

**WORKSHOP PUBLIC MEETING  
FEBRUARY 5, 2025**

**I. Salute to the Flag**

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

"I hereby call to order the Workshop Public Meeting of the Teaneck Board of Education, held on Wednesday, February 5, 2025, in person at Teaneck High School located at 100 Elizabeth Avenue, Teaneck, NJ and virtually via Zoom app, at 7:00 PM. Adequate notice of this meeting has been sent to the Record and The Star Ledger, filed with the Municipal Clerk and posted on the school district website at www.teaneckschools.org, on January 9, 2025."

**III. Roll Call**

| <b>Board Member</b>                     | <b>Present</b> | <b>Absent</b> |
|---|----------------|---------------|
| Dr. Gruber (David)                      |                |               |
| Mrs. Hosein (Nadia)                     |                |               |
| Dr. Kirshenbaum (Gerald)                |                |               |
| Mrs. Levy (Jennifer)                    |                |               |
| Mrs. Reyes (Kassandra) - Vice President |                |               |
| Mr. Rodriguez (Jonathan)                |                |               |
| Mrs. Williams (Clara)                   |                |               |
| Mr. Wolf (James)                        |                |               |
| Mr. Ha (Edward) - President             |                |               |

**IV. Reaffirmation of District Goals**

**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.

**V. Superintendent's Report**

**VI. Audit Presentation SY ending June 30, 2024**

- Lerch, Vinci & Bliss, LLP

**VII. Public Comment Session I (Agenda items ONLY)**

Thank you all for being here tonight. This portion of the meeting is open to residents for comment. Residents are to state their name, the town they live in, and subject matter. Comments are limited to three minutes per person. The Public Comment session I will last for thirty-minutes and is limited to comments on agenda items **only**. The Public Comment session II is open to comments on other matters of public concern. Individuals may not give their time to another individual. Groups speaking on the same topic should combine their message into one. Members of the public are discouraged from speaking negatively about an employee or a student. Do not call an employee or student by name, otherwise the conversation will be discontinued. The Board bears no responsibility for comments made by the public. Comments regarding employees or students cannot be legally responded to by the Board. The Superintendent may respond to some questions at the conclusion of the public comment session. If you have a question or comment that requires a direct response, we encourage you to put your questions in an email to the Board secretary. All meetings are recorded and, therefore, statements made during public participation cannot be altered or amended and shall be included in the minutes as presented.

Motion to Open the Public Comment Session I:

Motion by Board Member \_\_\_\_\_, seconded by Board Member \_\_\_\_\_, Opened at \_\_\_\_\_ P.M.

Motion to Close the Public Comment Session I:

Motion by Board Member \_\_\_\_\_, seconded By Board Member \_\_\_\_\_, Closed at \_\_\_\_\_ P.M.

**VIII. Agenda Items**

- Board Operations
- School Operations and Curriculum
- Finance & Budget
- Personnel

1. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education approves the minutes from the following meetings:

1. January 7, 2025 - Reorganization Meeting
2. January 12, 2025 - Board Retreat
3. January 22, 2025 - Regular Public Meeting
4. January 22, 2025 - Executive Session

**EXPLANATION:** Agenda item submitted by Dr. Anaya

2. **WHEREAS**, the Teaneck Board of Education has reviewed the Superintendent's report of incident(s) of Harassment/Intimidation/Bullying ("HIB") and has reviewed the Superintendent's recommendations with respect to those incident(s) of HIB.

**NOW, THEREFORE BE IT RESOLVED**, that the Board accepts the Superintendent's recommendations.

**BE IT FURTHER RESOLVED**, that pursuant to N.J.S.A. 18A:37-15(d), the Superintendent of Schools shall inform the applicable parents/guardians of the students involved in these incidents with the following information within five school (5) days of this Board meeting:

1. The nature of the investigation;
2. Whether the District found evidence of HIB;
3. Whether discipline was imposed;
4. Whether services were provided to address the incident of HIB.
5. Campus Case Numbers listed below.

**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 volunteers for the 2024-2025 school year pending criminal history review.

| <b>Volunteers<br/>Terpsichorean Dance Program</b> |
|---|
| Tiffany Sills                                     |
| Juanita Mikell                                    |
| Natalie Cureton                                   |
| Gervonn Romney-Rice                               |
| Shelley Worrell                                   |
| Tammy Felton                                      |
| Tasha Dowdell                                     |
| Treva Spencer                                     |
| Dena Dupree                                       |
| Talia Sills                                       |

**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 payments of the claims for the period of January 18, 2025 - January 27, 2025.

| <u>Fund</u>           | <u>Amount</u>         |
|-----------------------|-----------------------|
| General Fund          | \$1,603,854.87        |
| Capital Outlay        | \$5,313.70            |
| Special Revenue       | \$181,187.67          |
| Community Education   | \$3,036.95            |
| Food Service          | \$131,167             |
| <b>Total Payments</b> | <b>\$1,924,560.19</b> |

EXPLANATION: Agenda item submitted by Dr. Anaya

2. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the payroll for the period of January 1, 2025 - January 31, 2025.

| <u>Fund</u>           | <u>Amount</u>         |
|-----------------------|-----------------------|
| Fund 11               | \$4,469,432.00        |
| Fund 20               | \$294,240.73          |
| Fund 60               | \$68,710.79           |
| Fund 61               | \$8,235.76            |
| Fund 90               | \$2,009,676.91        |
| <b>Total Payments</b> | <b>\$6,850,296.19</b> |

EXPLANATION: Agenda item submitted by Dr. Anaya

3. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, has received and accepts the financial reports of the **Treasurer of School Monies** for the months ending November and December 2024 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. See page 19.

EXPLANATION: Agenda item submitted by Dr. Anaya

4. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, has received and accepts the financial reports of the **Board Secretary** for the month ending January 2025 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 Dr. Anaya

5. **WHEREAS** N.J.S.A.18A:22-8.1 authorizes a school district to transfer amounts among line items and program categories;

**THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the line item transfers for the months of January 2025. See page 21.

EXPLANATION: Agenda item submitted by Dr. Anaya

6. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the contract with Biaggio's & The Terrace Elegant Banquet Events to host the Teaneck HS Senior Awards Lunch on Wednesday, June 12, 2025 in the amount not to exceed \$14,541.16.

EXPLANATION: Agenda item submitted by Dr. Anaya

7. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, authorizes the submission of the amendment of the 2024-2025 IDEA (Individual with Disabilities Education Act) application to the New Jersey Department of Education appropriating carryover monies from the 2023-2024 school year as detailed below:

| IDEAGrant                  |                      |           |                          |
|----------------------------|----------------------|-----------|--------------------------|
| GrantClass                 | Original Application | Carryover | Amended 24-25Application |
| Basic                      | \$1,332,163          | \$54,103  | \$1,386,266              |
| Preschool                  | \$34,660             | \$3,972   | \$38,632                 |
| Total 2024-2025 IDEA Grant |                      |           | \$1,424,898              |

EXPLANATION: Agenda item submitted by Dr. Anaya

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

**WHEREAS**, the Teaneck Board of Education received the audit performed by Lerch, Vinci and Bliss, LLP, and discussed said Audit at its public workshop meeting held on February 5, 2025; and

**THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, hereby accepts the **Audit Report** and approves the **Corrective Action Plan (CAP) for the year ending June 30, 2024** as prepared by Lerch, Vinci and Bliss, LLP Certified Public Accountants. See page 23.

EXPLANATION: Agenda item submitted by Dr. Anaya

9. **WHEREAS**, the Teaneck BOARD purchases gasoline and diesel fuel (collectively “Fuel”) for its vehicles in bulk; and

**WHEREAS**, COUNTY operates fuel pumps for fueling of COUNTY vehicles; and

**WHEREAS**, COUNTY fuel pumps are operated using hardware and software permitting the tracking and billing of multiple users; and

**WHEREAS**, the Teaneck BOARD entered into an agreement on November 14, 2024 with COUNTY whereby COUNTY would permit Teaneck BOARD to purchase Fuel for its vehicles from the COUNTY fuel pumps; and

**WHEREAS**, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et seq.) promotes the broad use of shared services as a technique to reduce local expenses funded by property taxpayers; and

**WHEREAS**, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et seq.) allows for any local unit to enter into an agreement with any other local unit or units to provide or receive any services that each local participating in the Agreement is empowered to provide or receive within its own jurisdiction, as set forth in N.J.S.A. 40A:65-7(4); and

**WHEREAS**, pursuant to N.J.S.A. 40A:65-5, the COUNTY and the Teaneck BOARD have both adopted resolutions authorizing entry into this Agreement, copies of which is annexed hereto;

**NOW, THEREFORE, BE IT RESOLVED**, in consideration of the promises and of the covenants, terms, and conditions hereinafter set forth, COUNTY and BOARD agree to extend the agreement until March 12, 2025 to perform in accordance with the provisions, terms, and conditions set forth in the Agreement. See page 29.

EXPLANATION: Agenda item submitted by Dr. Anaya

10. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the attendance of staff members at a **Professional Development and Conference with a Grand total of \$2,308.16** (District Funded: \$2,308.16). See page 32.

EXPLANATION: Agenda item submitted by Dr. Scott

11. **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 totaling **\$6,344.00** (District Funded: \$2,098; Parent Funded: \$4,246.) See page 34.

EXPLANATION: Agenda item submitted by Dr. Scott

12. **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 **2024-2025** school year in the amount of \$251,125.67. See page 39.

EXPLANATION: Agenda item submitted by Dr. Scott

13. **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 as needed for the **2024-2025** school year per the attached list in an amount not to exceed \$112,333.75. See page 40.

EXPLANATION: Agenda item submitted by Dr. Scott

14. **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 41.

EXPLANATION: Agenda item submitted by Dr. Scott

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

| Item                           | Estimated Value | Donor                 | On Behalf Of   |
|--------------------------------|-----------------|-----------------------|--|
| Financial Contribution / Check | \$205.31        | Roseanne Ponchick     | Whittier Elementary School for the purchase for Teaneck Tea books.               |
| Financial Contribution / Check | \$200           | Blackbaud Giving Fund | Hawthorne Elementary School to support academic programs and student activities. |

EXPLANATION: Agenda item submitted by Dr. Scott

16. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the agreement with GPS Empowerment to conduct an interviewing skills workshop on February 25, 2025 for sixteen (16) High School Students in an amount of \$300 per session not to exceed \$300. ACCT: 20-440-100-300-00-000-000 FORUM Grant/Purch Ed Svs

EXPLANATION: Agenda item submitted by Dr. Scott

17. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon recommendation of the Superintendent, approves an agreement with The Harlem Magic Masters, Inc. for one(1) 45 minute assembly on March 4, 2025, for Whittier students (grades 1 through 4) in an amount not to exceed \$1,200. The assembly will reinforce the school-wide theme of our mascot, "Whittier Wolf," PAWS—Practice Respect, Act Responsibly, Work Hard, and Stay Safe—as the players educate and entertain students about these topics. Grant Funded - TITLE IV: 20-280-100-300-00-150-000.

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 an agreement with Dr. Daniel Jean to be the keynote speaker (Male Assembly) for 2025 Empowerment Day at Benjamin Franklin Middle School on Friday, March 14, 2025, from 9-11:30 for 52 students in an amount not to exceed \$750. Title I Funded: 20-231-200-320-00-060-000

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 an agreement with Leading Young Women, Inc. (Dr. Alberta Tamika Quick) to be the keynote speaker (Female Assembly) for 2025 Empowerment Day at Benjamin Franklin Middle School on Friday, March 14, 2025, from 9-11:30 for 52 students in an amount not to exceed \$750. Title I Funded: 20-231-200-320-00-060-000

EXPLANATION: Agenda item submitted by Dr. Scott

20. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves an agreement with EZ Ride for 2 assemblies at Benjamin Franklin Middle School on the topic of Bike and E-Scooter Safety on Monday, January 27, 2025, for 52 students in an amount not to exceed \$0.

EXPLANATION: Agenda item submitted by Dr. Scott

21. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves bedside instruction payments to LearnWell in the amount of \$60.75 per hour, 10 hour sessions per week, for student ID#102455. Services will commence 1/10/2025 through 2/3/2025. Not to exceed \$1,822.50 (3 weeks).

EXPLANATION: Agenda item submitted by Dr. Scott

22. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the social-emotional skills/anti-bullying performances listed below for Lacey School. Title IV Funded: 20 -280-100 -300- 00-0 00- 000.

| Assembly Date | Contractor/Vendor      | Explanation  | Not to Exceed |
|---------------|------------------------|--|---------------|
| 03/14/2025    | Educational Production | Covering the topic of kindness and generosity towards others, assembly aims to inspire a school-wide movement of acceptance, kindness, empathy, and positive change. | \$1,200       |
| 05/22/2025    | Health Barn            | Provides students with a practical healthy lifestyle experience that promotes health and well-being  | \$650         |
| 06/05/2025    | Helping Drew           | Anti-bullying assembly that emphasize respecting our peers' differences to foster a positive school climate and demonstrate tolerance for all                        | \$1,200       |
|               |                        |  | \$3,050.      |

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 the following Project Change Order for Benjamin Franklin Electrical Upgrade. See page 42..

**PROJECT NO.:** GC-01

**ARCHITECT:** Di Cara Rubino

**PROJECT:** Electrical Upgrade at Benjamin Franklin Middle School

**CONTRACTOR:** TSUJ Corporation

**DATE:** 1/30/2025

| <u>CONTRACTOR</u> | <u>DESCRIPTION</u>  | <u>ORIGINAL CONTRACT ALLOWANCE</u> | <u>CHANGE ORDER AMOUNT</u> | <u>ADJUSTED CONTRACT ALLOWANCE</u> |
|-------------------|---|------------------------------------|----------------------------|------------------------------------|
|                   |   | <u>#1A</u>                         |                            | <u>#1A</u>                         |
| TSUJ Corp         | Replacement of an existing obsolete 400amp electrical panel in the cafeteria closet | \$40,000                           | \$23,363.84                | \$16,636.16                        |

EXPLANATION: Agenda item submitted by Mr. D'Angelo

24. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves Civic Solutions Group as a consultant for the District Strategic Planning for 2025-2030 school years, in an amount not to exceed \$45,000. See page 43..

EXPLANATION: Agenda item submitted by Dr. Spencer

1. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, with regret, approves the following **Resignation(s)**:

| Staff Name     | Position      | Location | Effective Date | Position Control | Years of Service |
|----------------|---------------|----------|----------------|------------------|------------------|
| Melissa Norena | Social Worker | BFMS     | 03/28/2025     | CEJ              | 0                |

EXPLANATION: Agenda item submitted by Ms. Jones

2. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the following **Certificated Appointment(s)**, pending successful completion of all mandatory requirements.

| Staff Name          | Position                  | Location | Guide/Step | Salary      | Effective Dates       | Notes/ PCN#         |
|---------------------|---------------------------|----------|------------|-------------|-----------------------|---------------------|
| Jillian Marmo       | School Social Worker      | District | MA, Step 8 | \$75,200.00 | 03/25/2025-06/30/2025 | Replacement PCN#CEJ |
| Christine Llewellyn | Speech Language Therapist | THS      | MA, Step 4 | \$65,200.00 | 02/10/2025-06/30/2025 | Replacement PCN#CLN |

*Employees may begin their assignment sooner than noted, pending clearance.  
All salaries are prorated from date of hire.*

EXPLANATION: Agenda item submitted by Ms. Jones

3. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the Appointment of the following staff, assigned to a **Non-Certificated Position**, effective as indicated.

| Staff Name   | Position/ PCN      | Location | Amount           | Effective Dates         | Notes       |
|--------------|--------------------|----------|------------------|-------------------------|-------------|
| Mark S. Shaw | Security Guard/CIN | District | \$26.80 per hour | 02/24/2025 - 06/30/2025 | Replacement |

EXPLANATION: Agenda item submitted by Ms. Jones

4. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the Appointment of the following **Long-Term and Leave Replacements Teacher(s)** assigned to a non-tenure track position.

| Staff Name     | Position                                   | Location            | Amount           | Effective Dates       | Notes/PCN#          |
|----------------|--|---------------------|------------------|-----------------------|---------------------|
| Neil Murphy    | Leave Replacement Teacher - Social Studies | Teaneck High School | \$260.00 per/day | 02/14/2025-06/30/2025 | Replacement PCN#ACN |
| Delaney Morgan | Leave Replacement Teacher                  | Teaneck High School | \$260.00 per/day | 02/13/2025-06/30/2025 | Replacement PCN#ACN |

EXPLANATION: Agenda item submitted by Ms. Jones

5. **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 2024-2025 school year.

| Name           | From: Position/Location/PCN  | To: Position/Location/PCN   | Effective Date        | Notes                |
|----------------|--|---|-----------------------|----------------------|
| Iris Hernandez | Behaviorist/Bryant Elementary School/AUU                                     | Learning Disability Teacher Consultant (LTDC)/Bryant and Lacey Elementary/CJJ/AKB | 02/15/2025-06/30/2025 | Transfer Replacement |
| Alisha Montoya | CST Learning Disability Teacher Consultant (LDTTC)/Bryant Elementary/CJJ/AKB | CST Learning Disability Teacher Consultant (LDTTC)/Lowell Elementary/CIZ          | 02/03/2025-06/30/2025 | Transfer Replacement |
| Shireen Ali    | CST Learning Disability Teacher Consultant (LDTTC) Lowell Elementary/CIZ     | Learning Disability Teacher Consultant (LDTTC)/Benjamin Franklin/BTJ              | 02/03/2025-06/30/2025 | Transfer Replacement |

EXPLANATION: Agenda item submitted by Ms. Jones

6. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following **Leaves of Absence**:

| Staff ID# | Type      | Dates of Paid Leave     | Days Used          | Dates of Unpaid Leave  | Days Used | Return Day |
|-----------|-----------|-------------------------|--------------------|------------------------|-----------|------------|
| 5697      | Maternity | 12/16/2024 - 1/24/2025  | 20 SICK DAYS /2 PB | 01/27/2025 -5/15/2025  | 52        | 05/16/2025 |
| 5972      | Paternity | 03/17/2025 - 03/26/2025 | 6 SICK DAYS /2 PB  | 03/27/2025 -06/23/2025 | 59        | 09/1/2025  |
| 5119      | Paternity | 11/18/2024 - 11/22/2024 | 5 SICK DAYS        | 11/25/2024 -01/17/2025 | 30        | 01/20/2025 |
| 6158      | Maternity | N/A                     | N/A                | 02/10/2025 - 04/4/2025 | 40        | 04/07/2025 |
| 2256      | Medical   | 1/15/2025 - 2/7/2025    | 17 SICK DAYS       | N/A                    | 0         | 02/10/2025 |

EXPLANATION: Agenda item submitted by Ms. Jones

7. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the following certificated staff to participate in the **Hawthorne Elementary Title I Restorative Professional Development** session. To be funded with 24-25 Title I Funds (20-231-100-101-00-110-000).

| Staff Name        | Position           | Salary                                    | Effective Dates                               | Notes   |
|-------------------|--------------------|---|---|---|
| Collette Brantley | Guidance Counselor | \$50.00 per hour (Not to exceed \$200.00) | Saturday Only<br>02/01/2025<br>9:00 am-1:00pm | This session will be held at Hawthorne Elementary |
| Tawana Smith      | Teacher            | \$50.00 per hour (Not to exceed \$200.00) | Saturday Only<br>02/01/2025<br>9:00 am-1:00pm | This session will be held at Hawthorne Elementary |

EXPLANATION: Agenda item submitted by Ms. Jones

8. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the following employees for participating in the **Hawthorne Elementary School Title I After School Math & ELA Program**. To be funded with 24-25 Title 1 Funds (20-231-100-101-00-110-000).

| Staff Name   | Position           | Salary   | Effective Dates  | Notes  |
|--------------|--------------------|--|--|--|
| Kara Lindner | Substitute Teacher | \$50.00 per hour<br>(Not to exceed \$2,800.00) | 12/10/2024-04/10/2025<br>A total of 16 weeks on Tuesdays and Thursdays | This program will be held at Hawthorne Elementary School |

EXPLANATION: Agenda item submitted by Ms. Jones

9. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following individuals to be employed as **SACC Aides** in the Teaneck Community Education SACC (School Age Child Care) program for the 2024-2025 school year:

| Staff Name       | Position              | Hourly Amount    | Effective Dates       |
|------------------|-----------------------|------------------|-----------------------|
| Erica Fierstein  | SACC Aide             | \$18.50 per hour | 09/05/2024-06/23/2025 |
| Caitlin Esguerra | SACC Aide             | \$18.50 per hour | 09/05/2024-06/23/2025 |
| Helen Applebaum  | Art Project Volunteer | Volunteer        | 09/05/2024-06/23/2025 |

EXPLANATION: Agenda item submitted by Ms. Jones

10. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the following **Extra Work, Extra Pay** Assignment, at the **Teaneck High School** for the 2024-2025 school year, in accordance with the TTEA Collective Bargaining Agreement.

| Staff Name       | Title of Stipend      | Amount    |
|------------------|-----------------------|-----------|
| Cody Conrad      | Criminal Justice Club | Volunteer |
| Radeyyah Hossain | Palestine Club        | Volunteer |
| Cody Conrad      | Film & Theater Club   | \$550.00  |

EXPLANATION: Agenda items submitted by Ms. Jones

11. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the following **Coaches** stipend positions at Teaneck High School for the 2024-2025 SY.

| Staff Name      | Position   | Winter Sport  | Amount     |
|-----------------|------------|---------------|------------|
| Reggie McKinney | Head Coach | Flag Football | \$2,915.50 |
| Corey White     | Head Coach | Flag Football | \$2,915.50 |

EXPLANATION: Agenda item submitted by Ms. Jones

12. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves payment to the following staff members as **Foundation Trainers**, for implementing professional development workshops for non-tenured teachers as part of the district's mentoring plan, during the 2024-2025 school year.

| Staff Name    | Job Title          | Stipend Amount |
|---------------|--------------------|----------------|
| Jemara Blount | Foundation Trainer | \$2,500.00     |

EXPLANATION: Agenda items submitted by Ms. Jones

13. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following student teacher(s) placements pending fingerprints and medical clearance receipt. The Board adopts **Student Teachers/Unpaid Interns** at the request of partnering colleges/universities to promote and support scholars in becoming qualified educators in the State of New Jersey.

| Name of Student  | College/Institution                            | Location          | Effective Dates       |
|------------------|--|-------------------|-----------------------|
| Emma Correia     | Fairleigh Dickinson University~ Project Thrive | BFMS              | 02/10/2025-06/30/2025 |
| Katelyn Phillips | Fairleigh Dickinson University~ Project Thrive | BFMS              | 02/10/2025-06/30/2025 |
| Karent Locke     | Fairleigh Dickinson University~ Project Thrive | Lowell Elementary | 02/10/2025-06/30/2025 |
| Megan Mohan      | Fairleigh Dickinson University~ Project Thrive | Lowell Elementary | 02/10/2025-06/30/2025 |

EXPLANATION: Agenda Item submitted by Ms. Jones

14. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education upon the recommendation of the Superintendent, approves **vacation day payouts** for the eligible employee(s).

| Staff Name    | Position            | Years of Service | Vacation Day(s) | Per Diem Rate | Total Payment |
|---------------|---------------------|------------------|-----------------|---------------|---------------|
| Linda Kuhran  | Executive Secretary | 31               | 5               | \$453.00      | \$2,265.00    |
| Candice Brown | Executive Secretary | 19               | 5               | \$337.00      | \$1,685.00    |

EXPLANATION: Agenda item submitted by Ms. Jones

15. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education approve payments to the following individual(s) for unused vacation, sick and/or personal business days in accordance with their appropriate collective bargaining agreement or employment contract. See page 49.

| Staff Name   | Position                        | Total Amount | Separation Date |
|--------------|---------------------------------|--------------|-----------------|
| Ann Park     | Teacher of Literacy             | \$20,000.00  | 01/01/2025      |
| Suada Charaf | 6th Grade Middle School Teacher | \$14,200.00  | 01/01/2025      |
| Irene Gray   | Asst. Business Administrator    | \$8,080.00   | 01/02/2025      |

EXPLANATION: Agenda item submitted by Ms. Jones

16. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the establishment of the job title and corresponding job description for Financial Analyst. See page 50.



17. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the **For the Record Amendment(s)**.

| <b>Staff Name</b> | <b>Job Title</b>                        | <b>Amount</b>    | <b>Guide/Degree</b> | <b>Effective Dates</b>        | <b>Notes</b>              |
|-------------------|---|------------------|---------------------|-------------------------------|---------------------------|
| Marisol Urena     | World Language Teacher                  | N/A              | N/A                 | <b>07/01/2025</b>             | Change in retirement date |
| Skye Gregory      | Long-Term Substitute Teacher            | \$200.00 per/day | N/A                 | <b>01/27/2025-06/30/2025</b>  | Change in start date      |
| Cinthia Rivera    | Certified Long-Term Teacher             | N/A              | N/A                 | 10/07/2024- <b>01/31/2025</b> | Change in date            |
| Sheena Stanislaus | Teacher of Grade 5 Middle School - TJMS | \$92,000.00      | MA, Step <b>13</b>  | 09/01/2024-06/30/2025         | Correct Step              |

EXPLANATION: Agenda item submitted by Ms. Jones

**IX. Public Comment Session II: (open discussion)**

Thank you all for being here tonight. This portion of the meeting is open to residents for comment. Residents are to state their name, the town they live in, and subject matter. Comments are limited to three minutes per person. This Public Comment session will last for thirty-minutes. Public Comment session II is open to comments on other matters of public concern. Individuals may not give their time to another individual. Groups speaking on the same topic should combine their message into one. Members of the public are discouraged from speaking negatively about an employee or a student. Do not call an employee or student by name, otherwise the conversation will be discontinued. The Board bears no responsibility for comments made by the public. Comments regarding employees or students cannot be legally responded to by the Board. The Superintendent may respond to some questions at the conclusion of the public comment session. If you have a question or comment that requires a direct response, we encourage you to put your questions in an email to the Board secretary. All meetings are recorded and, therefore, statements made during public participation cannot be altered or amended and shall be included in the minutes as presented.

Motion to Open the Public Comment Session II:

Motion by Board Member \_\_\_\_\_ seconded by Board Member \_\_\_\_\_ Opened at \_\_\_\_\_ P.M.

Motion to Close the Public Comment Session II:

Motion by Board Member \_\_\_\_\_ seconded By Board Member \_\_\_\_\_ Closed at \_\_\_\_\_ P.M.

**X. Old and New Business**

**XI. Executive Session (If needed)**

**XII. Adjournment**

**TREASURER OF SCHOOL FUNDS REPORT  
TO THE BOARD OF EDUCATION**

**TEANECK BOARD OF EDUCATION  
ALL FUNDS**

For the Month Ending November 30, 2024

| <b>Cash Report</b> |                                       |                                     |  |   |  |
|--------------------|---------------------------------------|-------------------------------------|--|---|--|
|                    | FUNDS                                 | (1)<br>Beginning<br>Cash<br>Balance | (2)<br>Cash<br>Receipts<br>This<br>Month | (3)<br>Cash<br>Disbursements<br>This<br>Month | (4)<br>Ending<br>Cash<br>Balances<br>(1) + (2) - (3) |
|                    | <b>GOVERNMENTAL FUNDS</b>             |                                     |  |   |  |
| 1                  | Fund 10 - General Fund                | 33,098,042.39                       | 11,180,738.52                            | 8,435,372.01                                  | 35,843,408.90  |
| 2                  | Fund 20 - Special Revenue Fund        | (249,744.94)                        | 3,424,083.00                             | 764,519.18                                    | 2,409,818.88   |
| 3                  | Fund 40 - Debt Service Fund           | (159,758.33)                        | 107,991.34                               | 0.00  | (51,766.99)  |
|                    | <b>Subtotal</b>                       | 32,688,539.12                       | 14,712,812.86                            | 9,199,891.19                                  | 38,201,460.79  |
| 4                  | Fund 30- Capital Projects Fund        | 34,570.47                           | 0.00                                     | 0.00  | 34,570.47  |
| 5                  | <b>Total Governmental Funds</b>       | 32,723,109.59                       | 14,712,812.86                            | 9,199,891.19                                  | 38,236,031.26  |
|                    | <b>ENTERPRISE FUNDS</b>               |                                     |  |   |  |
| 6                  | Fund 60 - SACC & AD ED                | 2,033,542.91                        | 125,395.03                               | 79,592.88                                     | 2,079,345.06   |
| 7                  | Fund 61 - Food Service Fund           | 2,839,833.23                        | 163,096.60                               | 469,261.07                                    | 2,533,668.76   |
| 8                  | <b>Total Enterprise Funds</b>         | 4,873,376.14                        | 288,491.63                               | 548,853.95                                    | 4,613,013.82   |
|                    | <b>TRUST AND AGENCY FUNDS</b>         |                                     |  |   |  |
| 9                  | Fund 10 - Net Payroll                 | 24,980.00                           | 2,917,023.50                             | 2,925,984.70                                  | 16,018.80  |
| 10                 | Fund 10 - Payroll Agency              | 357,118.30                          | 2,519,075.11                             | 2,485,297.61                                  | 390,895.80   |
| 11                 | Fund 10-Healthcare Fund               | 3,000,000.00                        | 0.00                                     | 633,279.37                                    | 2,366,720.63   |
| 12                 | Unemployment Fund                     | 23,108.40                           | 0.00                                     | 0.00  | 23,108.40  |
| 13                 | Flexible Spending Fund                | 28,023.34                           | 11,294.64                                | 7,772.87                                      | 31,545.11  |
| 14                 | Fund 20-Student Activity Fund         | 262,674.06                          | 35,738.86                                | 39,934.10                                     | 258,478.82   |
| 15                 | Fund 20-Scholarship Fund              | 141,174.66                          | 0.00                                     | 0.00  | 141,174.66   |
| 16                 | <b>Total Trust &amp; Agency Funds</b> | 3,837,078.76                        | 5,483,132.11                             | 6,092,268.65                                  | 3,227,942.22   |
| 17                 | <b>Total All Funds</b>                | 41,433,564.49                       | 20,484,436.60                            | 15,841,013.79                                 | 46,076,987.30  |

Prepared by:

*Antoinette Kelly*  
Treasurer of School Funds

1/22/2025

Date

**TREASURER OF SCHOOL FUNDS REPORT  
TO THE BOARD OF EDUCATION**

**TEANECK BOARD OF EDUCATION  
ALL FUNDS**

For the Month Ending December 31, 2024

| <b>Cash Report</b> |                                       |                                     |  |   |  |
|--------------------|---------------------------------------|-------------------------------------|--|---|--|
|                    | FUNDS                                 | (1)<br>Beginning<br>Cash<br>Balance | (2)<br>Cash<br>Receipts<br>This<br>Month | (3)<br>Cash<br>Disbursements<br>This<br>Month | (4)<br>Ending<br>Cash<br>Balances<br>(1) + (2) - (3) |
|                    | <b>GOVERNMENTAL FUNDS</b>             |                                     |  |   |  |
| 1                  | Fund 10 - General Fund                | 35,843,408.90                       | 11,151,276.62                            | 12,280,803.87                                 | 34,713,881.65  |
| 2                  | Fund 20 - Special Revenue Fund        | 2,409,818.88                        | 568,787.80                               | 657,497.26                                    | 2,321,109.42   |
| 3                  | Fund 40 - Debt Service Fund           | (51,766.99)                         | 107,991.34                               | 0.00  | 56,224.35  |
|                    | <b>Subtotal</b>                       | 38,201,460.79                       | 11,828,055.76                            | 12,938,301.13                                 | 37,091,215.42  |
| 4                  | Fund 30- Capital Projects Fund        | 34,570.47                           | 0.00                                     | 0.00  | 34,570.47  |
| 5                  | <b>Total Governmental Funds</b>       | 38,236,031.26                       | 11,828,055.76                            | 12,938,301.13                                 | 37,125,785.89  |
|                    | <b>ENTERPRISE FUNDS</b>               |                                     |  |   |  |
| 6                  | Fund 60 - SACC & AD ED                | 2,079,345.06                        | 157,148.72                               | 65,835.22                                     | 2,170,658.56   |
| 7                  | Fund 61 - Food Service Fund           | 2,533,668.76                        | 260,445.17                               | 189,004.69                                    | 2,605,109.24   |
| 8                  | <b>Total Enterprise Funds</b>         | 4,613,013.82                        | 417,593.89                               | 254,839.91                                    | 4,775,767.80   |
|                    | <b>TRUST AND AGENCY FUNDS</b>         |                                     |  |   |  |
| 9                  | Fund 10 - Net Payroll                 | 16,018.80                           | 3,066,581.85                             | 3,066,581.85                                  | 16,018.80  |
| 10                 | Fund 10 - Payroll Agency              | 390,895.80                          | 2,542,355.72                             | 2,534,623.94                                  | 398,627.58   |
| 11                 | Fund 10-Healthcare Fund               | 2,366,720.63                        | 2,000,000.00                             | 438,026.76                                    | 3,928,693.87   |
| 12                 | Unemployment Fund                     | 23,108.40                           | 0.00                                     | 0.00  | 23,108.40  |
| 13                 | Flexible Spending Fund                | 31,545.11                           | 11,294.64                                | 7,383.98                                      | 35,455.77  |
| 14                 | Fund 20-Student Activity Fund         | 258,478.82                          | 18,643.58                                | 13,095.79                                     | 264,026.61   |
| 15                 | Fund 20-Scholarship Fund              | 141,174.66                          | 1,268.13                                 | 5.00  | 142,437.79   |
| 16                 | <b>Total Trust &amp; Agency Funds</b> | 3,227,942.22                        | 7,640,143.92                             | 6,059,717.32                                  | 4,808,368.82   |
| 17                 | <b>Total All Funds</b>                | 46,076,987.30                       | 19,885,793.57                            | 19,252,858.36                                 | 46,709,922.51  |

Prepared by:

*Antoinette Kelly*  
\_\_\_\_\_  
Treasurer of School Funds

1/30/2025

Date

| 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               | 1/31/2025<br>+ or - Data      | Col5/Col3                 | Col4+Col5                        | Col4-Col5                      |
| 03200       | TOTAL REGULAR PROGRAMS - INSTRUCTION   | 11-1XX-100-XXX   | 24,505,289      | 44,604                                  | 24,549,894                   | 2,454,989               | 325,497                       | 1.33%                     | 2,780,486                        | 2,129,492                      |
| 10300 11160 | Total Special Education - Instruction, Total Basic   | 11-2XX-100-XXX   | 15,582,286      | 6,415                                   | 15,588,701                   | 1,558,870               | (919,008)                     | -5.90%                    | 639,862                          | 2,477,878                      |
| 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   | 1,106,919       | 6,300                                   | 1,113,219                    | 111,322                 | (66,757)                      | -6.00%                    | 44,565                           | 178,079                        |
| 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   | 15,800,420      | 7,707                                   | 15,808,127                   | 1,580,813               | (2,551,601)                   | -16.14%                   | (970,788)                        | 4,132,413                      |
| 29680 30620 | Total Undistributed Expenditures – Atten, Total Undistributed  | 11-000-211, 213, | 7,644,781       | 28,917                                  | 7,673,698                    | 767,370                 | 154,046                       | 2.01%                     | 921,415                          | 613,324                        |
| 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  | 1,558,484       | 2,757                                   | 1,561,241                    | 156,124                 | (109,024)                     | -6.98%                    | 47,100                           | 265,148                        |
| 45300       | Support Serv. - General Admin  | 11-000-230-XXX   | 1,687,156       | 583                                     | 1,687,739                    | 168,774                 | 15,596                        | 0.92%                     | 184,370                          | 153,178                        |
| 46160       | Support Serv. - School Admin   | 11-000-240-XXX   | 3,752,514       | 550                                     | 3,753,064                    | 375,306                 | 12,976                        | 0.35%                     | 388,282                          | 362,330                        |
| 47200 47620 | Total Undist. Expend. – Central Services, Total Undist. Expend. – Admin. Info. Tec   | 11-000-25X-XXX   | 1,578,920       | 18,466                                  | 1,597,386                    | 159,739                 | 3,097,966                     | 193.94%                   | 3,257,704                        | (2,938,227)                    |
| 51120       | Total Undist. Expend. – Oper. & Maint. O   | 11-000-26X-XXX   | 9,764,173       | 136,705                                 | 9,900,878                    | 990,088                 | 141,603                       | 1.43%                     | 1,131,691                        | 848,485                        |
| 52480       | Total Undist. Expend. – Student Transpor   | 11-000-270-XXX   | 9,926,788       | 0                                       | 9,926,788                    | 992,679                 | (1,032,762)                   | -10.40%                   | (40,083)                         | 2,025,440                      |
| 71260       | TOTAL PERSONNEL SERVICES –EMPLOYEE   | 11-XXX-XXX-2XX   | 16,314,570      | 56,577                                  | 16,371,146                   | 1,637,115               | 1,149,358                     | 7.02%                     | 2,786,472                        | 487,757                        |
| 72020       | Total Undistributed Expenditures – Food  | 11-000-310-XXX   | 0               | 0                                       | 0                            | 0                       | 0                             | 0.00%                     | 0                                | 0                              |
| 72120       | Transfer of Property Sale Proceeds Res.  | 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           | 0               | 0                                       | 0                            | 0                       | 0                             | 0.00%                     | 0                                | 0                              |
| 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  |                  | 109,222,301     | 309,581                                 | 109,531,882                  | 10,953,188              | 217,890                       | 0.20%                     | 11,171,078                       | 10,735,299                     |

| 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               | 1/31/2025<br>+ or - Data      | Col5/Col3                 | Col4+Col5                        | Col4-Col5                      |
| 75880       | TOTAL EQUIPMENT  | 12-XXX-XXX-73X | 11,486          | 3,865                                   | 15,351                       | 1,535                   | 85,128                        | 554.53%                   | 86,663                           | (83,593)                       |
| 76260       | Total Facilities Acquisition and Constr                                      | 12-000-4XX-XXX | 1,040,962       | 1,540,014                               | 2,580,976                    | 258,098                 | 232,286                       | 9.00%                     | 490,384                          | 25,812                         |
| 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         | 0               | 0                                       | 0                            | 0                       | 0                             | 0.00%                     | 0                                | 0                              |
| 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   |                | 1,052,448       | 1,543,879                               | 2,596,327                    | 259,633                 | 317,414                       | 12.23%                    | 577,046                          | (57,781)                       |
| 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 | 8,679,907       | 0                                       | 8,679,907                    | 867,991                 | (315,403)                     | -3.63%                    | 552,587                          | 1,183,394                      |
| 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   |                | 118,954,656     | 1,853,460                               | 120,808,116                  | 12,080,812              | 219,900                       | 0.18%                     | 12,300,712                       | 11,860,912                     |

\_\_\_\_\_  
**School Business Administrator Signature**

\_\_\_\_\_  
**Date**

**Corrective Action Plan (CAP)  
For the Fiscal Year ended June 30, 20XX  
Prepare only when there is a finding(s) in the ACFR or AMR.**

June 30, 2024

Upload to the ACFR Repository with file name: CAP.PDF (within 45 days of Board accepting the Audit)

Email a copy of the CAP to: [CAP@ag.nj.gov](mailto:CAP@ag.nj.gov)

School District/Charter/Renaissance School Project

County Bergen

Contact Person Victor Anaya

Type of Audit Fiscal Year 2023-2024

Email Address / Telephone Number vanaya@teaneckschools.org/201-833-5529

Date of Board Meeting February 12, 2025

| A                                 | B   | C   | D   | E                             | F                |
|-----------------------------------|---|---|---|-------------------------------|------------------|
| *AMR/<br>ACFR<br><br>Finding<br># | *Finding (Condition)  | *Recommendation   | *Method of Implementation   | Person Responsible for        | Completion Date  |
| <b>2024-01</b>                    | Our audit noted that a payroll agency ledger by deduction was not currently maintained by the District.   | A payroll agency ledger by deduction be currently maintained and in agreement with the monthly bank reconciliation.   | The district will implement an excel reconciliation of payroll activity to the agency account.  | Victor Anaya & Nancy Loiacono | By June 30, 2025 |
| <b>2024-002</b>                   | The amount owed to the State of New Jersey for the TPAF Reimbursement for Federally Funded Programs totaling \$468,800 was recorded as an encumbrance (open purchase order) at June 30, 2024. An audit adjustment was made to reclassify this amount to an account payable. | The District review purchase orders at year end for proper classification as an accounts payable or outstanding encumbrance.  | Upon the Fiscal Year close out before the roll over into the new Fiscal year, all transactions will be reviewed for either being classified as accounts payable or an outstanding purchase order (encumbrance). | Victor Anaya & Nancy Loiacono | By July 31, 2025 |
| <b>2024-03</b>                    | The monthly Board Secretary and Treasurer's reports and the certification of availability of funds/line item deficits were not approved in a timely manner.   | The District's Board Secretary and Treasurer's reports be completed and submitted with the monthly certification of funds for approval by the Board in a timely manner. | The reports will be generated each month for board review/approval.   | Victor Anaya                  | January 2025     |

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

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

**Corrective Action Plan (CAP)  
For the Fiscal Year ended June 30, 20XX  
Prepare only when there is a finding(s) in the ACFR or AMR.**

June 30, 2024

Upload to the ACFR Repository with file name: CAP.PDF (within 45 days of Board accepting the Audit)

Email a copy of the CAP to: [CAP@ag.nj.gov](mailto:CAP@ag.nj.gov)

School District/Charter/Renaissance School Project

County Bergen

Contact Person Victor Anaya

Type of Audit Fiscal Year 2023-2024

Email Address / Telephone Number vanaya@teaneckschools.org/201-833-5529

Date of Board Meeting February 12, 2025

|                |  |  |  |                               |                   |
|----------------|--|--|--|-------------------------------|-------------------|
| <b>2024-04</b> | The District utilizes a warrant bank account to pay bills for both its Governmental and Enterprise Funds. At year-end numerous reconciling items and adjustments remain outstanding on the District's warrant account bank reconciliations.  | Action be taken to clear the reconciling items and adjustments on all District bank reconciliations. Furthermore, internal transfers between bank accounts be adjusted on a current basis. | The treasurer reports have been brought current. We will be adjusting and reviewing the items like these monthly with the Treasurer.   | Victor Anaya & Nancy Loiacono | By March 31, 2025 |
| <b>2024-05</b> | Our audit noted the following items pertaining to year end balances: With regards to the General Fund, • The intergovernmental accounts receivable account balance was understated by \$549,308. • The accounts payable report was not in agreement with the general ledger/balance sheet by \$44,874. • The open purchase order (encumbrances) report was not in agreement with the general ledger/balance sheet by \$215,436. With regards to the Special Revenue Fund, • The open purchase order (encumbrances) report was not in agreement with the general ledger/balance sheet by \$329,425. | The District's balance sheet accounts be reviewed and reconciled with the various subsidiary ledgers and reports.  | There are JEs to be recorded from the audit that will be done. Upon reviewing the financial activity monthly, the adjustments, if any, will be recorded. Also, corrective actions by training staff involved will also occur to minimize error like this from occurring in the future. | Victor Anaya & Nancy Loiacono | By June 30, 2025  |

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

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



**Corrective Action Plan (CAP)  
For the Fiscal Year ended June 30, 20XX  
Prepare only when there is a finding(s) in the ACFR or AMR.**

June 30, 2024

Upload to the ACFR Repository with file name: CAP.PDF (within 45 days of Board accepting the Audit)

Email a copy of the CAP to: [CAP@ag.nj.gov](mailto:CAP@ag.nj.gov)

School District/Charter/Renaissance School Project

County Bergen

Contact Person Victor Anaya

Type of Audit Fiscal Year 2023-2024

Email Address / Telephone Number vanaya@teaneckschools.org/201-833-5529

Date of Board Meeting February 12, 2025

|                |  |  |  |   |                                |
|----------------|--|--|--|---|--------------------------------|
| <b>2024-06</b> | Our audit noted that the District did not obtain approval from the Executive County Superintendent for transfers to an advertised appropriation account identified as General Administration as defined under N.J.A.C. 6A:23A-13.3(e). The budget transfers, on a cumulative basis exceeded ten percent of the amount included in the original budget. The budget line item meeting this criteria was General Administration which had an increase totaling 47.53% of the original budget. | The District obtain the approval of the Executive County Superintendent for transfers to advertised appropriation accounts identified as General Administration which exceed 10 percent of the original budget account on a cumulative basis as required by N.J.A.C. 6A:23A-13.3(e). | The Transfer report is generated monthly and reviewed. A board resolution is also prepared monthly for approval. If transfers exceed the 10% threshold, approval by the County Superintendent will be done within the fiscal year or by the end of the fiscal year when the fiscal year is being closed out. | Victor Anaya & Nancy Loiacono                     | Ongoing,<br>By July 31, 2025   |
| <b>2024-07</b> | The District did not prepare at year-end, a detailed listing by employee, of its outstanding compensated absences liability.   | The District prepare a detail analysis by employee of the year end compensated absences liability.   | This analysis is normally done in Human Resources. We will work closely with the Human Resources at year end to ensure this is completed.  | Victor Anaya & Nancy Loiacono<br>Glasshebra Jones | By July 31, 2025               |
| <b>2024-08</b> | Our audit of Special Revenue Fund grants noted the following:<br>• At June 30, 2024, there were various over expended budgetary accounts for the ARP Stabilization,  | Internal controls over grant accounting and reporting be reviewed and enhanced.  | We will review all budgetary and grant accounts on a monthly basis. Business Office personnel will review the available grant budgets  | Victor Anaya & Nancy Loiacono                     | Monthly, and by March 31, 2025 |

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

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

**Corrective Action Plan (CAP)  
For the Fiscal Year ended June 30, 20XX  
Prepare only when there is a finding(s) in the ACFR or AMR.**

June 30, 2024

Upload to the ACFR Repository with file name: CAP.PDF (within 45 days of Board accepting the Audit)

Email a copy of the CAP to: [CAP@ag.nj.gov](mailto:CAP@ag.nj.gov)

School District/Charter/Renaissance School Project

County Bergen

Contact Person Victor Anaya

Type of Audit Fiscal Year 2023-2024

Email Address / Telephone Number vanaya@teaneckschools.org/201-833-5529

Date of Board Meeting February 12, 2025

|                |  |  |  |  |                    |
|----------------|--|--|--|--|--------------------|
|                | <p>ESSER II, ARP ESSER Accelerated Learning Coach and Non Public Handicapped Examination and Classification.</p> <ul style="list-style-type: none"> <li>Salaries and stipends for employees charged to ESSER grants were not approved by a Board resolution.</li> <li>Grant receipts and grant expenditures for the ACSERs grant were not recorded in the Special Revenue Fund.</li> </ul> |  | <p>and expenditures to ensure sufficient resources exist and that the School Administration and Business Office personnel will provide a list of all employees charged to a federal grant, with their respective salary and percentage chargeable to the grant, to the Board for their approval.</p> |  |                    |
| <b>2024-09</b> | <p>Our audit noted that state/cooperative contracts that exceeded the bid threshold were not individually approved by the Board. In addition, documentation (i.e. price lists) supporting the itemized state/cooperative contract amounts was not provided for audit.</p>  | <p>All state/cooperative contracts over the bid threshold be submitted to the Board for their approval. In addition, documentation supporting the costs included in the state/cooperative contract be retained by the District and made available for audit.</p> | <p>All contracts requiring approval by the board will be included on board agendas for board approval/review following the purchasing guidelines established by the State of New Jersey.</p>   | <p>Victor Anaya &amp; Nancy Loiacono</p> | <p>Immediately</p> |
| <b>2024-10</b> | <p>With regards to purchasing we noted that professional service contracts were not always</p>   | <p>Professional service contracts be advertised when contracts are awarded by the Board. In</p>  | <p>All contracts and bids requiring approval by the board will be included on board agendas for board</p>  | <p>Victor Anaya &amp; Nancy Loiacono</p> | <p>Immediately</p> |

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**Corrective Action Plan (CAP)  
For the Fiscal Year ended June 30, 20XX  
Prepare only when there is a finding(s) in the ACFR or AMR.**

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School District/Charter/Renaissance School Project

County Bergen

Contact Person Victor Anaya

Type of Audit Fiscal Year 2023-2024

Email Address / Telephone Number vanaya@teaneckschools.org/201-833-5529

Date of Board Meeting February 12, 2025

|                |   |   |   |                               |             |
|----------------|---|---|---|-------------------------------|-------------|
|                | advertised when the contract was awarded. We also noted that credit change orders/contract reductions were not approved by a Board resolution. In addition, documentation to support certain contract awards and/or bid documentation was not made available for audit.   | addition, credit change orders/contract reductions be ratified by a resolution approved by the Board. Furthermore, documentation pertaining to contract awards and bids be retained and made available for audit. | approval/review following the purchasing guidelines established by the State of New Jersey.   |                               |             |
| <b>2024-11</b> | Our audit noted that the Bryant Elementary School Pre-K classroom renovation project was recorded in the General Fund's Capital Outlay budget for the amount funded by capital reserve. The state grant portion of the project was not recorded in the District's financial records. In addition, we noted a contract awarded for the project construction totaling \$309,000 was not encumbered at June 30, 2024. An audit adjustment was made to reclassify the capital reserve funding and expenditures from Capital Outlay to the Capital Projects Fund and to record the SDA grant and | Capital projects be recorded at approved amounts and reported in the Capital Projects Fund.   | Proper classification into Fund 30 for capital projects and fund 12 for fixed assets and maintenance items will be implemented. Proper budgetary amounts will also be recorded accordingly inclusive of grant funding in Fund 20 and elsewhere. | Victor Anaya & Nancy Loiacono | Immediately |

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

**Corrective Action Plan (CAP)  
For the Fiscal Year ended June 30, 20XX  
Prepare only when there is a finding(s) in the ACFR or AMR.**

June 30, 2024

**Upload to the ACFR Repository with file name: CAP.PDF (within 45 days of Board accepting the Audit)**

**Email a copy of the CAP to: [CAP@ag.nj.gov](mailto:CAP@ag.nj.gov)**

**School District/Charter/Renaissance School Project**

**County Bergen**

**Contact Person Victor Anaya**

**Type of Audit Fiscal Year 2023-2024**

**Email Address / Telephone Number vanaya@teaneckschools.org/201-833-5529**

**Date of Board Meeting February 12, 2025**

|                |   |   |  |                               |                              |
|----------------|---|---|--|-------------------------------|------------------------------|
|                | contract award in the Capital Projects Fund.  |   |  |                               |                              |
| <b>2024-12</b> | Our audit revealed that the District's did not update its Capital Asset appraisal report for the 2023-24 school year additions and deletions. | The District's Capital Asset report including depreciation expense be updated in a timely manner. | The district will implement the recommendation as part of monitoring the monthly financial activity. | Victor Anaya & Nancy Loiacono | Monthly and by July 31, 2025 |

|  |                        |
|--|------------------------|
| <b>Chief School Administrator: Dr. Andre Spencer</b> | <b>Date: 2/12/2025</b> |
|--|------------------------|

|   |                        |
|---|------------------------|
| <b>Board Secretary/ Interim School Business Administrator: Dr. Victor Anaya</b> | <b>Date: 2/12/2025</b> |
|---|------------------------|

\* Reference AMR/ACFR for columns A, B & C. Please use same wording from AMR/ACFR.  
\* Method of Implementation (column D). Please describe the plan that ensures the finding(s) will not recur.

## SHARED SERVICES AGREEMENT FOR GASOLINE BETWEEN THE TOWNSHIP OF TEANECK AND THE TEANECK TOWNSHIP BOARD OF EDUCATION

This Shared Services Agreement (“Agreement”), effective as of January 28, 2025 (the “Effective Date”), is made by and between the Township of Teaneck, a municipal corporation of the State of New Jersey (the “Township”), located at 818 Teaneck Road, Teaneck, NJ 07666, and the Teaneck Board of Education (the “Board of Education”), located at 651 Teaneck Road, Teaneck, NJ 07666 (the “Parties”).

**WHEREAS**, the New Jersey Uniform Shared Services and Consolidated Act (N.J.S.A. 40A:65-1, et seq.) authorizes shared services between local government units; and

**WHEREAS**, the Board of Education has a need to purchase gasoline for its power equipment and has requested that the Township provide this service and the Township agrees to sell gasoline to the Board of Education in accordance with the terms and conditions contained in this Agreement; and

**WHEREAS**, the purpose of this Agreement is to allow the Board of Education to purchase gasoline from the Township, as a Shared Service, the Township and the Board of Education therefore agree as follows:

1. Nature of Agreement. This Agreement is a “Shared Services Agreement” pursuant to N.J.S.A. 40A:65-1, et seq. The nature and value of the services contracted in this Agreement exempts this Agreement from the bidding requirements of the Local Public Contracts Law, pursuant to, *inter alia*, N.J.S.A. 40A:11-3.

2. Description of Services Provided. The Board of Education shall have the ability to purchase gasoline from the Township by use of the Township’s gasoline pump located at the Township’s Department of Public Works facility at 1600 River Road, Teaneck, NJ 07666. The Township shall supply the Board of Education with an access key (if needed) and slot which will allow the Board of Education to obtain gasoline.

3. Responsibility of Board of Education. The Board of Education shall be responsible for paying for the gasoline obtained by it as provided for in Section 4 of this Agreement. In addition, the Board of Education shall use due care when entering the Township’s facility and using the gasoline pumps (this includes, but is not limited to, not spilling any gasoline when it is filling its tank) and making sure that the gas pump is shut off when it is done filling its tanks. In addition, if the Board of Education must unlock any fences or gates to access the gasoline pumps, it shall re-lock the facility when it leaves.

4. Costs and Payment. The Board of Education shall pay a flat rate of \$7,500 for all gasoline used during the term of this Agreement. The Board of Education shall pay the entire sum within 30 days of the Effective Date. Failure to make such payment shall be a breach of this Agreement.

5. Environmental Responsibility. The Parties shall indemnify, defend, and hold harmless each other, as well as governing body members, officers, employees, and agents of each from all liability,

damages and costs caused by the failure of either, for any reason, to comply with environmental laws, rules, codes and regulations and any claim, demand, penalty, fee, lien, damage, loss, expense or liability resulting from any actual or alleged Hazardous Substance contamination, including but not limited to the clean-up of Hazardous Substances resulting from any activities by the Board of Education on the Township's property. The duties of the Parties under this section shall survive the termination of this Agreement. As used herein, "Hazardous Substance" shall mean any hazardous, toxic or dangerous substances, waste or material that is or may become regulated under any federal, state or local statute, ordinance, rule, regulation or other law now or hereafter in effect pertaining to environmental protection, contamination or clean-up.

6. Term of Agreement. The term of this Agreement shall be until March 12, 2025. This Agreement shall not renew unless mutually agreed-upon by the Parties.

7. Termination. Either Party may terminate this Agreement at any time by providing written notice to the other party at the address specified in this Agreement by written notice, no less than thirty (30) days prior to the date of termination, the notice itself shall specify the date the termination becomes effective ("Termination Date"). The Board of Education shall be responsible for paying all sums owed to the Township for gasoline provided through the Termination Date, with the \$7,500 flat fee reduced pro rata by the number of weeks by which the Term is reduced.

8. Indemnification & Defense of Township Personnel. The Parties shall indemnify and hold harmless each other, as well as governing body members, officers, employees, and agents of each, from any and all liability and claims for damages or injury caused by or resulting from any of their acts, errors or omissions, including negligence of either Party, its agents, officers, employees, or assigns, arising out of or related to this Agreement. In each case, the Party bound to indemnify the other shall also pay the reasonable attorneys' fees and costs incurred by the indemnitee.

9. Entire Agreement and Amendment. This Agreement contains the entire understanding between the parties in regard to its subject matter. The Agreement may be amended to any time by mutual agreement of the parties, provided that such amendment is reduced to writing, executed by the chief administrative official of each party or his/her designated representative, and specifies the date the provisions of such amendment shall be effective.

10. Notice: Any notice required to be submitted pursuant to the terms and conditions hereof, or in conjunction with the performance of the service contemplated hereby, shall be served via certified mail, return receipt requested, overnight delivery service with written confirmation of delivery or by personal delivery and shall be served at the following addresses:

Township of Teaneck  
Township Clerk  
818 Teaneck Road  
Teaneck, NJ 07666

Teaneck Board of Education  
Business Administrator  
651 Teaneck Road  
Teaneck, NJ 07666

11. Severability: Should any provision of this Agreement be declared or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, legality, validity and enforceability of the remaining parts, terms or provisions shall not be affected thereby and said illegal, unenforceable or invalid part, term or provision shall be deemed not part of this Agreement.

12. Governing Law. This Agreement shall be construed under, subject to and governed by the laws of the State of New Jersey, without regard to conflict of law principles. In the event of any dispute between the parties, the matter shall be submitted to the Superior Court of New Jersey with venue only in Bergen County for resolution.

**IN WITNESS WHEREOF**, the parties hereto have caused these presents to be duly executed by their respective authorized officers; and the corporate seal of hereunto impressed.

ATTEST:

TOWNSHIP OF TEANECK:

\_\_\_\_\_  
Doug Ruccione, Clerk

\_\_\_\_\_  
Michael S. Pagan, Mayor

ATTEST:

TEANECK BOARD OF EDUCATION:

\_\_\_\_\_

\_\_\_\_\_

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**Professional Development**

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***District Funded: \$2,068.16***

***Title II Grant Funded: \$0***

***Total Cost: \$2,068.16***

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**Name:** Wladimir Romain

**School or Department:** Transportation Department

**Conference/Seminar/Workshop:** 55<sup>th</sup> Annual New Jersey Pupil Transportation Conference

**Location:** Atlantic City, New Jersey

**Dates:** March 26, 2025 – March 28, 2025

**Estimated Cost:** \$1,034.08

**Explanation:** The conference will provide the updated information from the State of NJ regarding transportation changes.

---

**Name:** Na’Imah Bogert

**School or Department:** Transportation Department

**Conference/Seminar/Workshop:** 55<sup>th</sup> Annual New Jersey Pupil Transportation Conference

**Location:** Atlantic City, New Jersey

**Dates:** March 26, 2025 – March 28, 2025

**Estimated Cost:** \$1,034.08

**Explanation:** The conference will provide the updated information from the State of NJ regarding transportation changes.

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**Professional Development**


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**District Funded – \$240.00****Total Cost: \$240.00****Name:** Sandra Beckford**School or Department:** Lacey School**Conference/Seminar/Workshop:** Brief Therapeutic Interventions in Social Work**Location:** Rutger's School of Social Worker - Virtual**Dates:** 1/29/2025**Estimated Cost:** \$60.00 (District funded)**Explanation:** This webinar introduces school-based clinicians to general tenets of school based mental health services and provides school personnel with valuable perspective on adapting interventions in educational settings.

---

**Name:** Sandra Beckford**School or Department:** Lacey School**Conference/Seminar/Workshop:** Girls of Color: Trauma & Punitive Response**Location:** Rutger's School of Social Worker - Virtual**Dates:** 2/13/2025**Estimated Cost:** \$60.00 (District funded)**Explanation:** This webinar introduces school-based clinicians to general tenets of school based mental health services and provides school personnel with valuable perspective on adapting interventions in educational settings.

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**Name:** Sandra Beckford**School or Department:** Lacey School**Conference/Seminar/Workshop:** Screening & Assessment of Trauma in Children and Adolescent**Location:** Rutger's School of Social Worker - Virtual**Dates:** 2/28/2025**Estimated Cost:** \$60.00 (District funded)**Explanation:** This webinar introduces school-based clinicians to general tenets of school based mental health services and provides school personnel with valuable perspective on adapting interventions in educational settings.

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**Name:** Sandra Beckford**School or Department:** Lacey School**Conference/Seminar/Workshop:** Children's Mental Health & Developmental Disabilities**Location:** Rutger's School of Social Worker - Virtual**Dates:** 3/07/2025**Estimated Cost:** \$60.00 (District funded)**Explanation:** This webinar introduces school-based clinicians to general tenets of school based mental health services and provides school personnel with valuable perspective on adapting interventions in educational settings.

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**FIELD TRIP**

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**District Funded - \$2,098.00    Parent Funded - \$4,246.00**  
**Grand Total: \$6,344.00**

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**Trip Leader(s):** Colleen Pagan and Varelle Graves

**School/Department:** Benjamin Franklin Middle School

**Trip Planned:** Sensory TaeKwonDo

**Destination:** Paramus, NJ

**Date(s):** 2/14/25

**Estimated Cost:** \$400.00 (District funded)

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

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**Trip Leader(s):** Colleen Pagan and Varelle Graves

**School/Department:** Benjamin Franklin Middle School

**Trip Planned:** Bowler City

**Destination:** Hackensack, NJ

**Date(s):** 3/21, 4/11, 5/16, and 6/05/25

**Estimated Cost:** \$720.00 (District funded)

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

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**Trip Leader(s):** Colleen Pagan and Varelle Graves

**School/Department:** Benjamin Franklin Middle School

**Trip Planned:** American Dream Mall

**Destination:** East Rutherford, NJ

**Date(s):** 4/01/25

**Estimated Cost:** \$0.00

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

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**Trip Leader(s):** Colleen Pagan and Varelle Graves

**School/Department:** Benjamin Franklin Middle School

**Trip Planned:** Overpeck Park

**Destination:** Teaneck, NJ

**Date(s):** 5/02/25 and 6/09/25

**Estimated Cost:** \$0.00

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

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**FIELD TRIP**

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**Trip Leader(s):** Colleen Pagan and Vatrele Graves

**School/Department:** Benjamin Franklin Middle School

**Trip Planned:** Turtle Back Zoo

**Destination:** West Orange, NJ

**Date(s):** 5/22/25

**Rain Date:** 5/29/25

**Estimated Cost:** \$228.00 (District funded)

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

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**Trip Leader(s):** JaQwaysia Edge

**School/Department:** Hawthorne Elementary School

**Trip Planned:** Teaneck Greenhouse

**Destination:** Teaneck, NJ

**Date(s):** 4/01/25

**Rain Date:** May 2025

**Estimated Cost:** \$.00

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

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**Trip Leader(s):** Tawana Smith, Daniel Bassett, Colette Brantley, Kristen Ferreira, Samuel Griffin, Nicola Richardson, Sandra Warren-Givens, Anisa Khan, Yomna Nasser-Elbayar

**School or Department:** Hawthorne Elementary School

**Trip Planned:** Thomas Jefferson Middle School

**Location:** Teaneck, New Jersey

**Number of Students:** 70

**Date(s):** June 17th & 18th, 2025

**Estimated Cost:** \$750.00 (District Funded)

**No Substitute Required**

**EXPLANATION:** Annual moving up rehearsal and ceremony.

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**Trip Leader(s):** Jennifer Domingues, Victor Hernandez, Zara Matragas, Lorena Valer, Ellen Beuchel, 11 Parent Chaperones

**School or Department:** Hawthorne Elementary School

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

**Location:** Teaneck, New Jersey

**Number of Students:** 71

**Date(s):** March 26th & April 2nd, 2025

**Rain Date:** May TBD 2025

**Estimated Cost:** (No cost to the district)

**No Substitute Required**

**EXPLANATION:** Second grade students will learn about herbs, plant life cycles, gardening, plant uses and propagation.

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**FIELD TRIP**

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**Trip Leader(s):** Christine Mayers, Angela King

**School or Department:** Teaneck High School

**Trip Planned:** Theodora Smiley Lacey School (**WALKING TRIP**)

**Location:** Teaneck, New Jersey

**Number of Students:** 30

**Date(s):** March 7, 2025

**Estimated Cost:** (No cost to the district)

**Substitute Required**

**EXPLANATION:** The Black Youth Organization's annual trips to lower schools help students connect with African American culture and history, fostering a sense of pride and cultural awareness.

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**Trip Leader(s):** Jared Meli, Richard Rodda

**School or Department:** Teaneck High School

**Trip Planned:** Montclair State University

**Location:** Montclair, New Jersey

**Number of Students:** 23

**Date(s):** April 9, 2025

**Estimated Cost:** (No cost to the district)

**Substitute Required**

**EXPLANATION:** As part of their ongoing development as writing instructors, writing center coaches will have the chance to collaborate with university-level writing consultants.

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**Trip Leader(s):** Beatriz Garcia Travieso, Tara Costa, Elizabeth Woo, Brandy Lewis, Faiza Shafi, Ellen Beuchel, Nine Parent Chaperones

**School or Department:** Hawthorne Elementary School

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

**Location:** Teaneck, New Jersey

**Number of Students:** 50

**Date(s):** March 24<sup>th</sup> & April 7<sup>th</sup>, 2025

**Rain Date:** May TBD 2025

**Estimated Cost:** (No cost to the district)

**No Substitute Required**

**EXPLANATION:** Kindergarten students will learn about herbs, plant life cycles, gardening, plant uses and propagation.

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**Trip Leader(s):** Kara Lindner, Lisa Brown, Felix Mejia, Filiz Zeybek, Ellen Beuchel, Ten Parent Chaperones

**School or Department:** Hawthorne Elementary School

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

**Location:** Teaneck, New Jersey

**Number of Students:** 62

**Date(s):** March 25<sup>th</sup> & April 1<sup>st</sup>, 2025

**Rain Date:** May TBD 2025

**Estimated Cost:** (No cost to the district)

**No Substitute Required**

**EXPLANATION:** First grade students will learn about herbs, plant life cycles, gardening, plant uses and propagation.

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**FIELD TRIP**

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**Trip Leader(s):** Allison Norris, Kristen Nunez, Shena Mallery, Antionette Vincenti, Anise Khan, Ellen Buechel, 16 Parent Chaperones

**School or Department:** Hawthorne Elementary School

**Trip Planned:** Statue of Liberty/Ellis Island

**Location:** Jersey City

**Number of Students:** 73

**Date(s):** April 23, 2025

**Estimated Cost:** \$2926.00 (Parent Funded)

**No Substitute Required**

**EXPLANATION:** A visit to the Statue of Liberty and Ellis Island helps third graders connect with American history, fostering a deeper understanding of immigration, freedom, and cultural diversity.

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**Trip Leader(s):** Kristen Ferreira, Samuel Griffin, Nicola Richardson, Tawana Smith, Sandra Warren-Givens, Anisa Khan, Yomna Nasser Elbayar, Ellen Buechel, 12 Parent Chaperones

**School or Department:** Hawthorne Elementary School

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

**Location:** Teaneck, New Jersey

**Number of Students:** 70

**Date(s):** March 28<sup>th</sup> & April 8<sup>th</sup>, 2025

**Rain Date:** May TBD 2025

**Estimated Cost:** (No cost to the district)

**No Substitute Required**

**EXPLANATION:** Fourth grade students will learn about herbs, plant life cycles, gardening, plant uses and propagation.

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**Trip Leader(s):** Allison Norris, Shena Mallery, Kristin Nunez, Antoinette Vincenti, Ellen Buechel, 12 Parent Chaperones

**School or Department:** Hawthorne Elementary School

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

**Location:** Teaneck, New Jersey

**Number of Students:** 70

**Date(s):** March 27<sup>th</sup> & April 3<sup>rd</sup>, 2025

**Rain Date:** May TBD 2025

**Estimated Cost:** (No cost to the district)

**No Substitute Required**

**EXPLANATION:** Third grade students will learn about herbs, plant life cycles, gardening, plant uses and propagation.

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**FIELD TRIP**

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**Trip Leader(s):** Makayla Brown, Jennifer Pitrelli, Rochelle Yaros, Nicholas Cabrera, Susie Kim, Monique Frazier-Ellington, Marisel Lopez, Jacob DeJesus Santos, Lisa Sgambati, Ryan Natalia Daly, Nine Parent Chaperones

**School or Department:** Lowell Elementary School

**Trip Planned:** Bronx Zoo

**Location:** Bronx, New York

**Number of Students:** 70

**Date(s):** May 28, 2025

**Rain Date:** June 4, 2025

**Estimated Cost:** \$1320.00 (Parent funded)

**No Substitute Required**

**EXPLANATION:** Visits to the Bronx Zoo enrich classroom instruction, make science more relatable, and provide students with a purposeful opportunity to engage with nature.

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Tuitions

February 2025

| <u>Student ID#</u> | <u>Placement</u>                                      | <u>Tuition</u> | <u>Start Date</u> | <u>1:1 Aide</u> |
|--------------------|---|----------------|-------------------|-----------------|
| 107528             | Academy 360- Upper School, a program of Spectrum 360, | \$93,789.55    | 7/1/2024          |                 |
| 107584             | Banyan School (Aide)                                  |                | 1/13/2025         | \$ 4,770.50     |
| 97313              | Banyan School   | \$100,222.62   | 9/5/2024          |                 |
| 99388              | Ridgefield BOE (Aide)                                 |                | 7/1/2024          | \$52,343.00     |
|                    | Sub-totals  | \$194,012.17   |                   | \$57,113.50     |
|                    | Grand Total   | \$251,125.67   |                   |                 |

Clinicians

February 2025

|           | <u>Placement</u>   | <u>Discipline/Rate</u>  | <u>NOT TO EXCEED</u> |
|-----------|--|---|----------------------|
|           | Kid Clan Service Inc.  | Evaluations Fee Location<br>Occupational Therapy \$375.00 School/Home/Office<br>Physical Therapy \$375.00 School/Home/Office<br>Monolingual Speech \$375.00 School/Home/Office<br>Monolingual Social \$375.00 School/Home/Office<br>Monolingual Educational \$400.00 School/Home/Office<br>Monolingual Psychological \$400.00 School/Home/Office<br>Bilingual Occupational Therapy \$450.00<br>School/Home/Office<br>Bilingual Physical Therapy \$450.00 School/Home/Office<br>Bilingual Speech \$450.00 School/Home/Office<br>Bilingual Social \$450.00 School/Home/Office<br>Bilingual Educational \$475.00 School/Home/Office<br>Bilingual Psychological \$475.00 School/Home/Office | \$ 5,000.00          |
|           | Life InSight : Dr. Rebecca Yun<br>( FOR INDEPENDENT<br>EVALUATION REQUEST<br>ONLY) | Licensed Psychologist Rates:<br>Comprehensive Neuropsychological Evaluation<br>\$5,500.00<br>Psycho-Educational Evaluation \$3,800.00<br>Post-doctoral Fellow Rates under Dr. Rebecca Yun's<br>supervision. Comprehensive<br>Neuropsychological Evaluation \$3,800.00<br>Psycho-Educational Evaluation \$2,500.00   | \$ 10,000.00         |
| AMENDMENT | Bayada Home Health Care for<br>2023-2024 SY  | 1:1 NURSE Services \$65.00 per hour for the 23-24 SY<br>and ESY   | \$ 97,333.75         |
|           |  | Grand total   | \$ 112,333.75        |



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**Fundraising Activities by School**


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School or Department: Teaneck High School

Activity: **Bake Sale & Candy Sale**

Sponsoring Organization: Marching Band

Name of Sponsors: Luke Short, Staff Member

Participants: Band students would sell to students, faculty, and community

Date(s): February 15 – June 1, 2025

Location: Teaneck High School lobby monthly.

Estimated funds to be raised by this activity: \$150

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for supplies for the Marching and Concert bands.

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School or Department: Thomas Jefferson Middle School

Activity: **Cookie Sales for Dance Showcase Costumes**

Sponsoring Organization: Dance Program

Name of Sponsors: Dana Butler, Staff Member

Participants: Dance students would sell to students

Date(s): February 14 – March 20, 2025

Location: THS Lobby first floor

Estimated funds to be raised by this activity: \$3,200

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for costumes for students performing in the dance showcase.

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School or Department: Thomas Jefferson Middle School

Activity: **Sale of Bottle Water**

Sponsoring Organization: National Junior Honor Society Fundraiser

Name of Sponsors: Ms. Odatalla, Principal

Participants: Faculty/NJHS Members would sell to faculty and students.

Date(s): February – June 19, 2025

Location: During the 2024-25 school year

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for NJHS folders, certificates, pins for Induction Ceremony, and Cords for graduation.

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**CHANGE ORDER**

AIA DOCUMENT G701



OWNER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

**PROJECT:** Electrical Upgrade at Benjamin Franklin Middle School  
**CHANGE ORDER NUMBER:** GC-01  
**DATE:** 1/30/2025

**TO CONTRACTOR:** TSUJ Corporation  
 P.O. Box 4621  
 Wayne, NJ 07474

**ARCHITECT'S PROJECT NO.:** 4020  
**CONTRACT DATE:** 03/29/23  
**CONTRACT FOR:** General Construction

The Contract is changed as follows:

**The following item shall be deducted from Allowance #1 (actual balance of Allowance #1A before this deduction is \$40,000.00) :**

1. Labor and material to replace existing obsolete 400Amp electrical panel in the Cafeteria closet with related breakers and conduits/wiring in the amount of **\$23,363.84** (Proposal 008 from TSUJ).

**Total cost for this Change Order #1: \$23,363.84**

| <u>ALLOWANCE REMAINING BALANCE:</u> |                    |                       |
|-------------------------------------|--------------------|-----------------------|
| Allowance #1A                       | <b>\$16,636.16</b> | Unforeseen Conditions |
| Allowance #2A                       | <b>\$10,000.00</b> | Utility company cost  |
| <b>Remaining Allowance Balance:</b> |                    | <b>\$26,636.16</b>    |

**Not valid until signed by the Owner, Architect and Contractor.**

|  |                     |
|--|---------------------|
| The original Contract Sum was  | <u>\$613,577.00</u> |
| Net change by previously authorized Change orders                        | <u>\$0.00</u>       |
| The Contract Sum prior to this Change order was                          | <u>\$613,577.00</u> |
| The Contract Sum will be increased by this Change Order in the amount of | <u>\$0.00</u>       |
| The new Contract Sum including this Change order will be                 | <u>\$613,577.00</u> |

The Contract Time will be changed by (0) days

The date of Substantial Completion as of the date of this Change Order therefore is:

**Di Cara | Rubino Architects**  
 ARCHITECT  
 35 Waterview Blvd., Suite 303  
 Address  
 Parsippany, New Jersey 07054

BY: *[Signature]*

DATE: 1/30/2025

**TSUJ Corporation**  
 CONTRACTOR  
 P.O. Box 4621  
 Address  
 Wayne, NJ 07474

BY:

DATE:

**Teaneck Board of Education**  
 OWNER  
 651 Teaneck Road  
 Address  
 Teaneck, NJ 07666

BY

DATE



## STATEMENT OF WORK - CONFIDENTIAL

|  |   |
|--|---|
| <b>Client Name:</b>                          | Teaneck Public Schools  |
| <b>Project Name:</b>                         | Strategic Planning Support  |
| <b>Project Period:</b>                       | Starting November 2024  |
| <b>Project Amount</b>                        | \$45,000  |
| <b>Compensatic:m &amp; Payment Schedule:</b> | 50% of fees will be invoiced at the onset of the project with the remaining 50% being invoiced at the end of the engagement |

### **Background:**

CSG understands the promise that a strong strategic plan brings to a district, and possesses experience helping districts and state agencies develop new plans, as well as measure and implement their existing plans. Districts that establish ambitious and feasible strategic plans and then execute on those plans are able to drive student performance based upon a shared set of values, goals and action plans.

A community-driven strategic plan requires engagement and communication to best understand and meet the needs of different stakeholder groups. This includes structured activities in a variety of formats, including interviews, focus groups, meetings, and survey administration as well as opportunities for ongoing feedback and two-way communication, all of which require strong systems for data collection and analysis, both qualitative and quantitative. Additionally, in order to support a focused and community approach to strategic planning, it is best practice to form an advisory structure with representatives from the various stakeholder groups. Such a structure enables those representatives to support the translation of community feedback into actions as well as support and understand the necessary prioritization that goes into any strategic plan.

### **Scope of Work: Supporting Teaneck Public Schools' Strategic Planning Process**

- **Project Planning**

CSG will develop a shared comprehensive project plan for Teaneck Public Schools' strategic planning process including stakeholder engagement. With input from Superintendent Spencer and his team, CSG will construct a plan that outlines the key timelines, scope and sequence of activities, key owners and arc of engagement feeding into the ultimate development of the new strategic plan.



In order to control costs associated with this engagement, it is anticipated there will be shared workflows between district staff identified by Superintendent Spencer and CSG. The project plan will act as a shared tool to clearly delineate roles and responsibilities and the division of labor throughout the project. For example, it will include key points in time where communications support from the district will be necessary.

- ***Design, Co-Facilitate & Support Advisory Structure for Strategic Planning Process***

In order to drive an efficient, yet effective, community-driven strategic planning process, CSG will partner with Superintendent Spencer and district staff to design and implement an advisory structure to steer the process, develop a scope and sequence of meetings and topics aligned with the overarching project plan, and co-facilitate meetings as necessary. This will include partnering with Superintendent Spencer and his staff to:

- Identify the right stakeholder groups that should be represented in the advisory structure
- Design an equitable and transparent process for determining membership in the advisory structure
- Clarify and define the role of the advisory structure
- Support the convening of the group through the co-construction of agendas, materials, and other items relevant to the process
- Attend and co-facilitate, as needed, the convenings of the advisory structure

- ***Engagement Preparation & Support***

CSG will work in partnership with Superintendent Spencer and his leadership team to design a robust engagement process to support the development of a new strategic plan. Generally, CSG would recommend a phased approach as follows:

- **Phase 1:** Provide engagement opportunities to a wide array of stakeholder groups through information sessions or town halls in order to provide background information, garner community buy-in and outline anticipated next steps as well as the ways in which stakeholders can participate. Simultaneously, CSG would recommend smaller scale focus groups of principals, teachers, parent leaders, school board members and students. This phase of engagement would focus on celebrating the successes of the district, distilling the challenges and hopes that stakeholders may have, and highlighting the importance of a good strategic plan and a strong school district for the citizens of Teaneck.



- **Phase 2:** Provide another round of engagement opportunities to reflect back a synthesis of feedback received during Phase 1 of the engagement and engage with key stakeholders around feasibility, what resources would be necessary to be successful, and the trade-offs that will need to be decided between and how these aspects align to emerging goals for the district.
- **Phase 3:** Provide opportunity for feedback on a draft set of goals and initiatives for inclusion in the District's strategic plan.
- **Phase 4:** Provide a clear dissemination process for the strategic plan so that it can be fully adopted and utilized as a community tool to drive the work and actions of the district.

Throughout each phase of the engagement, CSG would also recommend the use of asynchronous tools (i.e. a survey or feedback form) and providing materials publicly so that individuals who may not be able to participate due to time constraints have the opportunity for their voice to be heard.

To support the engagement work, CSG will do the following:

- Design materials to be utilized for each phase of the engagement process through an iterative process incorporating feedback from Superintendent Spencer and his leadership team. This would include an initial presentation framing the process, highlighting successes and completing research to help leverage community support towards Teaneck Public Schools and the strategic planning process.
- Synthesize feedback in partnership with district staff for each phase of the engagement process in order to identify the key takeaways and learnings from the various stakeholders
- Design a survey or feedback form and support the creation of a landing page on the Teaneck Public Schools website where all of the engagement materials can be housed and available to various stakeholders

- ***Engagement Facilitation***

Engagement is most effective when facilitated by or in partnership with leaders that know

the constituents best, as it provides for greater context and clarity as that engagement unfolds. CSG is excited the district wants to lead this phase of the work and is well prepared to support district leadership throughout the process. CSG also understands there may be times where it is beneficial for a third-party to co-facilitate community engagement and are willing to partner with Teaneck leadership in facilitating such engagement where necessary.

- Train the Trainer Model

Recognizing the power that can come from district leadership facilitating the engagement sessions, CSG would propose supporting the process through the creation of a facilitator guide and a workshop with those district staff identified to lead the engagement sessions to support them in understanding the protocol and feeling confident in facilitating the necessary engagement sessions. Additionally, CSG will create an online tool so that those district staff identified for leading engagement sessions can provide the feedback and notes from those sessions in order to synthesize feedback across all of the engagement opportunities to distill them into key ideas, questions and challenges.

- **Advisory Supports**

Throughout the entire process, CSG will provide advisory support to Superintendent Spencer and district staff involved in the process through regular check-ins. This may include:

- Supporting the development of actionable, measurable goals
- Sharing best practices, resources and examples of ways in which other organizations have developed their strategic plans
- Thought partnership on the development of strategies and actions and determining the feasibility of such based upon resources and time available
- Supporting the development of a roadmap for future engagement with strategic plan progress updates
- Advising on potential organizational shifts needed to be successful in the implementation of the strategic plan

**Deliverables:**

| Workflow           | Deliverables  |
|--------------------|---|
| Project Planning   | <ul style="list-style-type: none"> <li>● Comprehensive Project Plan</li> </ul>  |
| Advisory Structure | <ul style="list-style-type: none"> <li>● Advisory Structure Design &amp; Role Definition</li> <li>● Scope &amp; Sequence for Advisory Structure</li> <li>● Annotated Agendas and Materials for Advisory Structure convenings</li> </ul> |



|   |   |
|---|---|
| <b>Engagement Preparation &amp; Support</b> | <ul style="list-style-type: none"> <li>● Scope &amp; Sequence of Engagement Sessions</li> <li>● Annotated Agendas and Materials for Engagement Sessions</li> <li>● Design of asynchronous Tools for Stakeholder Feedback</li> <li>● Report synthesizing feedback from engagement sessions and online tools</li> </ul> |
| <b>Engagement Facilitation</b>              | <ul style="list-style-type: none"> <li>● Facilitator Guide</li> <li>● Agenda and Materials to support and prepare facilitators</li> <li>● Tool for capturing feedback from facilitators</li> </ul>  |

### AboutCSG

Civic Solutions Group (CSG) is a partnership of former education leaders seeking to support current education leaders in improving the responsiveness and quality of public education. Our project teams include individuals who have led critical bodies of work within school districts, state education agencies, and institutions of higher education. We support courageous leaders in redesigning and restructuring their organizations, developing strategies, and effectively managing change. The CSG team focuses the beginning of each engagement on developing a deep understanding of the challenges and problems leaders are facing to ensure solutions are responsive, actionable, and relevant to the local context. CSG measures success by the opportunity to create sustainable change and less by the length of the project or engagement.

### Key Staff

**Sarah Kleinhandler** joins CSG after 28 years with the New York City Department of Education. Anchored in instruction and school improvement, Sarah began her career as a classroom high school English teacher and has served as a high school administrator. Most recently, Sarah led the Office of Student Enrollment for New York City Public Schools for 7 years. She led a central team and 12 field offices that increased access and equity to New York City admissions and enrollment services for schools and families. Sarah, in her role as Chief Enrollment Officer led the strategic implementation of new systems and policies for the Office Of Student Enrolment in support of families, schools and students. Additionally, throughout Sarah's tenure as Chief Enrollment Officer, she led ongoing work to develop a culture of customer service with her field staff to support greater collaboration and higher satisfaction with school leaders and parents across the city. This work included implementing a virtual appointment system so families did not have to appear in person, reduction of paperwork for families and schools using a technology solution, and streamlining processes and protocols to better serve families and schools.



Civic Solutions Group

**Justin Tyack**, a Principal Consultant with Civic Solutions Group, has nearly twenty years of experience as an education leader. Justin worked at the New York City Department of Education for nine years supporting schools and district staff. In his final role, as Chief Executive Officer of School Support, Justin managed over 1,000 front-line school support staff through a network structure in the areas of student achievement, instruction, human resources, finance, IT, facilities, special education compliance and leadership development for all 1,700 schools across 38 local school districts. In this role, he was responsible for the design of cross-functional implementation and support planning of the district goals and priorities across numerous unique school communities and neighborhoods. Most recently, Justin has served as Chief Operating Officer at Bank Street College of Education leading the Division of Strategy and Operations. In this role, he led all of the operational functions to support the various needs of three distinct types of educational programs including process improvements, new systems implementation, and shifting the culture of the support teams. Additionally, he oversaw all strategic planning and associated implementation activities for the organization.



## Separation Pay WorkSheet - February 5, 2025

|   |               |                 |                               |                     |
|---|---------------|-----------------|-------------------------------|---------------------|
| <b>Name of Employee: Irene Gray ADMIN</b>   |               |                 |                               |                     |
| Date of Hire: 03/16/2023                    |               |                 |                               |                     |
| Separation Date: 01/01/2025                 |               |                 |                               |                     |
| Category Date: N/A                          |               |                 |                               |                     |
|   |               |                 |                               |                     |
| <u>Eligible PTO for 2024-2025 SY</u>        | <u>Annual</u> | <u>Per Diem</u> | <u>Balance of Days Earned</u> | <u>Total Amount</u> |
| Vacation                                    | \$131,325.00  | \$505.00        | 16                            | \$8,080.00          |
| Sick Leave Balance                          | -             | \$0.00          | 0                             | \$0.00              |
|   |               |                 | <b>Payment</b>                | <b>\$8,080.00</b>   |
|   |               |                 |                               |                     |
|   |               |                 |                               |                     |
| <b>Name of Employee: Suada Charaf TEACH</b> |               |                 |                               |                     |
| Date of Hire: 09/01/1999                    |               |                 |                               |                     |
| Separation Date: 01/01/2025                 |               |                 |                               |                     |
| Category Date: N/A                          |               |                 |                               |                     |
|   |               |                 |                               |                     |
| <u>Eligible PTO for 2024-2025 SY</u>        | <u>Annual</u> | <u>Per Diem</u> | <u>Balance of Days Earned</u> | <u>Total Amount</u> |
| Sick Leave Balance                          | -             | \$100.00        | 142                           | \$14,200.00         |
|   | -             | \$0.00          | 0                             | \$0.00              |
|   |               |                 | <b>Payment</b>                | <b>\$14,200.00</b>  |
|   |               |                 |                               |                     |
|   |               |                 |                               |                     |
| <b>Name of Employee: Ann Park TEACH</b>     |               |                 |                               |                     |
| Date of Hire: 09/01/1994                    |               |                 |                               |                     |
| Separation Date: 01/01/2025                 |               |                 |                               |                     |
| Category Date: N/A                          |               |                 |                               |                     |
|   |               |                 |                               |                     |
| <u>Eligible PTO for 2024-2025 SY</u>        | <u>Annual</u> | <u>Per Diem</u> | <u>Balance of Days Earned</u> | <u>Total Amount</u> |
| Sick Leave Balance                          | -             | \$100.00        | 217                           | \$21,700.00         |
|   | -             | \$0.00          | 0                             | \$0.00              |
| CBA CAP                                     |               |                 | <b>Payment</b>                | <b>\$20,000.00</b>  |
|   |               |                 |                               |                     |



**THE TEANECK PUBLIC SCHOOL DISTRICT**  
Office of Human Resources and Compliance

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**JOB DESCRIPTION FOR FINANCIAL ANALYST**

**REPORTS TO:** Reports to School Business Administrator/Board Secretary

**ESSENTIAL QUALIFICATIONS:**

1. Must be able to perform essential job functions with or without reasonable accommodation.
2. High school graduate; post -high school training in the principles of accounts payable, including computerized payables and accounting. BA degree in Accounting or Finance, highly preferred but not required if substituted w/ five years of applicable experience.
3. Proven experience working with accounts payable preparation and reporting, preferably in a public-school environment.
4. Strong analytical and problem-solving skills.
5. Proven knowledge of accounting principles and practices.
6. Attention to detail and exceptional accuracy working with figures.
7. Demonstrated ability to manage multiple tasks and meet deadlines.
8. Experience in process improvement and implementing best practices.
9. Knowledge of tax regulations and compliance requirements.
10. Understanding of NJ purchasing laws and applicable mandates.
11. Ability to effectively use computer hardware and software applicable to assignment.
12. Ability to communicate effectively with staff, vendors and public, and work in a collaborative manner.
13. Demonstrated ability to work harmoniously in a multicultural, diverse community.
14. Such alternatives to the above qualifications as the Chief School Administrator or Business Administrator may find appropriate and acceptable.

**ESSENTIAL FUNCTIONS OF POSITION:**

1. May plan, organize and assigns appropriate tasks and workload to team members.
2. Assists the accounts payable team, ensuring timely and accurate processing of invoices, payments and expense reports.
3. Manages the district's free and reduced lunch program.
4. Manages vendor relationships, negotiate payment terms and resolve disputes related to payments or invoices.
5. Processes IRS 1099 forms for vendors for district filing and state reports.
6. Provides support to district administration and school supports as needed to ensure proper procurement.
7. Collaborates with other departments such as procurement and finance to ensure timely and accurate payment of invoices.
8. Prepares and analyze accounts payable reports, including aging reports, cash flow projections and vendor performance metrics.
9. Develops and maintain accounts payable policies and procedures to ensure compliance with district policies and regulations.
10. Reviews and approve payment runs, resolve any concerns or discrepancies.
11. Process district requisitions for check requests through board accounts.
12. Ensures accurate and timely-month end and year-end close processes for accounts payable.
13. Monitors district bill list for Board of Education approval.
14. Maintains accurate and detailed accounts inclusive but not limited to: cash entries, contracts, insurance, lunch service, maintenance and other pertinent areas.
15. Assists with district audits and provide necessary documentation and support.
16. Assists with new operational procedures inclusive of adopted software programming.
17. Implements reporting procedures and internal controls for the purpose of maintaining accurate records.
18. Maintains a master list of current vendors and programs for administrative distribution.
19. Maintains various fiscal information, files and records (e.g. accounts payable, contracts and vendor information).
20. Validates coding to ensure accuracy of data input into the financial system.
21. Communicates and affirms payment transactions as needed.
22. Records vendor payments and handles mailings as needed.
23. Ability to interpret, apply and explain rules, regulations, policy and procedures to district personnel.
24. Compiles and prepares financial reports as requested by department administration.
25. Assists in budget preparation and monitoring.
26. Prepares monthly financial reports for the SBA or ABA.

- 27. Assists the School Treasurer/ABA with reconciling bank accounts and school monies.
- 28. Assists with collection of district fees and financial processing as requested by the SBA or ABA.
- 29. Ensures accurate processing of reimbursement rates pursuant to the IRS.
- 30. Perform any other duties or responsibilities as assigned by the School Business Administrator or their designee, as may add to the effectiveness of the education program of the Teaneck Public Schools.

**TERMS OF EMPLOYMENT:**

- Non-Affiliated.
- Twelve-month position.
- Salary based on approved budget; commensurate to experience and education.

**EVALUATION:**

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

**PHYSICAL REQUIREMENTS:**

- Prolonged periods of sitting at a desk and working on a computer
- Ability to lift up to 15 pounds at times.

**OTHER:**

- Must be willing to work necessary hours to perform functions of the job.

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

*EEO/AA/Vet/Disability Employer*

***Management Processing Only***

*Name of Employee:* \_\_\_\_\_

*Job description Reviewed with Employee on:* \_\_\_\_\_

*Supervisor Name:* \_\_\_\_\_

*A signed copy of the implemented job description must be filed with the Office of Human Resources*