purchased under this Order Form include the Products listed below. The Services include the Application Services, the Onboarding Services, the Support Services, and the Implementation Services option indicated below. All invoices will be emailed to the Customer's billing contact at the following address:

igray@teaneckschools.org

Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
2023 Tier 2 - Lease & Subscription Premium Implementation The additional implementation services provided to Customer on an annual basis, including tailored implementation support, review of Application Obligations, and entry of relevant Customer Data.	23LSPI2- 2	1	\$2,500.00	\$2,000.00 after \$500.00 discount
2023 Tier 2 - Lease & Subscription DebtBook's lease management and SBITA management software-as-a-service application provided, if applicable, to Customer through access to the Application Services.	23LSST2- 2	1	\$10,000.00 /year	\$10,000.00 / year for 1 year
			Total	\$12,000.00

Exhibit B
Customer Terms

The additional terms set forth below constitute “**Customer Terms**” for all purposes of the Agreement and apply to the Products and Services purchased under this Order Form.

DEBTBOOK'S GENERAL TERMS & CONDITIONS

Please carefully read these General Terms and Conditions (these “**Terms & Conditions**”) which govern Customer’s access and use of the Services described in the Order Form.

By executing the Order Form and using any of the Services, Customer agrees to be bound by these Terms.

1. Definitions.

“**Aggregated Statistics**” means data and information related to Customer’s use of the Services that is used by DebtBook in an aggregate and anonymized manner, including statistical and performance information related to the Services.

“**Agreement**” means, collectively and to the extent applicable, the Order Form, any Customer Terms, these Terms & Conditions, and the Incorporated Documents, in each case as may be amended from time to time in accordance with their terms.

“**Application Obligations**” means, collectively, each contractual or financial obligation or agreement managed by Customer using the Products made available to Customer through the Application Services.

“**Application Services**” means the Products and other application-based services that DebtBook offers to Customer through access to the DebtBook application. The specific Products offered to Customer as part of the Application Services are limited to those Products expressly described in any Order Form then in effect.

“**Appropriate Security Measures**” means, collectively, commercially reasonable technical and physical controls and safeguards intended to protect Customer Data against destruction, loss, unauthorized disclosure, or unauthorized access by employees or contractors employed by DebtBook.

“**Authorized User**” means any of Customer’s employees, consultants, contractors, or agents who are authorized by Customer to access and use any of the Services.

“**Customer**” means the person or entity purchasing the Services as identified in the Order Form.

“**Customer Data**” means, other than Aggregated Statistics, information, data, and other content, in any form or medium, that is transmitted by or on behalf of Customer or an Authorized User through the Services.

“**Customer Terms**” means the terms set forth in or otherwise identified and incorporated into the Order Form. For the avoidance of doubt, “Customer Terms” does not include any purchase order or similar document generated by Customer unless such document is expressly identified and incorporated into the Order Form.

“**DebtBook**” means Fifth Asset, Inc., d/b/a DebtBook, a Delaware corporation, and its permitted successor and assigns.

“**DebtBook IP**” means (1) the Products, Services, Documentation, and Feedback, including all ideas, concepts, discoveries, strategies, analyses, research, developments, improvements, data, materials, products, documents, works of authorship, processes, procedures, designs, techniques, inventions, and other intellectual property, whether or not patentable or copyrightable, and all embodiments and derivative works of each of the foregoing in any form and media, that are developed, generated or produced by DebtBook arising from or related to the Product, Services, Documentation, or Feedback; and (2) any intellectual property provided to Customer or any Authorized User in connection with the foregoing other than Customer Data.

“**DebtBook Quote**” means any pricing document identified and incorporated into each Order Form that may establish the Products, Services, Term, payment terms, and other relevant details applicable to each Customer purchase of Products and Services under such Order Form.

“**Documentation**” means DebtBook’s end user documentation and content, regardless of media, relating to the Products or Services made available from time to time on DebtBook’s website at <https://support.debtbook.com>.

“**Feedback**” means any comments, questions, suggestions, or similar feedback transmitted in any manner to DebtBook, including suggestions relating to features, functionality, or changes to the DebtBook IP.

“**Guided Implementation Services**” means DebtBook’s standard Implementation Services option, including basic implementation support, guidance, and training.

“Governing State” means, if Customer is a Government Entity, the state in which Customer is located. If Customer is not a Government Entity, “Governing State” means the State of North Carolina.

“Government Entity” means any unit of state or local government, including states, counties, cities, towns, villages, school districts, special purpose districts, and any other political or governmental subdivisions and municipal corporations, and any agency, authority, board, or instrumentality of any of the foregoing.

“Implementation Services” means DebtBook’s Guided Implementation Services or its Premium Implementation Services, in each case as requested by Customer and as provided to Customer on an annual basis.

“Incorporated Documents” means, collectively, the Privacy Policy, the SLA, and the Usage Policy, as each may be updated from time to time in accordance with their terms. The Incorporated Documents, as amended, are incorporated into these Terms & Conditions by this reference. Current versions of the Incorporated Documents are available at <https://www.debtbook.com/legal>.

“Initial Term” means the Initial Term established in the Order Form.

“Onboarding Services” means onboarding services, support, and training as required to make the Application Services available to Customer during the Initial Term.

“Order Form” means each order document (including, if applicable, any DebtBook Quote incorporated therein by reference) duly authorized by Customer and DebtBook for the purchase of any Products or Services in effect from time to time, as each such Order Form may be amended, modified, or replaced in accordance with its terms and these Terms & Conditions.

“Premium Implementation Services” means DebtBook’s premium Implementation Services option, including implementation support, guidance, and training, review of Application Obligations, and entry of relevant Customer Data.

“Pricing Tier” means, if applicable, Customer’s pricing tier for each Product as of the date of determination.

“Privacy Policy” means, collectively, DebtBook’s privacy policy and any similar data policies generally applicable to all users of the Application Services, in each case as posted to DebtBook’s website and as updated from time to time in accordance with their terms.

“Products” means, collectively, any products DebtBook may offer to Customer from time to time through the Application Services, in each case as established in any Order Form then in effect.

“Renewal Term” means any renewal term established in accordance with the terms of the Agreement.

“Services” means, collectively, the Application Services, the Onboarding Services, the Implementation Services, and the Support Services. For the avoidance of doubt, “Services” includes the underlying Products made available to Customer through access to the Application Services.

“SLA” means the Service Level Addendum generally applicable to all users of the Application Services, as posted to DebtBook’s website and as updated from time to time in accordance with its terms.

“Support Services” means the general maintenance services and technical support provided in connection with the Application, as more particularly described in the SLA.

“Term” means, collectively, the Initial Term and, if applicable, each successive Renewal Term.

“Usage Policy” means, collectively, DebtBook’s acceptable usage policy, any end user licensing agreement, or any similar policy generally applicable to all end users accessing the Application Services, in each case as posted to DebtBook’s website and as updated from time to time in accordance with its terms.

Each capitalized term used but not otherwise defined in these Terms & Conditions has the meaning given to such term in the applicable Order Form.

2. Access and Use.

(a) Provision of Access. Subject to the terms and conditions of the Agreement, DebtBook grants Customer and Customer’s Authorized Users a non-exclusive, non-transferable (except as permitted by these Terms) right to access and use the Application Services during the Term, solely for Customer’s internal use and for the

Authorized Users' use in accordance with the Agreement. DebtBook will provide to Customer the necessary passwords and network links or connections to allow Customer to access the Application Services.

(b) Documentation License. Subject to the terms and conditions of the Agreement, DebtBook grants to Customer and Customer's Authorized Users a non-exclusive, non-sublicensable, non-transferable (except as permitted by these Terms) license to use the Documentation during the Term solely for Customer's and its Authorized User's internal business purposes in connection with its use of the Services.

(c) Customer Responsibilities. Customer is responsible and liable for its Authorized Users' access and use of the Services and Documentation, regardless of whether such use is permitted by the Agreement. Customer must use reasonable efforts to make all Authorized Users aware of the provisions applicable to their use of the Services, including the Incorporated Documents.

(d) Use Restrictions. Customer may not at any time, directly or indirectly through any Authorized User, access or use the Services in violation of the Usage Policies, including any attempt to (1) copy, modify, or create derivative works of the Services or Documentation, in whole or in part; (2) sell, license, or otherwise transfer or make available the Services or Documentation except as expressly permitted by the Agreement; or (3) reverse engineer, disassemble, decompile, decode, or otherwise attempt to derive or gain access to any software component of the Services, in whole or in part. Customer will not knowingly transmit any personally identifiable information to DebtBook or any other third-party through the Services.

(e) Suspension. Notwithstanding anything to the contrary in the Agreement, DebtBook may temporarily suspend Customer's and any Authorized User's access to any or all of the Services if: (1) Customer is more than 45 days late in making any payment due under, and in accordance with, the terms of the Agreement, (2) DebtBook reasonably determines that (A) there is a threat or attack on any of the DebtBook IP; (B) Customer's or any Authorized User's use of the DebtBook IP disrupts or poses a security risk to the DebtBook IP or to any other customer or vendor of DebtBook; (C) Customer, or any Authorized User, is using the DebtBook IP for fraudulent or other illegal activities; or (D) DebtBook's provision of the Services to Customer or any Authorized User is prohibited by applicable law; or (3) any vendor of DebtBook has suspended or terminated DebtBook's access to or use of any third-party services or products required to enable Customer to access the Services (any such suspension, a "**Service Suspension**"). DebtBook will use commercially reasonable efforts to (i) provide written notice of any Service Suspension to Customer, (ii) provide updates regarding resumption of access to the Services, and (iii) resume providing access to the Services as soon as reasonably possible after the event giving rise to the Service Suspension is cured. DebtBook is not liable for any damage, losses, or any other consequences that Customer or any Authorized User may incur as a result of a Service Suspension.

(f) Aggregated Statistics. Notwithstanding anything to the contrary in the Agreement, DebtBook may monitor Customer's use of the Services and collect and compile Aggregated Statistics. As between DebtBook and Customer, all right, title, and interest in Aggregated Statistics, and all intellectual property rights therein, belong to and are retained solely by DebtBook. DebtBook may compile Aggregated Statistics based on Customer Data input into the Services. DebtBook may (1) make Aggregated Statistics publicly available in compliance with applicable law, and (2) use Aggregated Statistics as permitted under applicable law so long as, in each case, DebtBook's use of any Aggregated Statistics does not identify Customer or disclose Customer's Confidential Information.

3. Services and Support.

(a) Services Generally. Subject to the terms of the Agreement, DebtBook will grant Customer access to the Application Services during the Initial Term and, if applicable, each subsequent Renewal Term. As part of the onboarding process, DebtBook will provide Customer with the Onboarding Services and the level of Implementation Services indicated in the Order Form. DebtBook will provide Customer with the Support Services throughout the Term.

(b) Implementation Services. Unless the Customer requests Premium Implementation Services in accordance with this subsection, DebtBook will provide Customer with Guided Implementation Services at no additional charge. At Customer's request, DebtBook will provide Customer with Premium Implementation Services for a 12-month period, with each such period beginning, if applicable, on the Effective Date and on each anniversary of the Effective Date thereafter (each, a "**Premium Implementation Period**"). Customer may request Premium Implementation Services at any time during the Term. If Premium Implementation Services are requested for any Implementation Period, then the Implementation Fee will be based on the Pricing Tier at the beginning of the Premium Implementation Period. The Implementation Fee will be due and payable at the later of (1) the beginning of the applicable Premium Implementation Period or (2) the date on which Customer requests Premium Implementation

Services for such Premium Implementation Period, and will entitle Customer, in each case, to Premium Implementation Services through the end of the Premium Implementation Period then in effect.

(c) Service Levels and Support. Subject to the terms and conditions of the Agreement, DebtBook will make the Application Services and Support Services available in accordance with the SLA.

4. Fees and Payment.

(a) Fees. Customer will pay DebtBook the fees set forth in each Order Form (the “**Fees**”). DebtBook will invoice Customer for all Fees in accordance with the invoicing schedule and requirements set forth in each Order Form. Customer must pay all Fees in US dollars. If Customer is a Government Entity, then Customer’s obligation to pay any Fees under the Agreement is subject in all respects to the requirements and limitations of the Governing State’s Prompt Payment Act, as amended. Except as expressly provided in the Agreement, DebtBook does not provide refunds of any paid Fees. Unless otherwise provided in the Customer Terms, and to the extent permitted by applicable law, if Customer fails to make any payment when due, DebtBook may, without limiting any of its other rights, charge interest on the past due amount at the lowest of (1) the rate of 1.5% per month, (2) the rate established in any Customer Term, or (3) the maximum rate permitted under applicable law.

(b) Taxes. All Fees and other amounts payable by Customer under the Agreement are exclusive of taxes and similar assessments. Unless Customer is exempt from making any such payment under applicable law or regulation, Customer is responsible for all applicable sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by Customer under the Agreement, other than any taxes imposed on DebtBook’s income.

5. Confidential Information.

(a) From time to time during the Term, either party (the “**Disclosing Party**”) may disclose or make available to the other party (the “**Receiving Party**”) information about the Disclosing Party’s business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether in written, electronic, or other form or media, that is marked, designated, or otherwise identified as “confidential”, or which a reasonable person would understand to be confidential or proprietary under the circumstances (collectively, “**Confidential Information**”). For the avoidance of doubt, DebtBook’s Confidential information includes the DebtBook IP and the Application Services source code and specifications. As used in the Agreement, “Confidential Information” expressly excludes any information that, at the time of disclosure is (1) in the public domain; (2) known to the receiving party at the time of disclosure; (3) rightfully obtained by the Receiving Party on a non-confidential basis from a third party; or (4) independently developed by the Receiving Party.

(b) To the extent permitted by applicable law, the Receiving Party will hold the Disclosing Party’s Confidential Information in strict confidence and may not disclose the Disclosing Party’s Confidential Information to any person or entity, except to the Receiving Party’s employees, officers, directors, agents, subcontractors, financial advisors, and attorneys who have a need to know the Confidential Information for the Receiving Party to exercise its rights or perform its obligations under the Agreement or otherwise in connection with the Services. Notwithstanding the foregoing, each party may disclose Confidential Information to the limited extent required (1) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the party making the disclosure pursuant to the order must first give written notice to the other party; or (2) to establish a party’s rights under the Agreement, including to make required court filings.

(c) On the expiration or termination of the Agreement, the Receiving Party must promptly return to the Disclosing Party all copies of the Disclosing Party’s Confidential Information, or destroy all such copies and, on the Disclosing Party’s request, certify in writing to the Disclosing Party that such Confidential Information has been destroyed.

(d) Each party’s obligations under this Section are effective as of the Effective Date and will expire three years from the termination of the Agreement; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of the Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

(e) Notwithstanding anything in this Section to the contrary, if Customer is a Government Entity, then DebtBook expressly agrees and understands that Customer’s obligations under this Section are subject in all respects

to, and only enforceable to the extent permitted by, the public records laws, policies, and regulations of the Governing State.

6. Intellectual Property.

(a) DebtBook IP. As between Customer and DebtBook, DebtBook owns all right, title, and interest, including all intellectual property rights, in and to the DebtBook IP.

(b) Customer Data. As between Customer and DebtBook, Customer owns all right, title, and interest, including all intellectual property rights, in and to the Customer Data. Customer hereby grants to DebtBook a non-exclusive, royalty-free, worldwide license to reproduce, distribute, sublicense, modify, prepare derivative works based on, and otherwise use and display the Customer Data and perform all acts with respect to the Customer Data as may be necessary or appropriate for DebtBook to provide the Services to Customer.

(c) Effect of Termination. Without limiting either party's obligations under Section 5 of the Agreement, DebtBook, at no further charge to Customer, will (1) provide Customer with temporary access to the Application Services for up to 60 days after the termination of the Agreement to permit Customer to retrieve its Customer Data in a commercially transferrable format and (2) use commercially reasonable efforts to assist Customer, at Customer's request, with such retrieval. After such period, DebtBook may destroy any Customer Data in accordance with DebtBook's data retention policies.

7. Limited Warranties.

(a) Functionality & Service Levels. During the Term, the Application Services will operate in a manner consistent with general industry standards reasonably applicable to the provision of the Application Services and will conform in all material respects to the Documentation and service levels set forth in the SLA when accessed and used in accordance with the Documentation. Except as expressly stated in the SLA, DebtBook does not make any representation, warranty, or guarantee regarding availability of the Application Services, and the remedies set forth in the SLA are Customer's sole remedies and DebtBook's sole liability under the limited warranty set forth in this paragraph.

(b) Security. DebtBook has implemented Appropriate Security Measures and has made commercially reasonable efforts to ensure its licensors and hosting providers, as the case may be, have implemented Appropriate Security Measures intended to protect Customer Data.

(c) EXCEPT FOR THE WARRANTIES SET FORTH IN THIS SECTION, DEBTBOOK IP IS PROVIDED "AS IS," AND DEBTBOOK HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. DEBTBOOK SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. EXCEPT FOR THE LIMITED WARRANTY SET FORTH IN THIS SECTION, DEBTBOOK MAKES NO WARRANTY OF ANY KIND THAT THE DEBTBOOK IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM, OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

(d) DebtBook exercises no control over the flow of information to or from the Application Service, DebtBook's network, or other portions of the Internet. Such flow depends in large part on the performance of Internet services provided or controlled by third parties. At times, actions or inactions of such third parties can impair or disrupt connections to the Internet. Although DebtBook will use commercially reasonable efforts to take all actions DebtBook deems appropriate to remedy and avoid such events, DebtBook cannot guarantee that such events will not occur. ACCORDINGLY, DEBTBOOK DISCLAIMS ANY AND ALL LIABILITY RESULTING FROM OR RELATING TO ALL SUCH EVENTS, AND EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THE AGREEMENT, ANY OTHER ACTIONS OR INACTIONS CAUSED BY OR UNDER THE CONTROL OF A THIRD PARTY.

8. Indemnification.

(a) DebtBook Indemnification.

(i) DebtBook will indemnify, defend, and hold harmless Customer from and against any and all losses, damages, liabilities, costs (including reasonable attorneys' fees) (collectively, "Losses") incurred by Customer resulting from any third-party claim, suit, action, or proceeding ("Third-Party Claim") that the Application Services, or any use of the Application Services in accordance with the Agreement, infringes or

misappropriates such third party's US patents, copyrights, or trade secrets, provided that Customer promptly notifies DebtBook in writing of the Third-Party Claim, reasonably cooperates with DebtBook in the defense of the Third-Party Claim, and allows DebtBook sole authority to control the defense and settlement of the Third-Party Claim.

(ii) If such a claim is made or appears possible, Customer agrees to permit DebtBook, at DebtBook's sole expense and discretion, to (A) modify or replace the DebtBook IP, or component or part of the DebtBook IP, to make it non-infringing, or (B) obtain the right for Customer to continue use. If DebtBook determines that neither alternative is reasonably available, DebtBook may terminate the Agreement in its entirety or with respect to the affected component or part, effective immediately on written notice to Customer, so long as, in each case, DebtBook promptly refunds or credits to Customer all amounts Customer paid with respect to the DebtBook IP that Customer cannot reasonably use as intended under the Agreement.

(iii) DebtBook's indemnification obligation under this Section will not apply to the extent that the alleged infringement arises from Customer's use of the Application Services in combination with data, software, hardware, equipment, or technology not provided or authorized in writing by DebtBook or modifications to the Application Services not made by DebtBook.

(b) Sole Remedy. SECTION 8(a) SETS FORTH CUSTOMER'S SOLE REMEDIES AND DEBTBOOK'S SOLE LIABILITY FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE SERVICES INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY THIRD PARTY'S INTELLECTUAL PROPERTY RIGHTS. IN NO EVENT WILL DEBTBOOK'S LIABILITY UNDER SECTION 8(a) EXCEED \$1,000,000.

(c) Customer Indemnification. Customer will indemnify, hold harmless, and, at DebtBook's option, defend DebtBook from and against any Losses resulting from any Third-Party Claim that the Customer Data, or any use of the Customer Data in accordance with the Agreement, infringes or misappropriates such third party's intellectual property rights and any Third-Party Claims based on Customer's or any Authorized User's negligence or willful misconduct or use of the Services in a manner not authorized by the Agreement. DEBTBOOK EXPRESSLY AGREES THAT THIS PROVISION WILL NOT APPLY TO ANY CUSTOMER THAT IS A GOVERNMENT ENTITY TO THE EXTENT SUCH INDEMNIFICATION OBLIGATIONS ARE PROHIBITED UNDER APPLICABLE LAW.

9. Limitations of Liability. EXCEPT AS EXPRESSLY OTHERWISE PROVIDED IN THIS SECTION, IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR IN CONNECTION WITH THE AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES, REGARDLESS OF WHETHER EITHER PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. EXCEPT AS EXPRESSLY OTHERWISE PROVIDED IN THIS SECTION, IN NO EVENT WILL THE AGGREGATE LIABILITY OF DEBTBOOK ARISING OUT OF OR RELATED TO THE AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED THE TOTAL AMOUNTS PAID TO DEBTBOOK UNDER THE AGREEMENT IN THE 12-MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM. THE EXCLUSIONS AND LIMITATIONS IN THIS SECTION DO NOT APPLY TO CLAIMS PURSUANT TO SECTION 8.

10. Term and Termination.

(a) Term. Except as the parties may otherwise agree in the Customer Terms, or unless terminated earlier in accordance with the Agreement:

(i) the Agreement will automatically renew for successive 12-month Renewal Terms unless either party gives the other party written notice of non-renewal at least 30 days before the expiration of the then-current term; and

(ii) each Renewal Term will be subject to the same terms and conditions established under the Agreement, with any Fees determined in accordance with DebtBook's then-current pricing schedule, as provided to Customer at least 60 days before the expiration of the then-current term.

(b) Termination. In addition to any other express termination right set forth in the Customer Terms:

(i) DebtBook may terminate the Agreement immediately if Customer breaches any of its obligations under Section 2 or Section 5;

- (ii) Customer may terminate the Agreement in accordance with the SLA;
- (iii) either party may terminate the Agreement, effective on written notice to the other party, if the other party materially breaches the Agreement, and such breach: (A) is incapable of cure; or (B) being capable of cure, remains uncured 30 days after the non-breaching party provides the breaching party with written notice of such breach;
- (iv) if Customer is a Government Entity and sufficient funds are not appropriated to pay for the Application Services, then Customer may terminate the Agreement at any time without penalty following 30 days prior written notice to DebtBook; or
- (v) either party may, to the extent permitted by law, terminate the Agreement, effective immediately on written notice to the other party, if the other party becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law.

(c) Survival. Only this Section and Section 1 (Definitions), Sections 4 through 6 (Fees; Confidential Information; Intellectual Property), Section 7(c) (Disclaimer of Warranties), and Sections 8, 9 and 12 (Indemnification; Limitations of Liability; Miscellaneous) will survive any termination or expiration of the Agreement.

11. Independent Contractor. The parties to the Agreement are independent contractors. The Agreement does not create a joint venture or partnership between the parties, and neither party is, by virtue of the Agreement, authorized as an agent, employee, or representative of the other party.

12. Miscellaneous.

(a) Governing Law; Submission to Jurisdiction. The Agreement will be governed by and construed in accordance with the laws of the Governing State, without regard to any choice or conflict of law provisions, and any claim arising out of the Agreement may be brought in the state or federal courts located in the Governing State. Each party irrevocably submits to the jurisdiction of such courts in any such suit, action, or proceeding.

(b) Entire Agreement; Order of Precedence. The Order Form, the Customer Terms, the Terms & Conditions, and the Incorporated Documents constitute the complete Agreement between the parties and supersede any prior discussion or representations regarding Customer's purchase and use of the Services.

To the extent any conflict exists between the terms of the Agreement, the documents will govern in the following order or precedence: (1) the Customer Terms, (2) Order Form, (3) the Terms & Conditions, and (4) the Incorporated Documents. No other purchasing order or similar instrument issued by either party in connection with the Services will have any effect on the Agreement or bind the other party in any way.

(c) Amendment; Waiver. No amendment to the Order Form, the Terms & Conditions, or the Customer Terms will be effective unless it is in writing and signed by an authorized representative of each party. DebtBook may update the Incorporated Documents from time-to-time following notice to Customer so long as such updates are generally applicable to all users of the Services. No waiver by any party of any of the provisions of the Agreement will be effective unless explicitly set forth in writing and signed by the party so waiving. Except as otherwise set forth in the Agreement, no failure to exercise, delay in exercising, or any partial exercise of any rights, remedy, power, or privilege arising from the Agreement will in any way waive or otherwise limit the future exercise of any right, remedy, power, or privilege available under the Agreement.

(d) Notices. All notices, requests, consents, claims, demands, and waivers under the Agreement (each, a "Notice") must be in writing and addressed to the recipients and addresses set forth for each party on the Order Form (or to such other address as DebtBook or Customer may designate from time to time in accordance with this Section). All Notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), or email (with confirmation of transmission), or certified or registered mail (in each case, return receipt requested, postage pre-paid).

(e) Force Majeure. In no event will either party be liable to the other party, or be deemed to have breached the Agreement, for any failure or delay in performing its obligations under the Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such party's reasonable control, including acts of God, flood, fire, earthquake, pandemic, epidemic, problems with the Internet, shortages in materials, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages

or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

(f) Severability. If any provision of the Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of the Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

(g) Assignment. Either party may assign its rights or delegate its obligations, in whole or in part, on 30 days prior written notice to the other party, to an affiliate or an entity that acquires all or substantially all of the business or assets of such party, whether by merger, reorganization, acquisition, sale, or otherwise. Except as stated in this paragraph, neither party may assign any of its rights or delegate any of its obligations under the Agreement without the prior written consent of the other party, which consent may not be unreasonably withheld, conditioned, or delayed. The Agreement is binding on and inures to the benefit of the parties and their permitted successors and assigns.

(h) Marketing. Neither party may issue press releases related to the Agreement without the other party's prior written consent. Unless otherwise provided in the Customer Terms, either party may include the name and logo of the other party in lists of customers or vendors.

(i) State-Specific Certifications & Agreements. If Customer is a Government Entity and to the extent required under the laws of the Governing State, DebtBook hereby certifies and agrees as follows:

(i) DebtBook has not been designated by any applicable government authority or body as a company engaged in the boycott of Israel under the laws of the Governing State;

(ii) DebtBook is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the Agreement by any governmental department or agency of the Governing State;

(iii) DebtBook will not discriminate against any employee or applicant for employment because of race, ethnicity, gender, gender identity, sexual orientation, age, religion, national origin, disability, color, ancestry, citizenship, genetic information, political affiliation or military/veteran status, or any other status protected by federal, state, or local law;

(iv) DebtBook will verify the work authorization of its employees using the federal E-Verify program and standards as promulgated and operated by the United States Department of Homeland Security and, if applicable, will require its subcontractors to do the same; and

(v) Nothing in the Agreement is intended to act as a waiver of immunities that Customer has as a matter of law as a Government Entity under the laws of the Governing State, including but not limited to sovereign or governmental immunity, public officers or official immunity or qualified immunity, to the extent Customer is entitled to such immunities.

(j) Execution. Any document executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. To the extent permitted by applicable law, electronic signatures may be used for the purpose of executing the Order Form by email or other electronic means. Any document delivered electronically and accepted is deemed to be "in writing" to the same extent and with the same effect as if the document had been signed manually.



Velez Educational Services

PO Box 3398 - Hamilton, NJ 08619

813-575-4619

www.velezedu.com

Proposal for: Teaneck Public Schools TPS23-04 *Staff Augmentation*

BACKGROUND

Teaneck Public Schools (TPS) is a culturally diverse district serving 4363 students from pre-kindergarten through high school attending in-district and out-of-district schools. Teaneck has eleven schools - one preschool, three preschool providers, one kindergarten school, three elementary schools (grades K-4), two middle schools (grades 5-8), and one high school (grades 9-12 and 18-21 program). This proposal has been prepared for and is submitted to Nicholas Veni, Director of Technology.

OVERVIEW

The Office of Technology is charged with providing technical support to the entire school community. The current Student Information Manager has resigned and the position will be vacant as of October 11, 2023. So as to provide continued support the high school in Skyward, the district's Student Information System, the district has requested a proposal for staff augmentation during the period of vacancy.

The District is specifically looking for daily, as-needed Skyward support provided to the high school and the school community, targeted task-based support based on cyclical events. All requests for support will come from either Nicholas Veni, Director of Technology, Sandy Muro, Coordinator of Information Systems or Alicia Pinetti, Technology/Data Support Specialist.

HEALTHY WORKING CONDITIONS

Any requested on-site training and/or support must follow these requirements:

- The district is responsible for providing the appropriate meeting/workspace
- The district must be adhering to CDC, state and local guidelines as it relates to properly sanitizing areas prior to in person meetings
- The number of participants for any onsite work will not exceed the suggested capacity of training room based on current CDC, state and local guidelines
- If applicable, appropriate face coverings must be worn at all times when social distancing is not possible
- Frequent breaks must be provided to address individual comfort levels

- The selected meeting/workspace must have ventilation that is compliant with the latest requirements as set forth by state and local agencies; this includes adequate heating and cooling, as needed, to provide a comfortable environment for participants.

DELIVERABLES

VES will provide the following:

- Daily support via phone, video conferencing and email between the hours of 8AM and 4PM. However, billing will only be for actual hours worked. This includes phone calls, responding to emails and monitoring systems. VES may be available for emergencies that occur outside the times stated above.
- Any meetings must be scheduled for a time that is mutually agreed upon.

KEY REQUIREMENTS

- Full administrator access to Skyward
- Ability to contact Skyward for support, if necessary.

WORK PARAMETERS & FEE

- **Meeting Platform:** All virtual presentations and meetings will be held on a platform of the District's choosing. VES can schedule virtual meetings using Google Meet or Zoom.
- **Meetings:** Any meetings must be scheduled for a time that is mutually agreed upon. VES will try to accommodate all meeting requests, if possible.
- **Hourly Cost:** Off-site/remote support is charged at a rate of \$75/hour, with minimum billing in .25 hour increments. If requested, on-site support is billed at \$90/hour, with minimum billing for 4-hours. Emergency requests for virtual support, defined as requests for work that must take place outside of normal business hours, will be billed at \$85/hour, with billing in .25 increments. Emergency requests for on-site support, defined as requests for work that must take place outside of normal business hours, will be billed at \$100/hour, with minimum billing for 4-hours.
- **Billing and Payment:** The estimated cost of this project is **\$6,000.00**. This is based on an average of 10 virtual hours/week for VES for eight-weeks. It is suggested that a blanket PO be created for this amount. VES will submit monthly invoices at the beginning of each month to Nicholas Veni and the Business Office. These invoices will be submitted for payment in a timely manner, preferably within thirty (30) days but no later than sixty (60) days. The District will inform VES of their preferred method of invoice submission if the above referenced method is not acceptable.

- **Scope of Work:** During the length of this contract, other issues may arise. We will report the issue as a future project for the District to pursue or negotiate additional hours if the issue identified will impact the hours available to complete the leave augmentation.
- **Contact and Communication:** All official communications will be directed to Alice Velez, Partner at Velez Educational Services, LLC, through email, alice@velezedu.com from an email address associated with the District. Unless otherwise specified, Nicholas Veni will be the primary contact for the District.
- **Access to the District's Student Information System (SIS):** VES must have sufficient administrative permissions in Skyward.
- **Use of VES Associates:** Only Alice or Jaime Velez, partners for VES will attend meetings with the District and communicate with the district during this contract period. VES uses other team members for a variety of tasks. Alice and Jaime Velez will monitor the work completed by VES Associates. If requested by the district, VES will create a role for their associates with limited permissions.

CONFIDENTIAL INFORMATION

For the duration of this contract, VES will have access to confidential student information. VES takes every precaution to ensure that data is not compromised or shared with anyone that does not legally have the right to access it. All data used during the scheduling process is the property of the District.

During meetings and presentations, confidential information will be shared to the meeting participants. The District ensures, by the process of accepting this proposal, that all participants and meeting invitees are legally allowed to view the data displayed, and that all participants will maintain confidentiality regarding and data observed.

ETHICS CLAUSE

VES will not knowingly violate any state or federal statute governing data privacy or security. In the event that there is a direct order to configure any system or provide access to confidential information that is a violation of any state or federal statute, the matter will be settled by following the procedure outlined in the Contract Conflict Resolution section. If the District insists that we violate any state or federal statute governing data privacy or security we hold the right to terminate this contract and the District is required to pay for all services performed up to the termination date.

CONTRACT CONFLICT RESOLUTION

Contract disputes that cannot be resolved through the normal course of doing business will result in arbitration. A neutral third party will serve as a judge who is responsible for resolving the dispute. The arbitrator listens as each side argues its case and presents relevant evidence, then renders a binding decision. Any aspect of the arbitration process can be negotiated but must be agreed upon by both parties. The arbitrator's decision cannot be appealed. However, either party can pursue litigation but must abide by the arbitrator's decision until a legal settlement is reached.

ACCEPTANCE OF PROPOSAL

Velez Educational Services, LLC will accept an email from an authorized representative of the District as acceptance of this proposal. However, a Purchase Order (PO) number must be received within 1-week of the receipt of the email and a copy of the PO must be received within 2-weeks. Failure to provide a PO within the requested time frame could result in the termination of the contract. The District is responsible for payment for any hours worked during the timeframe of the email acceptance and the receipt of the PO. They are also responsible for payment for any hours worked during the timeframe of the email acceptance and the termination of the contract.

ACKNOWLEDGEMENT

Alice J. Velez _____

ALICE J. VELEZ, PARTNER
Velez Educational Services, LLC
October 5, 2023

Name: _____

Title: _____

Teaneck Public Schools

Date: _____

PERSONNEL ITEM #10 - Chaperones 2023-2024

Akselrad	Eric
Alexander	Victoria
Amato	Danielle
Arias	Arisleida
Arias	Paola
Aristimuno	Leo
Augustine	Katierose
Aumack	Sean
Baig	Sameera
Barnes	Ashley
Bellin	Andy
Bellin	Sharon
Belluzzi	James
Belotti	Claudia
Benali	Somia
Bermudez	James
Bettis	Kharisma
Biernacka	Elzbieta
Book	Douglas
Boyle	Jamie
Brown	Suzette
Calello	Marc
Campestre	Nicholas
Cannao	Katherine
Castano	Maria
Castro	Greg
Cavallo	Alexandra
Chung	Ken

Cierech	Brenda
Cipriano	Susie
Clark	Charles
Clavelo	Caridad
Cooper	Greg
De Avila	Michael
Dean	John
Delaney	Patrick
deMoncada	Katie
Diallo	Abdoulaye
Diaz	Jessica
Diaz-Granados	Daisy
Dockery	Kim
Doonan	Michelle
Ferreira	Emily
Fleischer	Beth
Freemantle	Michaela
Galligan	Victoria
Gareri	Danny
Germinario	Michael
Glanton	Lavette
Glassey	Eileen
Gobji-Haouari	Maryem
Gonzalez	Yaritza
Grateneau	Shantelle
Green	Natasha
Hannon	Kevin
Henry	Daniel
Hochgesang	Joseph
Hofsaes	Michael
Holland	Sean
Hoxha	Anila

Joyce	Jennifer
Juxon-Smith	Jason
Kolb	Jennifer
Kritsky	Jennifer
Laborde	Joseph
Lagomarsino	Adriana
Lagomarsino	James
Laqui	MaryJoyce
Lazzizera	Rosa
Lefkowitz	Adina
London	Marissa
LoSchiavo	Charlotte
Lospalluto	Vanessa
Luscombe	Joshua
Lynskey	Matthew
Malina	Yonit
Marcello	Gorki
Maritsch	Matthew
Mayers	Christine
McDonald	Jason
Melendez	Lourdes
Meli	Jared
Mesa	Yaneth
Millett	Breanne
Minkowitz	Goldie
Miuccio	Michael
Moldovan	Michael
Monroe	Marc
Moore	Sheila
Morales	Alexis
Morton	Susan
Munoz	Andres

Murphy	Todd
Murphy	Jessica
Musa	Nurdan
Nagpal	Asha
Nawrocki	Dror
Newland	LeeAnn
Nonas	James
Occhiogrosso	John
Olender	Daniel
Ortega-Ulubay	Yvette
Padilla	Aknaris
Paladino	John
Parham	Lance
Petit-Bielen	Carole
Petrosi-Higgins	Gina
Pirro	Summer
Pitre	Kimberly
Ponnala	Malleswari
Prepis	Christie
Ramagli	Matthew
Ramirez-Cruz	Lucila
Reese	Kelvin
Reilly	Shawn
Rodda	Richard
Rondael	Linea
Sac	Lynn
Schulman	Maika
Scott	Centryll
Seo	Ester
Sheppard	Paul
Sherbine	Robert
Short	Luke

Sinclair	Jennifer
Skerritt	Keira
Slominsky	Jeff
Smith	Shanieka
Tavarez	Milagro
Taylor	Jennifer
Thomas	Tony
Thomas	Vinod
Valeriano	Jahaziel
Venezia	Luigi
Viggiano	Lisa
Viray	Kerrie
Vlajic-Murusic	Jovana
Warfield	Adria
Williams	Kelly
Witter	Yvonne
Zarro	William
Zoppi	Derek

PERSONNEL ITEM #11 - Detention 2023-2024

Akselrad	Eric
Alexander	Victoria
Amato	Danielle
Arias	Arisleida
Arias	Paola
Aristimuno	Leo
Augustine	Katierose
Aumack	Sean
Baig	Sameera
Barnes	Ashley
Bellin	Andy
Bellin	Sharon
Belluzzi	James
Belotti	Claudia
Benali	Somia
Bermudez	James
Bettis	Kharisma
Biernacka	Elzbieta
Book	Douglas
Boyle	Jamie
Brown	Suzette
Calello	Marc
Campestre	Nicholas
Cannao	Katherine
Castano	Maria
Castro	Greg
Cavallo	Alexandra
Chung	Ken
Cierech	Brenda

Cipriano	Susie
Clark	Charles
Clavelo	Caridad
Cooper	Greg
De Avila	Michael
Dean	John
Delaney	Patrick
deMoncada	Katie
Diallo	Abdoulaye
Diaz	Jessica
Diaz-Granados	Daisy
Dockery	Kim
Doonan	Michelle
Ferreira	Emily
Fleischer	Beth
Freemantle	Michaela
Galligan	Victoria
Gareri	Danny
Germinario	Michael
Glanton	Lavette
Glasse	Eileen
Gobji-Haouari	Maryem
Gonzalez	Yaritza
Grateneau	Shantelle
Green	Natasha
Hannon	Kevin
Henry	Daniel
Hochgesang	Joseph
Hofsaes	Michael
Holland	Sean
Hoxha	Anila
Joyce	Jennifer

Juxon-Smith	Jason
Kolb	Jennifer
Kritsky	Jennifer
Laborde	Joseph
Lagomarsino	Adriana
Lagomarsino	James
Laqui	MaryJoyce
Lazzizera	Rosa
Lefkowitz	Adina
London	Marissa
LoSchiavo	Charlotte
Lospalluto	Vanessa
Luscombe	Joshua
Lynskey	Matthew
Malina	Yonit
Marcello	Gorki
Maritsch	Matthew
Mayers	Christine
McDonald	Jason
Melendez	Lourdes
Meli	Jared
Mesa	Yaneth
Millett	Breanne
Minkowitz	Goldie
Miuccio	Michael
Moldovan	Michael
Monroe	Marc
Moore	Sheila
Morales	Alexis
Morton	Susan
Munoz	Andres
Murphy	Todd

Murphy	Jessica
Musa	Nurdan
Nagpal	Asha
Nawrocki	Dror
Newland	LeeAnn
Nonas	James
Occhiogrosso	John
Olender	Daniel
Ortega-Ulubay	Yvette
Padilla	Aknaris
Paladino	John
Parham	Lance
Petit-Bielen	Carole
Petrosi-Higgins	Gina
Pirro	Summer
Pitre	Kimberly
Ponnala	Malleswari
Prepis	Christie
Ramagli	Matthew
Ramirez-Cruz	Lucila
Reese	Kelvin
Reilly	Shawn
Rodda	Richard
Rondael	Linea
Sac	Lynn
Schulman	Maika
Scott	Centryll
Seo	Ester
Sheppard	Paul
Sherbine	Robert
Short	Luke
Sinclair	Jennifer

Skerritt	Keira
Slominsky	Jeff
Smith	Shanieka
Tavarez	Milagro
Taylor	Jennifer
Thomas	Tony
Thomas	Vinod
Valeriano	Jahaziel
Venezia	Luigi
Viggiano	Lisa
Viray	Kerrie
Vlajic-Murisic	Jovana
Warfield	Adria
Williams	Kelly
Witter	Yvonne
Zarro	William
Zoppi	Derek

Reclassification - School Year 2023-2024				
Last Name	First Name	22-23 Guide/Step	23-24 Guide/Step	23-24 Salary
Marcelo	Gorki	TTEA/ MA step 10	TTEA/ MA+32 step 10	\$92,350
Valeriano	Jahaziel	TTEA/BA step 6	TTEA/MA step 6	\$68,800
Ramos	Lucy	TTEA/MA step 10	TTEA/MA+32 step 10	\$92,350
Shireen	Ali	TTEA/ MA step 13	TTEA/MA+32 step 13	\$104,300
Lisa	Montany	TTEA/BA step 4	TTEA/MA step 4	\$64,800
Brandi	Lewis	TTEA/MA step 13	TTEA/MA +32 step 13	\$104,300
Sulette	Diaz	TTEA/ MA step 11	TTEA/ MA+32 step 11	\$95,400
Brielle	Rubin	TTEA/ MA step 6	TTEA/ MA+32 step 6	\$76,800

Human Resource Management



POSITION DESCRIPTION

POSITION TITLE: Manager of Federal, State, and Local Grants

REPORTS TO: Business Administrator

JOB GOAL: The Manager will research, apply, track, and obtain funding for Federal, State, and Local grants to support the Teaneck Public Schools.

ESSENTIAL QUALIFICATIONS:

1. Hold a minimum of a Bachelor's degree from an accredited college or university.
2. Superior written and verbal communications skills.
3. Outstanding ability to synthesize large amounts of information into compelling narratives.
4. Excellent meeting facilitation skills.
5. Knowledge and /or experience in the education field preferred, especially program and proposal development.
6. Outstanding organizational skills and attention to detail.
7. Ability to work independently and as part of a team.
8. Proven ability to meet and complete multiple deadlines and tasks.
9. Demonstrated flexibility, creativity and collaborative working style.
10. Have excellent integrity and demonstrate good moral character and initiative.
11. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
12. Demonstrate the ability to use technology for word processing, data management, presentations and telecommunications.
13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
16. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

ESSENTIAL FUNCTIONS OF POSITION:

1. Monitor websites regularly for funding opportunities and announcements, providing recommendations on District eligibility and alignment of opportunities with District needs and priorities.
2. Manage multiple stakeholders and complex grant development process, applying knowledge of educational content areas, District priorities and proposal requirements to ensure that proposed strategies meet District needs while complying with grant guidelines.

3. Establish operational objectives, work plans, timelines and assignments for proposal development, determining how to use resources to meet objectives and schedule and collaborate with appropriate District staff and external partners.
4. Write grant proposals and compete for external funding.
5. Establish contact with and collect information from funding sources in both public and private sectors.
6. Make available and disseminate information on funding opportunities, program guidelines, application materials and other relevant information to all District personnel.
7. Establish standard practices and procedures for receiving and processing funding requests.
8. Oversee pre and post award grant administration.
9. Ensure alignment of all grants to the District's Strategic Plan and Superintendent's priorities.
10. In conjunction with the Business Office, ensure grant-related expenditures are within the budget.
11. Prepare and submit required reports and reimbursement requests.
12. Work cooperatively with school principals/administration to ensure that grants are expended properly and that funds are consistently utilized across offices and schools in accordance with state and federal laws, regulations, federal/state/local requirements.
13. Develop and maintain a system for tracking grants management tasks and deadlines.
14. Develop and maintain processes pertaining to grant administration.
15. Maintain knowledge of Federal, State and Local grant policies and regulations.
16. Perform such other tasks and assume such other responsibilities as may be assigned by the Superintendent of Schools.
17. Performs related duties as assigned.

Position descriptions are established by the Human Resource Management Office and adopted by the Board of Education and are intended only to summarize the essential duties, responsibilities, qualifications, and requirements of the position for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Position descriptions are not designed to contain or be interpreted as a comprehensive inventory of all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed. Individuals shall perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. Every employee has a duty to perform all assigned tasks. The order of essential functions and duties of the position as listed in the position description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:

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

SALARY RANGE:

\$75,000 - \$90,000

EVALUATION:

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

Board Approved: XX/XX/XXXX

Human Resource Management



POSITION DESCRIPTION

POSITION TITLE: School Safety & Attendance Officer (Part-Time)

REPORTS TO: Coordinator of District Safety & Truancy Services

JOB GOAL: Assist teaching staff and administration with the supervision of students and visitors, and working cooperatively with emergency responders.

ESSENTIAL QUALIFICATIONS:

1. Security Officer Certification (N.J. SORA) Preferred.
2. High school diploma or GED required.
3. Demonstrated knowledge of security procedures—excellent knowledge of public safety and security protocols.
4. Must be able to use technology efficiently such as computers, two- way radio, video monitors, buzz- in systems, electronic surveillance equipment and other devices selected by the district to be part of the school security system. Preferred
5. Ability to maintain records and prepare written reports.
6. Ability to use computer applications or other automated systems such as spreadsheets, word processing, calendars, email, and database software in performing work assignments.
7. Must be able to sit and stand for extended periods.
8. Must be able to work in all elements.
9. Must be able to perform essential job functions with or without reasonable accommodation.
10. Possess prior experience in working in some capacity with children, adolescents, and adults.
11. Knowledge of the New Jersey State Education laws related to school safety and student attendance.
12. Knowledge of and experience with social agencies serving the community.
13. Ability to work effectively with staff, parents, community members, and students to maintain and strengthen sound human relations to improve the school program.
14. Demonstrated ability to work harmoniously in a multicultural, diverse community.
15. Ability to work without immediate supervision while maintaining focus in a multitasking environment.
16. The Superintendent may find alternatives to the above qualifications appropriate and acceptable.

ESSENTIAL FUNCTIONS OF POSITION:

1. Provide a safe, secure environment for students, staff, and visitors on campus.
2. Ability to assume responsibility, display initiative, and exercise high-quality judgment.
3. Ensure the premises are secure by patrolling the assigned campus area(s) and ensuring the grounds are safe. Keep doors/gates locked and opened at designated times determined by the Chief School Administrator or their designee.
4. Greet members of the public and ensure all visitors provide proper identification and sign-in appropriately. Work closely with the front desk to communicate the arrival of visitors.
5. Report all unauthorized visitors to an administrator on duty.
6. Provide assistance and security to community groups using the school facility and for after-school activities if applicable.
7. Control and monitor traffic flow in the lobby, maintaining a calm, welcoming environment. Ensure a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.

8. Monitor student behavior on campus, in the cafeteria, restrooms, parking lot, and other open areas.
9. Provide regular reports and communicate with the administration about student infractions.
10. De-escalate conflict if/when it occurs regarding student behavior and negative interactions, and provide the Administration detailed information upon request.
11. Must be dependable and accountable
12. Assists in the intervention and prevention of conflict, altercations, and any other disturbance on school property. Preferred.
13. Perform other tasks and duties as assigned by the Chief School Administrator or their designee.

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 to clarify the general nature and scope of a position's role as part of the overall organization. Position descriptions are not designed to contain or be interpreted as a comprehensive inventory of all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise modify duties to be performed.

TERMS OF EMPLOYMENT:

30 hours per week.

SALARY RANGE:

\$22.50 per hour.

EVALUATION:

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

Human Resource Management



POSITION DESCRIPTION

POSITION TITLE: Preschool Instructional Coach

REPORTS TO: Principal and Supervisor of Early Childhood Education

ESSENTIAL QUALIFICATIONS:

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

ESSENTIAL FUNCTIONS OF POSITION:

1. Visit classrooms on a regular basis to coach and provide feedback to teachers to improve teaching practices through a reflective cycle.
2. Informally observing, using structured observation instruments in preschool programs to assist with the implementation of the curriculum and the Preschool Standards
3. Plan specific goals and training opportunities, in consultation with the early childhood supervisor and building principal, for the purpose of training all early childhood staff members.
4. Ensure that systematic early childhood assessment occurs in the preschool program.

5. Reflect on own professional development needs, attend workshops, read research articles and consult with others for the purpose of growing as an instructional practitioner.
6. Confer regularly with the Community Parent Involvement Specialist to plan for smooth transitions for children entering preschool or who are going to kindergarten, and to assist in planning parent involvement activities.
7. Assist in providing and effectively organizing a variety of materials, equipment, media, and community resources to support the instructional program, using district approved procedures.
8. Exhibit a personality that demonstrates enthusiasm for early childhood education as well as interpersonal skills to relate well with students, teachers, staff, administration, parents and the community.
9. Support teachers who are instructing identified English learners and/or students who have IEPs.
10. Perform additional duties as assigned that are directly related to early childhood classroom improvement.

Page 2 of 2

Position Description: Preschool Instructional Coach

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 modify duties to be performed.

Individuals shall perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. Every employee has a duty to perform all assigned tasks. The order of essential functions and duties of the position as listed in the position description, is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:

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

SALARY RANGE:

In accordance with the TTEA contract bargaining agreement.

EVALUATION:

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

Board Approved:

Human Resource Management



POSITION DESCRIPTION

POSITION TITLE: Technology Support Specialist Level 1

REPORTS TO: Director of Technology

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

ESSENTIAL QUALIFICATIONS:

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

32. Keen attention to detail
33. Analytical and problem-solving abilities
34. Ability to effectively prioritize and execute tasks in a high-pressure environment
35. Experience working in a team-oriented, collaborative environment
36. Strong customer-service orientation
37. Dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other computer components

Page 2 of 2

Position Description: Technology Support Specialist Level 1

ESSENTIAL FUNCTIONS OF POSITION:

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

PHYSICAL DEMANDS:

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

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

1. Use strength to lift items needed to perform the function of the job.
 2. Sit, stand, and walk for required periods of time.
 3. Speak and hear.
 4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
 5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
 6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Position descriptions are established by the Human Resource Management Office and adopted by the Board of Education and are intended only to summarize the essential duties, responsibilities, qualifications, and requirements of the position for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Position descriptions are not designed to contain or be interpreted as a comprehensive inventory of all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed. Individuals shall perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. Every employee has a duty to perform all assigned tasks. The order of essential functions and duties of the position as listed in the position description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:

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

SALARY RANGE:

\$50,000 - \$60,000

EVALUATION:

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

Board Approved: Oct. 18, 2023