

**WEST ORANGE BOARD OF EDUCATION**  
**Public Board Meeting - 8:00 p.m. – November 10, 2014**  
**West Orange High School**  
**51 Conforti Avenue**

**Agenda**

**I. ROLL CALL OF THE MEMBERS AND PLEDGE OF ALLEGIANCE**

**II. NOTICE OF MEETING: Please take notice that adequate notice of this meeting has been provided in the following manner:**

- A. That a written notice was sent from the Office of the Secretary of the Board at 4:00 p.m. on June 10, 2014.
- B. That said notice was sent by regular mail to the West Orange Township Clerk and the Editors of the West Orange Chronicle and the Star-Ledger.
- C. That said notice was posted in the lobby of the Administration Building of the Board of Education.

**III. CONSIDERATION OF THE CLOSED AND PUBLIC MEETING MINUTES OF OCTOBER 20 and 22, 2014 (Att. #1)**

**IV. SUPERINTENDENT/ BOARD REPORTS**

- A. Social Media Presentation
- B. Mountaineer Academy Update
- C. PARCC Schedule and Update
- D. Budget Prep Discussion - Calendar & Guidelines
- E. AFJROTC
- F. Breakfast After the Bell
- G. New Course Proposals 2015-2016
- H. HIB Update
- I. Athletic/Extracurricular Update
- J. November 24, 2014: Language Arts K-12 Update; St. Cloud Elementary Presentation

**V. QUESTIONS FROM THE PUBLIC ON AGENDA ITEMS**

**VI. SECOND READING OF THE FOLLOWING BOARD POLICIES:**

Principal Evaluation	2130
Local Wellness/Nutrition	3542.10
Evaluation of Teaching Staff Members	4116.00
Assessment of Individual Needs	5120.00
Physical Education and Health	6142.04

**VII. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS**

**A. PERSONNEL**

**1. Resignations / Retirements**

- a. Superintendent recommends approval to the Board of Education for the following certificated staff resignation(s) / retirement(s):

Name	Location	Position	Reason	Effective Date
Dinorah Arias	District	School Social Worker	Retirement (15 years)	2/1/15
Tonya Flowers	Edison	Math	Resignation	12/29/14
Randy Mason	Roosevelt	Special Education	Retirement (26 years)	7/1/2015
Karen Perry	WOHS	Social Studies Supervisor, K-12	Retirement (37 years)	1/1/15

- b. Superintendent recommends approval to the Board of Education for the following non-certificated staff resignation(s) / retirement(s):

Name	Location	Position	Reason	Effective Date
Marcy Madden	Redwood	Instructional Assistant	Resignation	11/26/14

**2. Rescissions**

- a. Superintendent recommends approval to the Board of Education for the following co-curricular staff rescission(s):

Name	Location	Position	Effective Date
Katelyn Antico WOHS	WOHS	Math Team	10/20/14
Christina Ferinde Edison	Edison	Drama Club Choreographer	10/15/14
Ruysdael Georges WOHS	WOHS	ESL Club	10/20/14

**3. Appointments**

- a. Superintendent recommends approval to the Board of Education for the following certificated staff appointment(s):

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Kailee Beal	Edison	Physical Education /	Schwartz	BA	2	\$259.31	1/7/15 - 6/19/15

		Health (Leave Replacement)				per diem	
Denise DeMartinis	District	Language Arts Supervisor K-5	Acquavia (transfer)	MA	1	\$90,814.56 (to be prorated)	11/17/14 - 6/30/15 (amended)
Timothy Egan	WOHS	Music (Extended Assignment Substitute)	Kelly	N/A	N/A	\$200 per diem	11/17/14 - 12/23/14
Jacqueline Fox-Greer	WOHS	Science (Extended Assignment Substitute)	Stewart	N/A	N/A	\$180 per diem	11/17/14 - 5/1/15
Allison Gibbons	Gregory	Music	Rowberg	BA	2	\$51,862 (to be prorated)	11/3/14 - 6/30/15
Kevin Sembrat	WOHS	Math (Leave Replacement)	Antico	MA	2	\$276.90 per diem	11/13/14 - 6/19/15
Gail Sumpter	WOHS	Family & Consumer Science (Extended Assignment Substitute)	Marshall	N/A	N/A	\$180 per diem	11/4/14 - 12/23/14

- b. Superintendent recommends approval to the Board of Education for the following non-certificated staff appointment(s):

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Dave Joisil	WOHS	Instructional Assistant Mountaineer Academy	.5 New (increased to full time)	BA	2	\$28,293 (to be prorated)	11/10/14 - 6/19/15

- c. Superintendent recommends approval to the Board of Education for the following mentor assignment(s):

Mentor	Provisional Teacher	Location	Stipend	Effective Dates
Kathryn Baran WOHS	Camilia Anka	WOHS	\$165	9/1/14 - 11/30/14
Elsa Batista Roosevelt	Marly Clatayud	Edison	\$550	9/1/14 - 6/30/15
Maria Blanco WOHS	Elba Valdes	WOHS	\$1,000	10/31/14 - 6/30/15
Jennifer Brewer Edison	Karissa Carsten	Edison	\$183.33	9/1/14 - 11/30/14
John Hellyer WOHS	Matthew Schmidt	Liberty	\$183.33	9/1/14 - 12/23/14
Ashley Johnston Mt. Pleasant	Christina Balestriere	Mt. Pleasant	\$183.33	9/1/14 - 12/23/14
Elizabeth Kelleher WOHS	Emilio Moya	WOHS	\$183.33	9/1/14 - 1/15/15
Lewis Kelly	Joshua Zimmer	WOHS	\$550	9/1/14 -

WOHS				6/30/15
Rosemarie Kelly Gregory	Michelle Antunes	Gregory	\$550	9/1/14 - 6/30/15
Nicole LaVecchia Mt. Pleasant	Jessica Siegel	Mt. Pleasant	\$183.33	10/3/14 - 12/23/14
Eric Mains Edison	Suzanne Struck	Edison	\$183.33	9/1/14 - 11/30/14
Mary Maliszewski Gregory	Francesco Composto	Redwood	\$550	9/1/14 - 6/30/15
Timothy Miskimmon WOHS	Gregory Saul	WOHS	\$550	9/1/14 - 6/30/15
Diane Mitchell WOHS	Jacqueline Cruz	WOHS	\$550	9/1/14 - 6/30/15
Linda Palazzolo Roosevelt	Kathryn Beegle	Roosevelt	\$266.66	9/1/14 - 2/15/15
Linda Palazzolo Roosevelt	Martine Pope	Roosevelt	\$550	9/1/14 - 6/30/15
Gina Paradiso WOHS	Caitlin Neffke	WOHS	\$183.33	9/1/14 - 1/15/15
Anthony Prasa WOHS	George Lebrnez	WOHS	\$588.26	9/1/14 - 2/15/15
Anthony Prasa WOHS	Mohamed Metwally	WOHS	\$1,000	9/1/14 - 6/30/15
Lisa Rodino Gregory	Nicole Mindo	Gregory	\$550	9/1/14 - 6/30/15
Deborah Sharkey WOHS	Janelle Morales	WOHS	\$1,000	9/1/14 - 6/30/15
Nancy Silva Liberty	Michelle Telofski	Liberty	\$220.06	9/1/14 - 11/30/14
Debora Vanderstreet Redwood	Leonard Ford	Redwood	\$183.33	9/1/14 - 12/23/14

- d. Superintendent recommends approval to the Board of Education for the following negotiated athletic assignment(s):

Name	Location	Position	Stipend	Effective Dates
Kayla Negron WOHS	WOHS	Assistant Swimming	\$8,481	2014-2015

- e. Superintendent recommends approval to the Board of Education for the following negotiated co-curricular assignment(s):

Name	Location	Position	Stipend	Effective Dates
Dianne Cardinali Liberty	Liberty	Science Club Co-Advisor	\$717.50 (amended)	2014-2015
Raquel Feliciano WOHS	WOHS	ESL Club	\$1,435	2014-2015

Derya Kurt Liberty	Liberty	Science Club Co-Advisor	\$717.50	2014-2015
Melanie Racanelli Edison	Edison	Drama Club Choreographer	\$1,379	2014-2015
Jonathan Tick WOHS	WOHS	Math Team	\$1,072	2014-2015

- f. Superintendent recommends approval to the Board of Education for the following other co-curricular assignment(s):

Name	Location	Position	Stipend	Effective Dates
Louis Hellinger OOD	WOHS	Winter Color Guard Show Designer (Drill)	\$3,060	2014-2015
Jaclyn Milnes District Substitute	WOHS	Winter Color Guard Instructor	\$1,996	2014-2015
Paul Tankard, Jr. District Substitute	WOHS	Winter Color Guard Coordinator	\$3,060	2014-2015

- g. Superintendent recommends approval to the Board of Education for the following other additional assignment(s):

Name	Location	Position	Rate of Pay	Effective Dates
Karen Albanese	Edison	Aftercare Program	\$20 per hour as assigned	11/3/14 - 6/19/15
Bryan Azzato	Edison	Aftercare Program	\$20 per hour as assigned	11/3/14 - 6/19/15
Jennifer Bamber	Edison	Aftercare Program	\$20 per hour as assigned	11/3/14 - 6/19/15
Robert Berke	Edison	Aftercare Program	\$20 per hour as assigned	11/3/14 - 6/19/15
Jennifer Brewer	Edison	Aftercare Program	\$20 per hour as assigned	11/3/14 - 6/19/15
Derek DePascale	Edison	Aftercare Program	\$20 per hour as assigned	11/3/14 - 6/19/15
Darrell Favors	WOHS	Related Service (ABA) Home Programming	\$23 per hour as assigned	2014-2015
Corinn Giaquinto	Edison	Aftercare Program	\$20 per hour as assigned	11/3/14 - 6/19/15
Jodie Goldstein	WOHS	Social Skills through Expressive Art Program Instructor	\$73 per hour (75 minute sessions)	12/3/14 - 6/11/15 (not to exceed 48 sessions)
Robert Kuczmariski	Hazel	Morning Drop-Off Duty	\$35 per diem as assigned	2014-2015
Suzanne Lee	District	Bilingual Psychological Assessments	\$73 per hour (as needed)	2014-2015
Monique Lyons	Edison	Aftercare Program	\$20 per hour as assigned	11/3/14 - 6/19/15

Michael Marini	WOHS	Related Service (ABA) Home Programming	\$23 per hour as assigned	2014-2015
Kevin Munroe	Edison	Aftercare Program	\$20 per hour as assigned	11/3/14 - 6/19/15
John Prescott	Edison	Aftercare Program	\$20 per hour as assigned	11/3/14 - 6/19/15
Tifane Rees	Roosevelt	Related Service (ABA) Home Programming	\$23 per hour as assigned	2014-2015
Anthony Romano	Mt. Pleasant	Related Service (ABA) Home Programming	\$23 per hour as assigned	2014-2015
Ana Ribeiro-Shaw	WOHS	Social Skills through Expressive Art Program Instructor	\$73 per hour (75 minute sessions)	12/3/14 - 6/11/15 (not to exceed 48 sessions)

- h. Superintendent recommends approval to the Board of Education for the following additional teaching assignment(s):

Name	Location	Position	Guide	Step	Salary	Effective Dates
Lori Graham	WOHS	Family & Consumer Science	BA+16	14	\$777	11/4/14 - 12/23/14 (not to exceed 10 class periods)
Dora Wong-Macias	WOHS	Family & Consumer Science	MA+48	14	\$931.90	11/4/14 - 12/23/14 (not to exceed 10 class periods)

- i. Superintendent recommends approval to the Board of Education for the following substitute appointment(s) at the appropriate substitute rates for 2014-2015:

Name	Certification Code	Teacher	Instructional Assistant	Administrative Assistant	Lunch Aide	Nurse	Custodian
James Adams II	Substitute	X	X				
Loretta Boronat	Substitute	X	X	X			
Nicole Bruce	CEAS	X	X				
Jacqueline Burkat	Substitute	X	X	X			
Jame Burroughs	Substitute	X	X				
Mario Caruso	CEAS	X					
Alzie Castillo	CE	X	X				
Lourdes Chavez	Standard		X				
Katherine Cortes	CE	X	X				
Mark DeSacia	Substitute	X	X	X			
Janine Duarte	Substitute	X	X	X			
Anthony Flores	CEAS	X	X				
Alliza Haniff	Substitute					X	

Alicia Harris	Substitute	X	X	X			
Laurie Jones	CE	X	X				
Nichole Nelson-Kingston	CE	X	X				
Louvia Pierre-Erasme	CE	X	X	X			
Diana Smuda	Standard	X	X				

**4. Leaves of Absence:**

- a. Superintendent recommends approval to the Board of Education for the following leaves of absence for certificated staff:

Name	Location / Position	Paid Leave	Unpaid Leave with Benefits	Unpaid Leave without Benefits	Anticipated Return Date
Kellie Carsillo Family	Pleasantdale Special Education	12/22/14 - 2/2/15	2/3/15 - 6/30/15	N/A	9/1/15
Nicole Cozzolino Family	Redwood Grade 2	2/24/15 - 4/28/15	4/29/15 - 6/30/15	N/A	9/1/15
Krystina Villani Family	St. Cloud Grade 5	1/30/15 - 2/27/15	3/2/15 - 6/30/15	N/A	9/1/15

- b. Superintendent recommends approval to the Board of Education for the following leaves of absence for non-certificated staff:

Name	Location / Position	Paid Leave	Unpaid Leave with Benefits	Unpaid Leave without Benefits	Anticipated Return Date
Patricia Bravoco Medical	WOHS Administrative Assistant	11/10/14 - 2/9/15	N/A	N/A	2/10/15
Eliana Diaz Family	Edison Instructional Assistant	1/12/15 - 1/26/15	1/27/15 - 3/3/15	N/A	3/4/15
John Diminich Medical	WOHS Custodian	10/9/14 - 10/30/14	10/31/14	N/A	11/3/14
Maria Intili Medical	Buildings & Grounds Administrative Assistant	10/21/14 - 11/26/14	N/A	N/A	12/1/14
Carolina Luna Family	Pleasantdale PT Instructional Assistant	1/5/15 - 1/15/15	N/A	12/19/14 - 1/2/15 1/16/15 - 1/30/15	2/2/15
Maria Orban Medical	Pleasantdale Instructional Assistant	N/A	10/1/14 - 1/2/15	N/A	1/5/15
Helen Stroppa Medical	Redwood Lunch Aide	11/3/14	N/A	11/4/14 - 1/2/15	1/5/15

**5. Transfers**

Superintendent recommends approval to the Board of Education for the following transfers of certificated staff:

Name	From	Position	To	Position	Effective Date
Nicole Payne	.5 Gregory .3 Redwood .2 Washington	Music	.8 Gregory .2 Washington	Music	11/10/14 - 6/30/15
Cynthia Rowberg	Liberty	Teacher on Special Assignment	.6 Redwood .4 Liberty	Music	11/3/14 - 6/30/15

**6. Superintendent recommends approval to the Board of Education for the following job description(s) (Att. #2):**

Job Description	New	Revised
Assistant School Business Administrator		X
Athletic Trainer		X
Supervisor of Career Education and Library Science K-12		X
Supervisor of English Language Arts K-5		X
Supervisor of English Language Arts 6-12		X
Supervisor of Health and Physical Education K-12		X
Supervisor of Mathematics K-5		X
Supervisor of Mathematics 6-12		X
Supervisor of Science K-12		X
Supervisor of Social Studies K-12		X
Supervisor of World Languages / English as a Second Language (ESL) K-12		X

**B. CURRICULUM AND INSTRUCTION**

**1. Recommend approval of the following new course proposals for 2015-2016:**

Course	Department	Grade(s)
Air Force Junior ROTC (AFJROTC) Aviation History and Leadership	AFJROTC	9-12
AFJROTC Science of Flight and Leadership	AFJROTC	9-12



AFJROTC Exploring Space and Leadership	AFJROTC	9-12
AFJROTC Management Principles and Leadership*	AFJROTC	9-12
English 12 Contemporary World Literature	English	12
Apparel Design and Production	Family and Consumer Science	10-12
Fundamentals of Health and Wellness	Science	11-12
Medical Terminology	Science	11-12
Foundation Courses: Name Change	Special Education	9-12
Engineering and Design Solutions	Technology and Engineering	11-12
General Music**	Visual and Performing Arts	9-12
Acting Principles	Visual and Performing Arts	10-12

\*Commence 2016-2017

\*\*Commence February 2015

2. Recommend approval of the following field trips for the 2014-2015 school year:

School	Grade	Course	Destination
Pleasantdale	Kindergarten		MSU Memorial Auditorium Montclair NJ
Roosevelt	8	Spanish Languages	PPAC Union City NJ
WOHS	11	Institute for Citizen Empowerment (ICE)	Museum of Moving Images, NY: <i>Destination Change</i>
WOHS	9-12	Wind Ensemble	NJMEA State Conference East Brunswick NJ
WOHS	9-12	Student Council & Choir	Senior Citizen Homes in West Orange

3. Recommend approval of the Air Force Junior Reserve Officer Training Core (AFJROTC) program conducted at WOHS as an academic department under the supervision of the West Orange High School Principal to comply with requirements of the program.
4. Recommend approval and adoption of updated Emergency Operations Plan and Crisis Management Manual for the West Orange Public Schools.

**C. FINANCE**

1. Recommend approval of the 11/10/14 Bills List: (Att. #3)

Payroll/Benefits	\$ 1,578,610.08
Transportation	\$ 284,350.23
Tuition (Spec. Ed./Charter)	\$ 374,234.00
Instruction	\$ 394,406.55
Facilities	\$ 122,830.14
Capital Outlay	\$ 398,715.68
Grants	\$ 94,691.70
Food Service	\$ 47,442.56
Textbooks/Supplies/Athletics/Misc.	\$ 147,975.30
	<u>\$ 3,443,256.24</u>

2. **BE IT RESOLVED:** That the Board of Education approves the following accounts and signatories:

Bank	Account Name	Authorized Signature	Required
PNC	Liberty Middle School Athletic Account	Principal Assistant Principal Principal's Secretary SBA/BS	2
PNC	Roosevelt Middle School Athletic Account	Principal Assistant Principal Principal's Secretary SBA/BS	2

3. Recommend retroactive approval of August 2014 transfers within the 2014-2015 budget in compliance with N.J.A.C. 6A:23-2.11(A)2.

From Account	Description	Amount	To Account	Description	Amount
11-000-100-566	Tuition Pvt Handi State	\$16,000	10-000-100-560	Charter School	\$16,000
11-190-100-610	Pupil Supp Comp. Dist.	\$33,036	11-000-252-330	Tech Prof Svcs	\$10,200
			12-000-100-730	Equip Computer	\$22,836
11-000-262-616	Cust Supp St. Cloud	43,000	11-190-100-610	Pupil Supp St. Cloud	\$3,000
11-190-100-610	Pupil Supp WOHS Tech Ed	\$7,987	12-140-100-730	Equipment WOHS	\$7,987
11-000-100-567	Tuition Handi Out of State	\$9,000	11-204-100-610	LD Prog. Teach Supp	\$9,000
11-000-251-592	Lease of Equip	\$142,200	11-190-100-440	Tech Lease	\$142,200

11-000-291-210	Dental Ins	\$19,450	11-000-251-340	Purch Tech Svc	\$19,450
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4. Recommend approval for the following out of district placements for the 2014-2015 School Year:

Student #	Classification	Old Placement	New Placement	Tuition	Budgeted/ Unbudgeted
1102030	Specific Learning Disability	Liberty Middle School	Mt. Carmel Guild Academy West Orange, NJ	Starting 10/17/14 \$40,206.16 \$269.84 per diem	Unbudgeted
1207138	Emotionally Disturbed	Mt. Carmel Guild Academy West Orange, NJ	No change in placement, Student was "Received" prior to 10/21/14	Starting 10/21/14 \$39,666.48 \$269.84 per diem	Budgeted

5. Recommend approval for the addition of a 1:1 aide, retroactive to 10/15/14, for Student #1308102 attending an out of district program at Celebrate the Children School in Denville, NJ, for an additional \$150 per diem, total cost of aide is \$22,650 (unbudgeted).
6. Recommend approval for Student #996071 to attend NIPD/NJ Asperger's Skill Building Network for the 2014-2015 School Year, \$760 per month, not to exceed \$6,440.
7. Recommend approval for two Neuropsychological Evaluation/Reports provided by Dr. Joel Morgan, Neuropsychology Associates of NJ, Morristown, NJ, \$3,800 per evaluation for a total of \$7,600.
8. Recommend approval for Caldwell Pediatric Therapy Center, West Caldwell, NJ to provide Physical and/or Occupational Therapy for nonpublic students attending Golda Och Academy at the rate of \$90 per hour in school and \$160 per hour in an alternate location, funded thru IDEA nonpublic money, not to exceed \$5,000. (Retroactive to September 2, 2014)
9. Recommend acceptance of the following donation(s):
- School supplies to Gregory School from 8 to 8 barbershop valued at \$300.00.
10. Recommend acceptance of the following grant:
- Montclair State University Network for Educational Renewal Study Group Grant awarded to Kimya Jackson, Redwood School, in the amount of \$500.
11. Recommend approval/acceptance of Applications for School Business requests:

Name	Conference	Dates	Amount	Funded
Edwin Acevedo	Empowering Writers Montville, NJ	11/21/14	\$0	
Edwin Acevedo	New Jersey Leadership Summit Monroe, NJ	12/4/14	\$26.06	Local Funds
Christine Aker	Basic Facts About Dyslexia and Other Reading Differences New Providence, NJ	12/12/14	\$35.00	Local Funds
Ronald Brandt	American Society for Engineering Education Seattle, WA	6/12/15, 6/15/15, 6/17/14	\$0	
Lisa Brattoli	Everyday Math Users Forum/EDM Technology Mahwah, NJ	11/17/14	\$22.36	Local Funds
Stephanie Diegmann	NJSMART User's Group Meeting/Training Dumont, NJ	10/28/14	\$0	
Lesley Diglio	Empowering Writers Montville, NJ	11/21/14	\$0	
Tara Donatiello	NJSBF Introduction to Teasing and Bullying New Brunswick, NJ	2/12/15	\$0	
Danielle Fritts	Everyday Math Users Forum/EDM Technology Mahwah, NJ	11/17/14	\$22.36	Local Funds
Wendi Giuliano	Empowering Writers Montville, NJ	11/21/14	\$0	
Terry Granato	2015 National NCLB Title I Conference Salt Lake City, Utah	2/4/15, 2/5/15, 2/6/15, 2/7/15, 2/8/15	\$2,370.00	Title I Funds
Colleen Grandinetti	Basic Facts About Dyslexia and Other Reading Differences New Providence, NJ	12/12/14	\$35.00	Local Funds
Colleen Grandinetti	Woodcock Johnson IV-TOA New Providence, NJ	1/12/15	\$185.00	Local Funds
Nicole Handler	Updates in Psychiatric Medical Treatment for Students with Behavioral Disabilities Kinnelon, NJ	11/14/2014	\$0	
Nicole Healy	Empowering Writers Montville, NJ	11/21/14	\$0	
Sanhita Kar	Updates in Psychiatric Medical Treatment for Students with Behavioral Disabilities Kinnelon, NJ	11/14/2014	\$0	
Anne Kehoe	Everyday Math Users Forum/EDM Technology Mahwah, NJ	11/17/14	\$22.36	Local Funds

Mary Kehoe	HESSA Financial Aid Training South Orange, NJ	12/5/14	\$0	
Joanne Kornoelje	NGSS and the Outdoor Classroom Montclair, NJ	11/14/14	\$65.00	Local Funds
Erin Lagatic	The Midwest Clinical Chicago, IL	12/17/14, 12/18/14, 12/19/14	\$975.00	Local Funds
Gregory Marchesi	ScIP Training Paramus, NJ	10/21/14	\$0	
Joyce Melvin	ScIP Training Paramus, NJ	10/21/14	\$0	
Justine O'Grady	Behavior Guiding Practical Solutions Parsippany, NJ	12/3/14	\$89.42	Local Funds
David Perez	Amistad Training Union, NJ	11/18/14, 12/18/14 2/12/15	\$900.00	Local Funds
Jamie Podhurst	Assyria to Iberia at the Dawn of the Classical Age New York, NY	12/4/14	\$0	
Joanne Pollara	Empowering Writers Montville, NJ	11/21/14	\$0	
Danelle Ratus	Everyday Math Users Forum/EDM Technology Mahwah, NJ	11/17/14	\$22.36	Local Funds
Shari Ritter	Empowering Writers Montville, NJ	11/21/14	\$0	
Andrea Rommel	NJMEA State Conference East Brunswick, NJ	2/19/15, 2/21/15, 2/21/15	\$209.89	Local Funds
Stephanie Ross	Empowering Writers	11/21/14	\$0	
Rossanna Santos	HESSA Financial Aid Training South Orange, NJ	12/5/14	\$0	
Gregory Saul	Amistad Training Union, NJ	11/18/14, 12/18/14 2/12/15	\$900.00	Local Funds
Ana Shaw	Updates in Psychiatric Medical Treatment for Students with Behavioral Disabilities Kinnelon, NJ	11/14/14	\$0	
Jennifer Sissman	Empowering Writers Montville, NJ	11/21/14	\$11.84	Local Funds
Jean Tirrito	Everyday Math Users Forum/EDM Technology Mahwah, NJ	11/17/14	\$22.36	Local Funds
Martha Van Loon	NGSS and the Outdoor Classroom Montclair, NJ	11/14/14	\$65.00	Local Funds
Stacie Varanelli	Everyday Math Users Forum/EDM Technology Mahwah, NJ	11/17/14	\$22.36	Local Funds

Tamara Von Ouhl	The 13th Annual Council of Holocaust Educators Conference Lincroft, NJ	12/5/14	\$45.00	Local Funds
Joshua Zimmer	The Midwest Clinical Chicago, IL	12/17/14, 12/18/14, 12/19/14	\$890.00	Local Funds
Stacy Vaughan	SYSTEMS 3000 Visual Personnel Training Eatontown, NJ	11/12/14	\$35.00	Local Funds
Denise Keastead/ Paula Duffy	SYSTEMS 3000 Visual Payroll Training Eatontown, NJ	11/19/14	\$35.00	Local Funds

12. Recommend approval of providers of home instruction for the 2014-2015 school year, retroactive to September 1, 2014, to provide services to West Orange School district students as follows:

Name of Facility	Rate	Not to exceed
Union County – Trinitas	\$59/hr.	\$1,000
Youth Consultation Services (YCS)	\$75/hr.	\$1,000
Education Inc. (Newark Beth Israel, Summit Oaks)	\$49/hr.	\$3,000
Professional Education Services (High Focus Centers)	\$73/hr.	\$5,000
Silvergate	\$50/hr.	\$3,000
St. Clare's	\$54/hr.	\$1,000
Bancroft	\$165/day	\$29,700
Brookfield	\$73/hr.	\$3,000
Integrity House	\$60/hr.	\$28,800
Four Winds	\$54/hr.	\$1,000
Newark Renaissance	\$40/hr.	\$1,000
Daytop	\$114/day	\$1,000

13. Recommend approval of Vehicle Loan/Rental/Lease Agreement between Hunterdon County Educational Services Commission (HCESC) and the West Orange Board of Education, for the period 9/3/14-6/30/15, at a cost of \$0.00 per day courtesy charge while the West Orange Board of Education buses/vans are being maintained, serviced and repaired by HCESC. (Att. #4)

14. Recommend approval of awarding of the following bids:

- #9-14 Solid Waste Disposal and Single Stream Recycling Services - to Interstate Waste Services, Jersey City, NJ, in the amount of \$121,866.98 per year, for the period 11/1/14-10/31/17, with a renewal option of one (1) additional year (Att. #5)
  - #10-14 Fire Door Installation at West Orange High School - to Northeast Interior Services, Paterson, NJ for a total amount of \$34,760 (\$22,360 base bid + \$12,400 alternatives) (Att. #6)
15. Recommend approval of Cooperative Pricing Program Agreement between the West Orange Board of Education and the Hunterdon County Educational Services Commission (Att. #7)
  16. Recommend approval to authorize a review of compliance with prior annual continuing disclosure obligations and participation in the Securities and Exchange Commission's Municipalities Continuing Disclosure Cooperation Initiative.

WHEREAS, The Board of Education of the Township of West Orange in the County of Essex, New Jersey (the "Board") has previously issued one or more series of bonds or other obligations, including issues in the past five (5) years pursuant to one or more preliminary and final official statements (collectively, the "Bonds"); and

WHEREAS, in connection with the issuance of such Bonds, the Board covenanted with Bondholders to provide certain secondary market disclosure information on an annual basis to the Nationally Recognized Municipal Securities Information Repositories (pre-2009) and to the Municipal Securities Rulemaking Board's Electronic Municipal Market Access Data Port (2009 to present) ("EMMA"), which secondary market disclosure information may consist of one or more of the following: audited financial statements, budgets, other financial and operating data and ratings changes; and

WHEREAS, the Securities and Exchange Commission (the "SEC") has recently focused attention on what it alleges is widespread failure of local government issuers across the nation to meet their continuing disclosure obligations and misrepresentation through material misstatements in an official statement (innocently, inadvertently or otherwise) of past compliance with continuing disclosure obligations; and

WHEREAS, in an effort to remedy these perceived issues, the SEC has implemented the Municipalities Continuing Disclosure Cooperation Initiative (the "SEC Initiative"), a limited-time program ending at 5:00 p.m. on December 1, 2014, that encourages Boards of municipal bonds, including the Board, to self-report possible material misstatements or omissions, made in the past five (5) years in an official statement regarding compliance with prior continuing disclosure obligations; and

WHEREAS, should the SEC determine that an issuer has made material misstatements in an official statement regarding compliance with prior continuing disclosure obligations, Issuers participating in the SEC Initiative agree to accept certain non-monetary penalties, in lieu of unknown, and, by all accounts, hefty monetary and non-monetary penalties the SEC has threatened on issuers that do not participate in the SEC Initiative; and

WHEREAS, by participating in the SEC Initiative, issuers agree to accept the following penalties, if imposed by the SEC (i) compliance with a cease and desist order in which the

issuer neither admits nor denies the findings of the SEC, (ii) implementation of policies, procedures and training regarding continuing disclosure obligations, (iii) compliance with all existing continuing disclosure undertakings, (iv) cooperation with any further SEC investigation, (v) disclosure of settlement terms in any final official statement issued within five years of the date of institution of the proceedings, and (vi) production to the SEC of a compliance certificate regarding the applicable undertakings on the one year anniversary of the proceedings; and

WHEREAS, on July 24, 2014, the Division of Local Government Services issued Local Finance Notice 2014-9 (i) alerting local governments to the SEC Initiative, (ii) strongly recommending that local governments examine their continuing disclosure contractual obligations and past official statements in order to determine if it is advisable for an Board to participate in the SEC Initiative, and (iii) cautioning, among other things, that local governments that fail to complete a disclosure assessment in connection with the SEC Initiative will likely have difficulty accessing capital markets; and

WHEREAS, the Board desires to conduct a disclosure audit that will (i) summarize the results of the Board's prior compliance with its secondary market disclosure obligations, and (ii) compare those results to the statements made by the Board in its official statements regarding past compliance (the "Disclosure Audit"); and

WHEREAS, the Board further desires to retain the services of a disclosure specialist to conduct the Disclosure Audit; and

WHEREAS, based on the results of the Disclosure Audit, and weighing heavily the known non-monetary penalties that may come through the Board's participation in the SEC Initiative versus the unknown, and, by all accounts, hefty monetary and non-monetary penalties the SEC has threatened on Boards that do not self-report, the Board further desires to delegate to the Business Administrator/Board Secretary, in consultation with the Board's general counsel, bond counsel, auditor and other finance professionals, the power to prepare and submit all documentation required to enter the Board's Bond issues into the SEC Initiative, as necessary;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE BOARD, AS FOLLOWS:

**Section 1.** The Board hereby authorizes completion of the Disclosure Audit.

**Section 2.** The Board hereby authorizes the Business Administrator/Board Secretary to engage the services of a disclosure specialist to complete the Disclosure Audit; provided that the award of any contract in connection therewith meets the requirements of the Public Schools Contracts Law (N.J.S.A. 18A:18A-1 *et seq.*).

**Section 3.** In the event the Disclosure Audit reveals that the Board may have made a material misstatement regarding the Board's compliance with prior continuing disclosure undertakings, the Board hereby authorizes and directs the Business Administrator/Board Secretary to prepare and submit all documentation necessary to enter the Board's applicable Bond issues into the SEC Initiative.

**Section 4.** Any action taken by the Business Administrator/Board Secretary or any other officer of the Board, with respect to the Disclosure Audit, the engagement of a disclosure specialist and participation in the SEC Initiative, is hereby ratified and confirmed.



**Section 5.** This resolution shall take effect immediately.

17. Approve a proposal with Phoenix Advisors, LLC, Bordentown, NJ to serve as continuing disclosure agent for a fee of \$2,350.00 (Att. #8)
18. Recommend approval of the following 2015-16 Budget Guidelines:
  - Continue to provide funding for programs and services as we strive for educational excellence;
  - Provide funding for all programs required by state and federal mandates and Board policy;
  - Provide funding for the implementation of the maintenance of district facilities;
  - Continue to be prudent in the expenditure of district funds, respecting its impact on local taxpayers;
  - Build the budget from a zero base, requiring justification for all line items, including contingencies for unanticipated needs.
19. Approve authorization to settle a Workers' Compensation claim in the case of employee number 4115 for an amount not to exceed \$8,000.00.
20. Receipt of Board Secretary's Report for the month of August, 2014 (Att. #9)
21. Receipt of Treasurer of School Monies Report for the month of August, 2014. (Att. #10)

#### **D. REPORTS**

1. Superintendent recommends to the Board of Education acceptance of the HIB Report ending November 5, 2014.
2. **Harassment, Intimidation and Bullying**

"Whereas, pursuant to Board Policy and the requirements of N.J.S.A. 18A:37-17(b)(6)(c), at its meeting on October 20, 2014, the Superintendent reported HIB Incident Numbers 4, 6, 9, 10, 11 to the Board; and

Whereas, on October 21, 2014 the parents and/or guardians of the students who are parties to the investigation received information about the investigation pursuant to N.J.S.A. 18A:37-17(b)(6)(d); and

Now, therefore, be it Resolved that the Board affirms the decision of the Superintendent concerning HIB Incident Numbers 4, 6, 9, 10, 11 for the 2014-2015 school year for the reasons conveyed to the Board."

#### **VIII. REPORT FROM THE BOARD PRESIDENT AND/OR BOARD MEMBERS**

- IX. MOTION FOR THE NEXT CLOSED BOARD MEETING to be held at 6:00 p.m. on November 24, 2014 at West Orange High School.**
- X. PETITIONS AND HEARINGS OF CITIZENS**
- XI. ADJOURNMENT**

**West Orange Public Schools  
West Orange, New Jersey**

**I. Title:** Assistant School Business Administrator

**II. Qualifications:**

1. Valid New Jersey School Business Administrator Certificate or Certificate of Eligibility required
2. Experience in school finance as a school board employee or school auditor (CPA preferred)
3. Familiarity with school budget development and G.A.A.P.
4. Familiarity with Public School Contracts Law and purchasing procedures
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III. Organizational Responsibilities:**

Reports To: School Business Administrator/Board Secretary

Supervises: Assigned business office staff

**IV. Job Goal:** To assist the School Business Administrator/Board Secretary in carrying out the business operations of the school district.

**V. Performance Responsibilities:**

1. Assists the School Business Administrator/Board Secretary in the budget preparation, administration, supervision, and control of the budget.
2. Prepares the monthly report of the School Business Administrator/Board Secretary in accordance with state law and district procedures.
3. Assumes responsibility for finalizing records (closing the books) at the end of each school year in accordance with state and federal law and district procedures.
4. Recommends, as needed, budgetary line item transfers to the School Business Administrator/Board Secretary.

5. Assists in the supervision of all financial transaction accounting and the preparation of monthly revenue, appropriations and cash reports.
6. Monitors the day-to-day operations of district purchasing activities to assure compliance with the state bidding requirements and the Public School Contracts Law.
7. Assists the School Business Administrator/Board Secretary in ensuring that district practices reflect appropriate regulations, guidelines and procedures.
8. Assists in the supervision and accounting of all State, Federal programs and local grants and donation programs.
9. Expedites the annual audit by serving as liaison with the Board-approved auditor and providing records as requested.
10. Assists in supervising the business functions of the Transportation and Building & Grounds Departments.
11. Supervises and evaluates the performance of assigned staff in the Business Office in consultation with the School Business Administrator/Board Secretary.
12. Maintains fixed asset inventory.
13. Acts as the School Business Administrator/Board Secretary in his/her absence.
14. Performs other related duties which may be assigned by the School Business Administrator/Board Secretary or Superintendent or required by law, code, and regulation/board policy.

**VI. Terms of Employment:** Salary: Unaffiliated  
Work Year: 12 months

**VII. Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.

Approved: 01/1986  
Revised: 11/10/2014

**West Orange Public Schools**  
**West Orange, New Jersey**

**I. Title:** Athletic Trainer

**II. Qualifications:**

1. Valid New Jersey Athletic Trainer Endorsement on Educational Services Certificate
2. First aid, CPR, **and any other required training and** certification
3. Knowledge of human anatomy, physiology, and biomechanics
4. Ability to provide injury prevention education, physical conditioning, emergency care, and reconditioning therapies for athletes
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III. Organizational Responsibilities:**

**Reports To:** ~~Athletic Director~~/High School Principal

**IV. Job Goal:** To help maintain the physical well being of interscholastic athletes through the development and implementation of a comprehensive athletic health care program that focuses on injury prevention and provides for injury evaluation and immediate care and rehabilitation of injured athletes.

**V. Performance Responsibilities:**

1. Develops and maintains an effective training program for student athletes. Provides in-season and post-season conditioning programs and athletic trainer services at interscholastic athletic events and practice sessions as assigned.
2. Advises the athletic director and coaches of flexibility, strengthening, and conditioning programs to help prevent injuries and optimize performance.
3. Provides for the prevention of injuries through the application of protective taping, wraps, and braces, and assists in the design of practices to help to reduce the incidence of injury.
4. Provides immediate care of athletic injuries and refers the athletes to a medical personnel or facility when necessary in accordance with district policies.
5. Designs and supervises rehabilitation programs for injured athletes under the direction of a licensed referring physician.
6. Maintains accurate medical records for injuries, treatment, rehabilitation, and physician referrals. Coordinates the report of athletic injuries with the school nurse.

7. Assumes responsibility for the budgeting, purchasing, and inventorying of athletic training supplies.
8. Maintains open communication with **administrators**, coaches, parents/**guardians**, and physicians regarding athletic injuries, treatment, and rehabilitation.
9. Develops and implements a system of ongoing review of the effectiveness of the athletic program in preventing injury or illness.
10. Performs other related duties which may be assigned by the Superintendent/designee or required by law, code, and regulation/Board policy.

**VI. Terms of Employment:** Salary Guide: WOE  
Work Year: 12 month position

~~Ten-month position plus 20 days during July and August~~

**VII. Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.

Approved: 06/21/2010  
Revised: 11/10/2014

**West Orange Public Schools**  
**West Orange, New Jersey**

**I. Title:** Supervisor of Career Education and Library Science K-12

**II. Qualifications:**

1. Valid New Jersey Supervisor or Principal Standard Certificate
2. Minimum of three years teaching or media specialist experience
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III. Organizational Responsibilities:**

**Reports To:** Assistant Superintendent for Curriculum and Instruction and Principals

**Supervises:** All certificated and non-certificated school staff assigned to career education and media centers K-12.

**IV. Job Goal:** To provide leadership in the development, implementation, and coordination of the district's career education curricula and media centers.

**V. Performance Responsibilities:**

1. Observes and evaluates the performance of career education teachers and media specialists in conjunction with building administrators.
2. Provides leadership in the planning, development, implementation, and evaluation of the career education and library science instructional programs.
3. Reviews and provides constructive feedback on lesson plans for career education teachers and media specialists on a regular basis.
4. Assists in the implementation of the district's in-service education program for the instructional staff by planning, organizing, implementing and evaluating professional development activities in instructional methods, content, articulation, assessment and evaluation in career education and library science.
5. Develops short and long-range plans for maintaining and improving instruction in career education and library science based on research, current practice, national/state initiatives, student outcomes, and program evaluation.
6. Develops the course scope and sequence, special programs, and related activities to address district goals, standards, and proficiencies that meet students' needs in career education and library science.

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**West Orange, New Jersey**

7. Plans and facilitates grade level and department meetings for career education teachers and media specialists.
8. Recommends new courses and is responsible for curriculum writing based on current standards, research, and student needs in career education and library science.
9. Works cooperatively with other subject supervisors to provide for articulation across curriculum areas to improve educational opportunities for all students.
10. Leads the career education and library science committees to review and select instructional programs, textbooks, materials, and equipment for use in curriculum implementation. Prepares textbook/program recommendations for district level review and Board of Education adoption.
11. Provides direct assistance to building administrators and teachers in the implementation of programs. Develops, maintains and disseminates resource materials which support programs. Encourages teachers through the use of demonstrations, simulations, educational materials, and mentoring to implement new instructional strategies in career education and library science.
12. Coordinates the vertical and horizontal articulation and implementation of program offerings among classes, grades, and schools to ensure reasonable uniformity of curriculum content materials, methods, and student outcomes in career education and library science.
13. Supervises student achievement assessments. Selects and develops assessment procedures and instruments. Assists in the administration and interpretation of assessments. Reviews and evaluates benchmark assessments, mid-term and final examinations, and other forms of course and program proficient assessments. Collects, analyzes, and evaluates program data as a basis for program revision to continuously improve the career education and library science programs.
14. Implements state and federal mandates and district policies and regulations affecting career education and library science curricula and instruction.
15. Remains informed about curriculum and instruction by participating in national, state, and local professional meetings and activities and reviewing research and successful practices in career education and library science.
16. Consults with special education, basic skills, counseling and other related staff regarding student placement, programming and support services as needed.
17. Assists in explaining the career education and library science programs to



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**West Orange, New Jersey**

- parents/guardians, students, staff, and community members. Arranges and participates in informational programs for the Board of Education when requested.
18. Develops the criteria and supervises the identification of students for course/level placement in the career education and library science programs.
  19. Recommends assignment and scheduling of department personnel in cooperation with building principals. Participates in the screening and interviewing of candidates for teaching positions in career education and library science.
  20. Develops and maintains records, inventories, data bases, and reports necessary for career education and library science program implementation required by the district, code/statute, policy/regulation, or grant provisions.
  21. Prepares and documents career education and media center budget recommendations for new textbooks, programs, etc. Prepares and administers department budgets in consultation with the respective principals and assistant superintendent.
  22. Develops grant applications to private, state, and federal agencies as required by law and regulation to support the development of the career education and library science programs.
  23. Works with the NJDOE Career and Technical Education Department to implement state approved programs through the required approval process. Participates in pilot programs which lead to dual-credit or articulation agreement opportunities for students.
  24. Provides opportunities for students in approved CTE programs to participate in third party assessments as available for national certifications and prepares NJSMART CTE Report for submission.
  25. Facilitates the operation of the Early Childhood and Family Studies preschool program.
  26. Oversees all advisory committee bi-annual meetings for all career education state approved programs and programs of study.
  27. Coordinates the Cooperative Education program and ensures that state and federal regulations compliance requirements are met.
  28. Maintains an updated equipment inventory needed for the safe operation by staff and students in all career education and library science programs.
  29. Performs other related duties which may be assigned by the Superintendent/designee or required by law, code, and regulation/Board policy.

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West Orange, New Jersey**

- VI. Terms of Employment:** Salary Guide: WOAA Supervisor  
Work Year: 10.5 months – September 1 through June 30,  
plus 10 summer days
- VII. Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.

Approved: 06/21/2010 (Supervisor)  
Revised: 11/10/2014

**West Orange Public Schools  
West Orange, New Jersey**

**I. Title:** Supervisor of English Language Arts K-5

**II. Qualifications:**

1. Valid New Jersey Supervisor or Principal Standard Certificate
2. Minimum of three years teaching experience in elementary school
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III. Organizational Responsibilities:**

**Reports To:** Assistant Superintendent for Curriculum and Instruction and Principals

**Supervises:** All certificated school staff assigned to teach K-5 English Language Arts.

**IV. Job Goal:** To provide leadership in the development, implementation, and coordination of the district's K-5 English Language Arts curriculum.

**V. Performance Responsibilities:**

1. Observes and evaluates the performance of elementary staff teaching English Language Arts in conjunction with building administrators.
2. Provides leadership in the planning, development, implementation, and evaluation of the elementary English Language Arts instructional program.
3. Reviews and provides constructive feedback on lesson plans for elementary staff teaching English Language Arts on a regular basis.
4. Assists in the implementation of the district's in-service education program for the instructional staff by planning, organizing, implementing and evaluating professional development activities in instructional methods, content, articulation, assessment and evaluation in elementary English Language Arts.
5. Develops short and long-range plans for maintaining and improving instruction in elementary English Language Arts based on research, current practice, national/state initiatives, student outcomes, and program evaluation.
6. Develops the program scope and sequence, special programs, and related activities to address district goals, standards, and proficiencies that meet students' needs in elementary English Language Arts.

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7. Plans and facilitates grade level and department meetings for elementary English Language Arts.
8. Recommends new ~~courses~~ **programs** and is responsible for curriculum writing based on current standards, research, and student needs in elementary English Language Arts.
9. Works cooperatively with other subject supervisors to provide for articulation across curriculum areas to improve educational opportunities for all students.
10. Leads the elementary English Language Arts committee to review and select instructional programs, textbooks, materials, and equipment for use in curriculum implementation. Prepares textbook/program recommendations for district level review and Board of Education adoption.
11. Provides direct assistance to building administrators and teachers in the implementation of programs. Develops, maintains and disseminates resource materials which support programs. Encourages teachers through the use of demonstrations, simulations, educational materials, and mentoring to implement new instructional strategies in elementary English Language Arts.
12. Coordinates the vertical and horizontal articulation and implementation of program offerings among classes, grades, and schools to ensure reasonable uniformity of curriculum content materials, methods, and student outcomes in elementary English Language Arts.
13. Supervises student achievement assessments. Selects and develops assessment procedures and instruments. Assists in the administration and interpretation of assessments. Reviews and evaluates benchmark assessments and other forms of course and program proficient assessments. Collects, analyzes, and evaluates program data as a basis for program revision to continuously improve the elementary English Language Arts programs.
14. ~~Accepts the primary responsibility for assuring that~~ **Implements** state and federal mandates and district policies and regulations affecting elementary English Language Arts curriculum and instruction ~~are carried out.~~
15. Remains informed about curriculum and instruction by participating in national, state, and local professional meetings and activities and reviewing research and successful practices in elementary English Language Arts.
16. Consults with special education, basic skills, counseling and other related staff regarding student placement, programming and support services as needed.
17. Assists in explaining the elementary English Language Arts program to

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West Orange, New Jersey**

parents/guardians, students, staff, and community members. Arranges and participates in informational programs for the Board of Education when requested.

18. **Works with colleagues to develop** Develops the criteria and to supervise the identification of students for **acceptance into the state required gifted and talented program** ~~course/level placement in the~~ **for** elementary English Language Arts. ~~program.~~
19. Recommends assignment and scheduling of personnel in cooperation with building principals. Participates in the screening and interviewing of candidates for teaching positions in elementary English Language Arts when requested.
20. Develops and maintains records, inventories, data bases, and reports necessary for elementary English Language Arts program implementation required by the district, code/statute, policy/regulation, or grant provisions.
21. Prepares and documents elementary English Language Arts budget recommendations for new textbooks, programs, etc. Prepares and administers department budgets in consultation with the respective principals **and assistant superintendent.**
22. Develops grant applications to private, state, and federal agencies as required by law and regulation to support the development of the elementary English Language Arts programs.
23. Performs other related duties which may be assigned by the Superintendent/designee or required by law, code, and regulation/Board policy.

**VI. Terms of Employment:** Salary Guide: WOAA Supervisor  
Work Year: 10.5 months – September 1 through June 30,  
plus 10 summer days

**VII. Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.

Approved: 06/21/2010 (Supervisor)

Revised: 10/20/2014

Revised: 11/10/2014

**West Orange Public Schools  
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**I. Title:** Supervisor of English Language Arts 6-12

**II. Qualifications:**

1. Valid New Jersey Supervisor or Principal Standard Certificate
2. Minimum of three years teaching experience in secondary English Language Arts
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III. Organizational Responsibilities:**

**Reports To:** Assistant Superintendent for Curriculum and Instruction and Principals

**Supervises:** All certificated school staff assigned to secondary English Language Arts.

**IV. Job Goal:** To provide leadership in the development, implementation, and coordination of the district's 6-12 English Language Arts curriculum.

**V. Performance Responsibilities:**

1. Observes and evaluates the performance of secondary English Language Arts teachers in conjunction with building administrators.
2. Provides leadership in the planning, development, implementation, and evaluation of the secondary English Language Arts instructional program.
3. Reviews and provides constructive feedback on lesson plans for secondary English Language Arts teachers on a regular basis.
4. Assists in the implementation of the district's in-service education program for the instructional staff by planning, organizing, implementing and evaluating professional development activities in instructional methods, content, articulation, assessment and evaluation in secondary English Language Arts.
5. Develops short and long-range plans for maintaining and improving instruction in secondary English Language Arts based on research, current practice, national/state initiatives, student outcomes, and program evaluation.
6. Develops the program scope and sequence, special programs, and related activities to address district goals, standards, and proficiencies that meet students' needs in secondary English Language Arts.

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7. Plans and facilitates grade level and department meetings for secondary English Language Arts.
8. Recommends new courses and is responsible for curriculum writing based on current standards, research, and student needs in secondary English Language Arts.
9. Works cooperatively with other subject supervisors to provide for articulation across curriculum areas to improve educational opportunities for all students.
10. Leads the secondary English Language Arts committee to review and select instructional programs, textbooks, materials, and equipment for use in curriculum implementation. Prepares textbook/program recommendations for district level review and Board of Education adoption.
11. Provides direct assistance to building administrators and teachers in the implementation of programs. Develops, maintains and disseminates resource materials which support programs. Encourages teachers through the use of demonstrations, simulations, educational materials, and mentoring to implement new instructional strategies in secondary English Language Arts.
12. Coordinates the vertical and horizontal articulation and implementation of program offerings among classes, grades, and schools to ensure reasonable uniformity of curriculum content materials, methods, and student outcomes in secondary English Language Arts.
13. Supervises student achievement assessments. Selects and develops assessment procedures and instruments. Assists in the administration and interpretation of assessments. Reviews and evaluates benchmark assessments, mid-term and final examinations, and other forms of course and program proficient assessments. Collects, analyzes, and evaluates program data as a basis for program revision to continuously improve the secondary English Language Arts programs.
14. ~~Accepts the primary responsibility for assuring that~~ **Implements** state and federal mandates and district policies and regulations affecting secondary English Language Arts curriculum and instruction ~~are carried out.~~
15. Remains informed about curriculum and instruction by participating in national, state, and local professional meetings and activities and reviewing research and successful practices in secondary English Language Arts.
16. Consults with special education, basic skills, counseling and other related staff regarding student placement, programming and support services as needed.
17. Assists in explaining the secondary English Language Arts program to parents/guardians,

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students, staff, and community members. Arranges and participates in informational programs for the Board of Education when requested.

18. Develops the criteria and supervises the identification of students for course/level placement in the secondary English Language Arts program.
19. Recommends assignment and scheduling of personnel in cooperation with building principals. Participates in the screening and interviewing of candidates for teaching positions in secondary English Language Arts when requested.
20. Develops and maintains records, inventories, data bases, and reports necessary for secondary English Language Arts program implementation required by the district, code/statute, policy/regulation, or grant provisions.
21. Prepares and documents secondary English Language Arts budget recommendations for new textbooks, programs, etc. Prepares and administers department budgets in consultation with the respective principals **and assistant superintendent**.
22. Develops grant applications to private, state, and federal agencies as required by law and regulation to support the development of the secondary English Language Arts programs.
23. Performs other related duties which may be assigned by the Superintendent/designee or required by law, code, and regulation/Board policy.

**VI. Terms of Employment:** Salary Guide: WOAA Supervisor  
Work Year: 10.5 months – September 1 through June 30,  
plus 10 summer days

**VII. Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board’s policy on evaluation of certified staff.

Approved: 06/21/2010 (Supervisor)  
Revised: 10/20/2014  
Revised: 11/10/2014



**West Orange Public Schools**  
**West Orange, New Jersey**

**I. Title:** Supervisor of Health and Physical Education K-12

**II. Qualifications:**

1. Valid New Jersey Supervisor or Principal Standard Certificate
2. Minimum of three years teaching experience in health and physical education
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III. Organizational Responsibilities:**

**Reports To:** Assistant Superintendent for Curriculum and Instruction and Principals

**Supervises:** All certificated and non-certificated school staff assigned to health and physical education K-12.

**IV. Job Goal:** To provide leadership in the development, implementation, and coordination of the district's health and physical education curricula.

**V. Performance Responsibilities:**

1. Observes and evaluates the performance of health and physical education teachers in conjunction with building administrators.
2. Provides leadership in the planning, development, implementation, and evaluation of the health and physical education instructional programs.
3. Reviews and provides constructive feedback on lesson plans for health and physical education teachers on a regular basis.
4. Assists in the implementation of the district's in-service education program for the instructional staff by planning, organizing, implementing and evaluating professional development activities in instructional methods, content, articulation, assessment and evaluation in health and physical education.
5. Develops short and long-range plans for maintaining and improving instruction in health and physical education based on research, current practice, national/state initiatives, student outcomes, and program evaluation.
6. Develops the course scope and sequence, special programs, and related activities to address district goals, standards, and proficiencies that meet students' needs in health and physical education.

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7. Plans and facilitates grade level and department meetings for health and physical education.
8. Recommends new courses and is responsible for curriculum writing based on current standards, research, and student needs in health and physical education.
9. Works cooperatively with other subject supervisors to provide for articulation across curriculum areas to improve educational opportunities for all students.
10. Leads the health and physical education committees to review and select instructional programs, textbooks, materials, and equipment for use in curriculum implementation. Prepares textbook/program recommendations for district level review and Board of Education adoption.
11. Provides direct assistance to building administrators and teachers in the implementation of programs. Develops, maintains and disseminates resource materials which support programs. Encourages teachers through the use of demonstrations, simulations, educational materials, and mentoring to implement new instructional strategies in health and physical education.
12. Coordinates the vertical and horizontal articulation and implementation of program offerings among classes, grades, and schools to ensure reasonable uniformity of curriculum content materials, methods, and student outcomes in health and physical education.
13. Supervises student achievement assessments. Selects and develops assessment procedures and instruments. Assists in the administration and interpretation of assessments. Reviews and evaluates benchmark assessments, mid-term and final examinations, and other forms of course and program proficient assessments. Collects, analyzes, and evaluates program data as a basis for program revision to continuously improve the health and physical education programs.
14. Implements state and federal mandates and district policies and regulations affecting health and physical education curricula and instruction.
15. Remains informed about curriculum and instruction by participating in national, state, and local professional meetings and activities and reviewing research and successful practices in health and physical education.
16. Consults with special education, basic skills, counseling and other related staff regarding student placement, programming and support services as needed.
17. Assists in explaining the health and physical education programs to parents/guardians,

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**West Orange, New Jersey**

students, staff, and community members. Arranges and participates in informational programs for the Board of Education when requested.

18. Develops the criteria and supervises the identification of students for course/level placement in the health and physical education programs.
19. Recommends assignment and scheduling of department personnel in cooperation with building principals. Participates in the screening and interviewing of candidates for teaching positions in health and physical education.
20. Develops and maintains records, inventories, data bases, and reports necessary for health and physical education program implementation required by the district, code/statute, policy/regulation, or grant provisions.
21. Prepares and documents health and physical education budget recommendations for new textbooks, programs, etc. Prepares and administers department budgets in consultation with the respective principals and assistant superintendent.
22. Develops grant applications to private, state, and federal agencies as required by law and regulation to support the development of the health and physical education programs.
23. Performs other related duties which may be assigned by the Superintendent/designee or required by law, code, and regulation/Board policy.

**VI. Terms of Employment:** Salary Guide: WOAA Supervisor  
Work Year: 10.5 months – September 1 through June 30,  
plus 10 summer days

**VII. Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.

Approved: 06/21/2010 (Supervisor)  
Revised: 11/10/2014

**West Orange Public Schools  
West Orange, New Jersey**

**I. Title:** Supervisor of Mathematics K-5

**II. Qualifications:**

1. Valid New Jersey Supervisor or Principal Standard Certificate
2. Minimum of three years teaching experience in elementary school
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III. Organizational Responsibilities:**

**Reports To:** Assistant Superintendent for Curriculum and Instruction and Principals

**Supervises:** All certificated school staff assigned to teach K-5 mathematics.

**IV. Job Goal:** To provide leadership in the development, implementation, and coordination of the district's K-5 mathematics curriculum.

**V. Performance Responsibilities:**

1. Observes and evaluates the performance of elementary staff teaching mathematics in conjunction with building administrators.
2. Provides leadership in the planning, development, implementation, and evaluation of the elementary mathematics instructional program.
3. Reviews and provides constructive feedback on lesson plans for elementary staff teaching mathematics on a regular basis.
4. Assists in the implementation of the district's in-service education program for the instructional staff by planning, organizing, implementing and evaluating professional development activities in instructional methods, content, articulation, assessment and evaluation in elementary mathematics.
5. Develops short and long-range plans for maintaining and improving instruction in elementary mathematics based on research, current practice, national/state initiatives, student outcomes, and program evaluation.
6. Develops the program scope and sequence, special programs, and related activities to address district goals, standards, and proficiencies that meet students' needs in elementary mathematics.

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**West Orange, New Jersey**

7. Plans and facilitates grade level and department meetings for elementary mathematics.
8. Recommends new ~~courses~~ **programs** and is responsible for curriculum writing based on current standards, research, and student needs in elementary mathematics.
9. Works cooperatively with other subject supervisors to provide for articulation across curriculum areas to improve educational opportunities for all students.
10. Leads the elementary mathematics committee to review and select instructional programs, textbooks, materials, and equipment for use in curriculum implementation. Prepares textbook/program recommendations for district level review and Board of Education adoption.
11. Provides direct assistance to building administrators and teachers in the implementation of programs. Develops, maintains and disseminates resource materials which support programs. Encourages teachers through the use of demonstrations, simulations, educational materials, and mentoring to implement new instructional strategies in elementary mathematics.
12. Coordinates the vertical and horizontal articulation and implementation of program offerings among classes, grades, and schools to ensure reasonable uniformity of curriculum content materials, methods, and student outcomes in elementary mathematics.
13. Supervises student achievement assessments. Selects and develops assessment procedures and instruments. Assists in the administration and interpretation of assessments. Reviews and evaluates benchmark assessments, ~~mid-term~~ and other forms of course and program proficient assessments. Collects, analyzes, and evaluates program data as a basis for program revision to continuously improve the elementary mathematics programs.
14. ~~Accepts the primary responsibility for assuring that~~ **Implements** state and federal mandates and district policies and regulations affecting elementary mathematics curriculum and instruction ~~are carried out~~.
15. Remains informed about curriculum and instruction by participating in national, state, and local professional meetings and activities and reviewing research and successful practices in elementary mathematics.
16. Consults with special education, basic skills, counseling and other related staff regarding student placement, programming and support services as needed.
17. Assists in explaining the elementary mathematics program to parents/guardians, students, staff, and community members. Arranges and participates in informational programs for the Board of Education when requested.

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18. **Works with colleagues to develop** ~~Develops~~ the criteria and **to** supervise the identification of students for **acceptance into the state required gifted and talented program** ~~course/level placement in the~~ for elementary mathematics. ~~program.~~
19. Recommends assignment and scheduling of personnel in cooperation with building principals. Participates in the screening and interviewing of candidates for teaching positions in elementary mathematics when requested.
20. Develops and maintains records, inventories, data bases, and reports necessary for elementary mathematics program implementation required by the district, code/statute, policy/regulation, or grant provisions.
21. Prepares and documents elementary mathematics budget recommendations for new textbooks, programs, etc. Prepares and administers department budgets in consultation with the respective principals **and assistant superintendent.**
22. Develops grant applications to private, state, and federal agencies as required by law and regulation to support the development of the elementary mathematics programs.
23. Performs other related duties which may be assigned by the Superintendent/designee or required by law, code, and regulation/Board policy.

**VI. Terms of Employment:** Salary Guide: WOAA Supervisor  
Work Year: 10.5 months – September 1 through June 30,  
plus 10 summer days

**VII. Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.

Approved: 06/21/2010 (Supervisor)

Revised: 10/20/2014

Revised: 11/10/2014

**West Orange Public Schools  
West Orange, New Jersey**

**I. Title:** Supervisor of Mathematics 6-12

**II. Qualifications:**

1. Valid New Jersey Supervisor or Principal Standard Certificate
2. Minimum of three years teaching experience in secondary mathematics
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III. Organizational Responsibilities:**

**Reports To:** Assistant Superintendent for Curriculum and Instruction and Principals

**Supervises:** All certificated school staff assigned to secondary mathematics.

**IV. Job Goal:** To provide leadership in the development, implementation, and coordination of the district's 6-12 mathematics curriculum.

**V. Performance Responsibilities:**

1. Observes and evaluates the performance of secondary mathematics teachers in conjunction with building administrators.
2. Provides leadership in the planning, development, implementation, and evaluation of the secondary mathematics instructional program.
3. Reviews and provides constructive feedback on lesson plans for secondary mathematics teachers on a regular basis.
4. Assists in the implementation of the district's in-service education program for the instructional staff by planning, organizing, implementing and evaluating professional development activities in instructional methods, content, articulation, assessment and evaluation in secondary mathematics.
5. Develops short and long-range plans for maintaining and improving instruction in secondary mathematics based on research, current practice, national/state initiatives, student outcomes, and program evaluation.
6. Develops the program scope and sequence, special programs, and related activities to address district goals, standards, and proficiencies that meet students' needs in secondary mathematics.

**West Orange Public Schools**  
**West Orange, New Jersey**

7. Plans and facilitates grade level and department meetings for secondary mathematics.
8. Recommends new courses and is responsible for curriculum writing based on current standards, research, and student needs in secondary mathematics.
9. Works cooperatively with other subject supervisors to provide for articulation across curriculum areas to improve educational opportunities for all students.
10. Leads the secondary mathematics committee to review and select instructional programs, textbooks, materials, and equipment for use in curriculum implementation. Prepares textbook/program recommendations for district level review and Board of Education adoption.
11. Provides direct assistance to building administrators and teachers in the implementation of programs. Develops, maintains and disseminates resource materials which support programs. Encourages teachers through the use of demonstrations, simulations, educational materials, and mentoring to implement new instructional strategies in secondary mathematics.
12. Coordinates the vertical and horizontal articulation and implementation of program offerings among classes, grades, and schools to ensure reasonable uniformity of curriculum content materials, methods, and student outcomes in secondary mathematics.
13. Supervises student achievement assessments. Selects and develops assessment procedures and instruments. Assists in the administration and interpretation of assessments. Reviews and evaluates benchmark assessments, mid-term and final examinations, and other forms of course and program proficient assessments. Collects, analyzes, and evaluates program data as a basis for program revision to continuously improve the secondary mathematics programs.
14. ~~Accepts the primary responsibility for assuring that~~ **Implements** state and federal mandates and district policies and regulations affecting secondary mathematics curriculum and instruction ~~are carried out.~~
15. Remains informed about curriculum and instruction by participating in national, state, and local professional meetings and activities and reviewing research and successful practices in secondary mathematics.
16. Consults with special education, basic skills, counseling and other related staff regarding student placement, programming and support services as needed.
17. Assists in explaining the secondary mathematics program to parents/guardians, students, staff, and community members. Arranges and participates in informational programs for the Board of Education when requested.



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**West Orange, New Jersey**

18. Develops the criteria and supervises the identification of students for course/level placement in the secondary mathematics program.
19. Recommends assignment and scheduling of personnel in cooperation with building principals. Participates in the screening and interviewing of candidates for teaching positions in secondary mathematics when requested.
20. Develops and maintains records, inventories, data bases, and reports necessary for secondary mathematics program implementation required by the district, code/statute, policy/regulation, or grant provisions.
21. Prepares and documents secondary mathematics budget recommendations for new textbooks, programs, etc. Prepares and administers department budgets in consultation with the respective principals **and assistant superintendent.**
22. Develops grant applications to private, state, and federal agencies as required by law and regulation to support the development of the secondary mathematics programs.
23. Performs other related duties which may be assigned by the Superintendent/designee or required by law, code, and regulation/Board policy.

**VI. Terms of Employment:** Salary Guide: WOAA Supervisor  
Work Year: 10.5 months – September 1 through June 30,  
plus 10 summer days

**VII. Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.

Approved: 06/21/2010 (Supervisor)

Revised: 10/20/2014

Revised: 11/10/2014

**West Orange Public Schools**  
**West Orange, New Jersey**

**I. Title:** Supervisor of Science K-12

**II. Qualifications:**

1. Valid New Jersey Supervisor or Principal Standard Certificate
2. Minimum of three years teaching experience in science
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III. Organizational Responsibilities:**

**Reports To:** Assistant Superintendent for Curriculum and Instruction and Principals

**Supervises:** All certificated and non-certificated school staff assigned to science K-12.

**IV. Job Goal:** To provide leadership in the development, implementation, and coordination of the district's science curricula.

**V. Performance Responsibilities:**

1. Observes and evaluates the performance of science teachers in conjunction with building administrators.
2. Provides leadership in the planning, development, implementation, and evaluation of the science instructional program.
3. Reviews and provides constructive feedback on lesson plans for science teachers on a regular basis.
4. Assists in the implementation of the district's in-service education program for the instructional staff by planning, organizing, implementing and evaluating professional development activities in instructional methods, content, articulation, assessment and evaluation in science.
5. Develops short and long-range plans for maintaining and improving instruction in science based on research, current practice, national/state initiatives, student outcomes, and program evaluation.
6. Develops the course scope and sequence, special programs, and related activities to address district goals, standards, and proficiencies that meet students' needs in science.
7. Plans and facilitates grade level and department meetings for science.

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8. Recommends new courses and is responsible for curriculum writing based on current standards, research, and student needs in science.
9. Works cooperatively with other subject supervisors to provide for articulation across curriculum areas to improve educational opportunities for all students.
10. Leads the science committee to review and select instructional programs, textbooks, materials, and equipment for use in curriculum implementation. Prepares textbook/program recommendations for district level review and Board of Education adoption.
11. Provides direct assistance to building administrators and teachers in the implementation of programs. Develops, maintains and disseminates resource materials which support programs. Encourages teachers through the use of demonstrations, simulations, educational materials, and mentoring to implement new instructional strategies in science.
12. Coordinates the vertical and horizontal articulation and implementation of program offerings among classes, grades, and schools to ensure reasonable uniformity of curriculum content materials, methods, and student outcomes in science.
13. Supervises student achievement assessments. Selects and develops assessment procedures and instruments. Assists in the administration and interpretation of assessments. Reviews and evaluates benchmark assessments, mid-term and final examinations, and other forms of course and program proficient assessments. Collects, analyzes, and evaluates program data as a basis for program revision to continuously improve the science program.
14. Implements state and federal mandates and district policies and regulations affecting science curricula and instruction.
15. Remains informed about curriculum and instruction by participating in national, state, and local professional meetings and activities and reviewing research and successful practices in science.
16. Consults with special education, basic skills, counseling and other related staff regarding student placement, programming and support services as needed.
17. Assists in explaining the science program to parents/guardians, students, staff, and community members. Arranges and participates in informational programs for the Board of Education when requested.
18. Develops the criteria and supervises the identification of students for course/level

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placement in the science program.

19. Recommends assignment and scheduling of department personnel in cooperation with building principals. Participates in the screening and interviewing of candidates for teaching positions in science.
20. Develops and maintains records, inventories, data bases, and reports necessary for science program implementation required by the district, code/statute, policy/regulation, or grant provisions.
21. Prepares and documents science budget recommendations for new textbooks, programs, etc. Prepares and administers department budgets in consultation with the respective principals and assistant superintendent.
22. Develops grant applications to private, state, and federal agencies as required by law and regulation to support the development of the science program.
23. Performs other related duties which may be assigned by the Superintendent/designee or required by law, code, and regulation/Board policy.

**VI. Terms of Employment:** Salary Guide: WOAA Supervisor  
Work Year: 10.5 months – September 1 through June 30,  
plus 10 summer days

**VII. Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.

Approved: 06/21/2010 (Supervisor)  
Revised: 11/10/2014

**West Orange Public Schools  
West Orange, New Jersey**

**I. Title:** Supervisor of Social Studies K-12

**II. Qualifications:**

1. Valid New Jersey Supervisor or Principal Standard Certificate
2. Minimum of three years teaching experience in social studies
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III. Organizational Responsibilities:**

**Reports To:** Assistant Superintendent for Curriculum and Instruction and Principals

**Supervises:** All certificated and non-certificated school staff assigned to social studies K-12.

**IV. Job Goal:** To provide leadership in the development, implementation, and coordination of the district's social studies curricula.

**V. Performance Responsibilities:**

1. Observes and evaluates the performance of social studies teachers in conjunction with building administrators.
2. Provides leadership in the planning, development, implementation, and evaluation of the social studies instructional program.
3. Reviews and provides constructive feedback on lesson plans for social studies teachers on a regular basis.
4. Assists in the implementation of the district's in-service education program for the instructional staff by planning, organizing, implementing and evaluating professional development activities in instructional methods, content, articulation, assessment and evaluation in social studies.
5. Develops short and long-range plans for maintaining and improving instruction in social studies based on research, current practice, national/state initiatives, student outcomes, and program evaluation.
6. Develops the course scope and sequence, special programs, and related activities to address district goals, standards, and proficiencies that meet students' needs in social studies.

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7. Plans and facilitates grade level and department meetings for social studies.
8. Recommends new courses and is responsible for curriculum writing based on current standards, research, and student needs in social studies.
9. Works cooperatively with other subject supervisors to provide for articulation across curriculum areas to improve educational opportunities for all students.
10. Leads the social studies committee to review and select instructional programs, textbooks, materials, and equipment for use in curriculum implementation. Prepares textbook/program recommendations for district level review and Board of Education adoption.
11. Provides direct assistance to building administrators and teachers in the implementation of programs. Develops, maintains and disseminates resource materials which support programs. Encourages teachers through the use of demonstrations, simulations, educational materials, and mentoring to implement new instructional strategies in social studies.
12. Coordinates the vertical and horizontal articulation and implementation of program offerings among classes, grades, and schools to ensure reasonable uniformity of curriculum content materials, methods, and student outcomes in social studies.
13. Supervises student achievement assessments. Selects and develops assessment procedures and instruments. Assists in the administration and interpretation of assessments. Reviews and evaluates benchmark assessments, mid-term and final examinations, and other forms of course and program proficient assessments. Collects, analyzes, and evaluates program data as a basis for program revision to continuously improve the social studies program.
14. Implements state and federal mandates and district policies and regulations affecting social studies curricula and instruction.
15. Remains informed about curriculum and instruction by participating in national, state, and local professional meetings and activities and reviewing research and successful practices in social studies.
16. Consults with special education, basic skills, counseling and other related staff regarding student placement, programming and support services as needed.
17. Assists in explaining the social studies program to parents/guardians, students, staff, and community members. Arranges and participates in informational programs for the Board of Education when requested.

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18. Develops the criteria and supervises the identification of students for course/level placement in the social studies program.
19. Recommends assignment and scheduling of department personnel in cooperation with building principals. Participates in the screening and interviewing of candidates for teaching positions in social studies.
20. Develops and maintains records, inventories, data bases, and reports necessary for social studies program implementation required by the district, code/statute, policy/regulation, or grant provisions.
21. Prepares and documents social studies budget recommendations for new textbooks, programs, etc. Prepares and administers department budgets in consultation with the respective principals and assistant superintendent.
22. Develops grant applications to private, state, and federal agencies as required by law and regulation to support the development of the social studies program.
23. Performs other related duties which may be assigned by the Superintendent/designee or required by law, code, and regulation/Board policy.

**VI. Terms of Employment:** Salary Guide: WOAA Supervisor  
Work Year: 10.5 months – September 1 through June 30,  
plus 10 summer days

**VII. Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.

Approved: 06/21/2010 (Supervisor)

Revised: 11/10/2014

**West Orange Public Schools**  
**West Orange, New Jersey**

**I. Title:** Supervisor of World Languages/English as a Second Language (ESL) K-12

**II. Qualifications:**

1. Valid New Jersey Supervisor or Principal Standard Certificate
2. Minimum of three years teaching experience in a world language or ESL
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III. Organizational Responsibilities:**

**Reports To:** Assistant Superintendent for Curriculum and Instruction and Principals

**Supervises:** All certificated and non-certificated school staff assigned to world languages 2-12 and ESL K-12.

**IV. Job Goal:** To provide leadership in the development, implementation, and coordination of the district's world languages and ESL curricula.

**V. Performance Responsibilities:**

1. Observes and evaluates the performance of world language and ESL teachers in conjunction with building administrators.
2. Provides leadership in the planning, development, implementation, and evaluation of the world language and ESL instructional programs.
3. Reviews and provides constructive feedback on lesson plans for world language and ESL teachers on a regular basis.
4. Assists in the implementation of the district's in-service education program for the instructional staff by planning, organizing, implementing and evaluating professional development activities in instructional methods, content, articulation, assessment and evaluation in world languages and ESL.
5. Develops short and long-range plans for maintaining and improving instruction in world languages and ESL based on research, current practice, national/state initiatives, student outcomes, and program evaluation.
6. Develops the course scope and sequence, special programs, and related activities to address district goals, standards, and proficiencies that meet students' needs in world languages and ESL.



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7. Plans and facilitates grade level and department meetings for world languages and ESL.
8. Recommends new courses and is responsible for curriculum writing based on current standards, research, and student needs in world languages and ESL.
9. Works cooperatively with other subject supervisors to provide for articulation across curriculum areas to improve educational opportunities for all students.
10. Leads the world language and ESL committees to review and select instructional programs, textbooks, materials, and equipment for use in curriculum implementation. Prepares textbook/program recommendations for district level review and Board of Education adoption.
11. Provides direct assistance to building administrators and teachers in the implementation of programs. Develops, maintains and disseminates resource materials which support programs. Encourages teachers through the use of demonstrations, simulations, educational materials, and mentoring to implement new instructional strategies in world languages and ESL.
12. Coordinates the vertical and horizontal articulation and implementation of program offerings among classes, grades, and schools to ensure reasonable uniformity of curriculum content materials, methods, and student outcomes in world languages and ESL.
13. Supervises student achievement assessments. Selects and develops assessment procedures and instruments. Assists in the administration and interpretation of assessments. Reviews and evaluates benchmark assessments, mid-term and final examinations, and other forms of course and program proficient assessments. Collects, analyzes, and evaluates program data as a basis for program revision to continuously improve the world language and ESL programs.
14. ~~Accepts the primary responsibility for assuring that~~ **Implements** state and federal mandates and district policies and regulations affecting world languages and ESL curricula and instruction ~~are carried out.~~
15. Remains informed about curriculum and instruction by participating in national, state, and local professional meetings and activities and reviewing research and successful practices in world languages and ESL.
16. Consults with special education, basic skills, counseling and other related staff regarding student placement, programming and support services as needed.
17. Assists in explaining the world language and ESL programs to parents/guardians,

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students, staff, and community members. Arranges and participates in informational programs for the Board of Education when requested.

18. Develops the criteria and supervises the identification of students for course/level placement in the world language and ESL programs.
19. Recommends assignment and scheduling of department personnel in cooperation with building principals. Participates in the screening and interviewing of candidates for teaching positions in world languages and ESL.
20. Develops and maintains records, inventories, data bases, and reports necessary for world languages and ESL program implementation required by the district, code/statute, policy/regulation, or grant provisions.
21. Prepares and documents world languages and ESL budget recommendations for new textbooks, programs, etc. Prepares and administers department budgets in consultation with the respective principals **and assistant superintendent**.
22. Develops grant applications to private, state, and federal agencies as required by law and regulation to support the development of the world language and ESL programs.
23. Performs other related duties which may be assigned by the Superintendent/designee or required by law, code, and regulation/Board policy.

**VI. Terms of Employment:** Salary Guide: WOAA Supervisor  
Work Year: 10.5 months – September 1 through June 30,  
plus 10 summer days

**VII. Evaluation:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.

Approved: 06/21/2010 (Supervisor)  
Revised: 10/20/2014  
Revised: 11/10/2014



**Hunterdon County Educational Services Commission**

Administration Office

51 Sawmill Road

Lebanon, New Jersey 08833

Phone: 908-439-4280 Fax: 908-439-2270

Corinne Steinmetz, School Business Administrator/Board Secretary

**VEHICLE LOAN/RENTAL/LEASE AGREEMENT**

TERM : START DATE **09/03/14** THROUGH **06/30/15**

LEASE/ RENT TO: **West Orange Board of Education**

CONTACT **Pam Nicholais, Director of Transportation**

ADDRESS **27-41 Standish Ave., West Orange, NJ 07052** PHONE# 973-669-5400x32550

HCESC LOCATION LEASING / RENTING VEHICLE **West Orange Terminal, 47 Standish Avenue, West Orange, NJ 07052**

ADMINISTRATIVE OFFICES **51 Sawmill Road Lebanon, NJ 08833**

CONTACT(S): **Scott Cahill** PHONE # **(973)324-1855**

**DESCRIPTION OF VEHICLE**

<b>BUS#</b> _____	<b>VIN#</b> _____	<b>Year, Model, Plate#</b> _____
<b><u>This lease agreement is for all</u></b>		
<b><u>loaner/leased/rental buses for 2014-2015</u></b>		
<b><u>academic year.</u></b>		

**INSURANCE COVERAGE:**

HCESC shall be named as addition insured for liability coverage and damage to the vehicle on the customer's policy. **CERTIFICATE OF INSURANCE REQUIRED.**

Name of Insurance Co \_\_\_\_\_

Address: \_\_\_\_\_

Contact \_\_\_\_\_ Phone #: \_\_\_\_\_

Policy # : \_\_\_\_\_ Date of Expiration \_\_\_\_\_

Limits required \$ \_\_\_\_\_ Liability, Vehicle Damages \$ \_\_\_\_\_.

LEASE / RENTAL COST PER DAY \$ 1.00, with a \$0.00 per day charge for this courtesy while West Orange Board of Education buses/vans are being maintained, serviced, and repaired by HCESC.

This is to certify by signature that both parties agree to the terms set forth as noted above.

**LEASE/RENT TO: West Orange Board of Education**

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION**

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**Reporting School Bus Accidents**

School bus accidents shall be reported in accordance with N.J.A.C. 6A:27-12.2 in the following instances:

1. **Every** accident involving a board-owned vehicle.
2. Accidents involving vehicles contracted by or rented/leased to a district board of education.

An accident is defined as **any incident** resulting from collision, fire, flood or any other event which results in injury, death or property damage. Property damage is assumed in ALL incidents, regardless if damage is visible at time of impact.

In the event a rented/leased vehicle is involved in any incident, the lessee is required to:

- Contact Corinne Steinmetz, Business Administrator of HCESC via phone (908) 439-4280 X4501 immediately following the incident. If the incident takes place after normal business hours, a voicemail message must be left. An email ([csteinmetz@hcesc.com](mailto:csteinmetz@hcesc.com)) shall be sent in addition to the voicemail.
- Provide an incident report written by the driver of the rented/leased vehicle to HCESC via fax (908-439-2270) or email ([csteinmetz@hcesc.com](mailto:csteinmetz@hcesc.com)) within 24 hours of the occurrence.
- Provide a copy of the police report documenting the incident within 24 hours of the issuance of such report to HCESC via fax (908-439-2270) or email ([csteinmetz@hcesc.com](mailto:csteinmetz@hcesc.com)).
- Make contact with their (the lessee's) insurance agent/carrier to report the incident, providing written documentation of this action to HCESC within 24 hours of the incident.
- Failure to follow any or all of these procedures can result in:
  - o Termination of the rental/lease agreement
  - o Reclamation of rented/leased vehicles at the expense of the lessee
  - o Recoupment of costs from lessee by HCESC for damages incurred as a result of the incident.

**Towing/Breakdown Responsibility In-State and Out-of-State**

In-State: Lessee is responsible for towing. After investigation, HCESC will reimburse the district in part or full if we (HCESC Administration) determine fault to be partially or fully attributed to HCESC.

Out-of-State: Lessee is one-hundred percent (100%) responsible for towing, for any reason.

**Repairs/Maintenance/State Inspections/Storage of Vehicle/Motor Vehicle Violations**

Unless agreed upon Scott Cahill of HCESC West Orange, all repairs, maintenance, and state inspections will be performed by HCESC. Lessee is responsible for transporting the buses for repairs, quarterly services, maintenance, or state inspections to 47 Standish Avenue, West Orange, NJ. Vehicle(s) must be stored by Lessee in a safe, secure, and insured location, with any vandalism or damage being the sole financial responsibility of the Lessee. Any parking violation, moving violation, EZ Pass or other toll violation, or traffic signal camera violation are the sole financial responsibility of the Lessee.

**Condition of Rental Bus(es) Prior to, and following rental period**

HCESC staff must be present at time of pickup and return of any rental vehicle to review pre-rental and post-rental condition. Documentation and damage chart will be provided by HCESC, and must be signed off upon by renter's designee pre-rental and post-rental. Failure to present damages incurred during rental, or failure to review vehicle condition at time of return will result in full financial responsibility of Lessee to HCESC for repairs, or loss of value.

The Lessee shall indemnify and hold harmless the HCESC, its board members, agents, servants, officers and employees from any and all claims, liability, damages and/or expenses, including, but not limited to reasonable attorneys' fees and costs of suit, arising out of, resulting from, in connection with and/or related to the service set forth herein, if said claims, liability, damages and/or expenses are caused by any error, omission, negligent or intentional act of the Lessee, agents, servants, officers and/or employees.

**LEASE/RENT TO: West Orange Board of Education**

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION**

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**The Public Schools  
West Orange, New Jersey 07052**

**BID SUMMARY AND CONTRACT AWARD RECOMENDATION**

On authorization of the Business Administrator formal bids were solicited for Waste Removal Services for the 2014 -2017 school years. This solicitation was made by advertised Public Notice appearing in the Star Ledger on August 25, 2014.

Bids were sent to the following vendors:

Ron Stamato  
Pinto Brothers Disposal  
Integrity Recycling & Waste Solutions  
Interstate Waste

Sealed bids were opened and read on Friday, September 12, 2014 at 11:00AM at the Administration Building Room 203.

Those in attendance were:

<u>Name</u>	<u>Firm</u>
Ralph Goodwin	WOBOE
Frank Rizzo	Interstate Waste

Proposals were received on each item and extended on the basis of quantities provided as follows from the following firms:

Interstate Waste Services      \$121,866.98 (3 year contract)

Recommend award of a contract for Waste Removal to Interstate Waste Services, Jersey City, NJ for \$121,866.98 each year from November 1, 2014 through October 31, 2017 with a renewal option for one (1) additional year.

**The Public Schools  
West Orange, New Jersey 07052**

**BID SUMMARY AND CONTRACT AWARD RECOMENDATION**

On authorization of the Business Administrator formal bids were solicited for installation of fire doors at the West Orange High School. This solicitation was made by advertised Public Notice appearing in the Star Ledger on August 25, 2014.

Bids were sent to the following vendors:

RD Sales	Shauger Group	Northeast Interior Services
CD News	C&M Door Controls	Rid-Spot General Contractors

Sealed bids were opened and read on Wednesday, October 29, 2014 at 10:00AM at the Administration Building Room 103.

Those in attendance were:

<u>Name</u>	<u>Firm</u>
John Calavano	WOBOE
Robert Csigi	WOBOE
Kathy McCormick	WOBOE
Blago Pecavouvsic	Northeast Interiors

Proposals were received on each item and extended on the basis of quantities provided as follows from the following firms:

Northeast Interiors Services	\$22,360.00 (base bid)	Alternatives \$12,400.00
C&M Door Control	\$24,300.00 (base bid)	Alternatives \$10,800.00
Mackenzie Group	\$32,567.00 (base bid)	Alternatives \$14,131.00

Recommend award of a contract for the installation of fire doors at the West Orange High School to Northeast Interior Services, Paterson, NJ for a total of \$34,760 (\$22,360.00 (base bid), Alternatives \$12,400.00).

THE PUBLIC SCHOOLS						
WEST ORANGE, NEW JERSEY						
BID RECORD						
Bid High School Fire Doors # 10-14						
Bid Opening 10/29/2014 10:00AM						
Contractor	C-M Door Control	Mackenzie Group	Northwestern Interior			
Base Bid	\$ 24,300.00	\$ 32,567.00	\$ 22,360.00			
Alternate A	\$ 12,700.00	\$ 19,045.00	\$ 9,960.00			
Alternate B	\$ 5,800.00	\$ 6,761.00	\$ 6,200.00			
Alternate C	\$ 5,800.00	\$ 6,761.00	\$ 6,200.00			
Alternate D	\$ 5,400.00	\$ 6,787.00	\$ 6,200.00			
Alternate E	\$ 5,400.00	\$ 7,344.00	\$ 6,200.00			
Bid Bond	✓	✓	✓			
Consent of Surety	✓	✓	✓			
Liability Statement	✓	✓	✓			
Disclosure of Political Contributions	✓	✓	✓			
Non-Collusion Affidavit	✓	✓	✓			
Stockholders Disclosure Statement	✓	✓	✓			
Prequalification Affidavit	✓	✓	✓			
Plan & Equipment Questionnaire						
Sworn Contract Certification	✓	✓	✓			
Mandatory Equal Opportunity Language						
Asbestos Acknowledgement Form						



## Hunterdon County Educational Services Commission

Administration Office

51 Sawmill Road

Lebanon, New Jersey 08833

Phone: 908-439-4280 Fax: 908-439-2270

Marie Kisch, Superintendent x4500

Corinne Steinmetz, SBA/Board Secretary x4501

Doreen Pirozzi, Purchasing Manager x1513

### COOPERATIVE PRICING AGREEMENT

*This agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ , by and between the Board of Directors of Hunterdon County Educational Services Commission, referred to as the "Lead Agency" and various governing boards, authorities, commissions and other governmental contracting units within the county of Hunterdon and nearby counties.*

*WITNESSETH*

*WHEREAS, this agency is conducting a voluntary Cooperative Pricing System with Boards of Education, municipalities, and other types of public bodies located in the County of Hunterdon and other nearby counties, utilizing administrative purchasing services and facilities of Hunterdon County Educational Services Commission of Hunterdon County; and this Cooperative Pricing Agreement is to effect substantial economies in the purchase of work, materials and supplies; and*

*WHEREAS, all the parties hereto have approved the within Agreement by Ordinance or Resolution as appropriate, in accordance with the aforesaid statute; and*

*WHEREAS, it is the desire of all parties to enter into such Agreement for said purposes;*

*NOW, THEREFORE, in consideration of the premises and of the covenants, terms and conditions hereinafter set forth, it is mutually agreed as follows:*

- 1) *The work, materials or supplies to be priced cooperatively may include fuels, office supplies, paper products, instructional materials and equipment, vehicles, modulars and such other items and services as two or more participating contracting units in the system agree can be purchased on a cooperative basis.*

*The items and classes of items which may be designated by the participating contracting units hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.*

- 2) *The Lead Agency, on behalf of all participating contracting units, at the beginning of participation in the Cooperative Pricing System, and during each January thereafter, shall publish a legal ad in such format as required by the State Division of Local Government Services in a newspaper normally used for such purpose by it to include such information as:*



- a. *The name of the participating contracting unit, and*
  - b. *The name of the Lead Agency soliciting competitive bids or informal quotations, and*
  - c. *The address and telephone number of Lead Agency, and*
  - d. *The State Identification Code for the Cooperative Pricing System, and*
  - e. *The expiration date of the Cooperative Pricing Agreement.*
- 3) *Each of the participating contracting units shall designate, in writing, to the Lead Agency, the items to be purchased and indicate therein the approximate quantities desired, the location for delivery and other requirements, to permit the preparation and filing of specifications as provided by law.*
- 4) *The specifications shall be prepared and approved by the Lead Agency and filed as required by law, and no changes shall thereafter be made except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.*
- 5) *A single advertisement for bids or the solicitation of informal quotations for the work, materials or supplies to be purchased shall be presented on behalf of all of the participating contracting units desiring to purchase any item by the Lead Agency in the Cooperative Pricing System.*
- 6) *The Lead Agency that advertises for bids or the solicitation of informal quotations shall receive bids or quotations on behalf of all participating contracting units. Following the receipt of bids, the Lead Agency shall review said bids and on behalf of all participating contracting units, either reject all bids, make a total award or make an award to the lowest responsible bidder or bidders for each separate item. This award shall result in the Lead Agency entering into a master contract with the successful bidder(s) providing for two categories of purchases:*
- a. *The quantities ordered for the Lead Agency's own needs, and*
  - b. *The estimated aggregate quantities to be ordered by other participating contracting units by separate contract, subject to the specifications and prices set forth in the Lead Agency's overall (master) contract.*

*The Lead Agency shall enter into a formal written contract(s) when required by law, directly with the successful bidder(s) only after it has certified the funds available only for its own needs ordered.*

*Each participating contracting unit shall also certify the funds available only for its own needs ordered; enter into a formal written contract, when required by law, directly with the successful bidder(s); issue purchase orders in its own name directly to successful bidder(s) against said contract; accept its own deliveries; be invoiced by and receive statements from the successful bidder(s), and be responsible for any tax liability. No participating contracting unit in the Cooperative Pricing System shall be responsible for payment for any items ordered or for performance generally, by any other participating contracting unit. Each participating contracting unit shall accordingly be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.*

*The provisions of this paragraph shall be quoted or referred to and sufficiently described in all advertisements for bids by the Lead Agency so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting units.*

- 7) *Nothing in this Agreement shall prevent any participating contracting unit from awarding contracts of purchase, with or without advertising, individually and on its own behalf, provided, however, that invitations for such individual bids shall not be advertised, nor shall bids be received individually, during the period in which the Lead Agency is advertising for and receiving bids for the same items or commodities, except in the case of emergency or hardship.*
- 8) *The Lead Agency reserves the right to exclude any item or commodity from within said system if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or not workable.*
- 9) *The Lead Agency shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement. It is agreed that each participating contracting unit shall pay the Lead Agency for the preparation of orders, if elected, up to but not exceeding 6% of net purchases. A small fee is charged for the fuel bids. Said costs will be determined by the Board of Directors of the Hunterdon County Educational Services Commission and will be commensurate with expenses incurred in the Cooperative Pricing Program. This amount shall be paid forty-five (45) days from the receipt of billing from the Lead Agency.*
- 10) *This agreement shall become effective upon approval of the Director of the Division of Local Government Services and shall continue in effect until any party to this Agreement shall give written notice of its intention to terminate its participation.*
- 11) *All records or documents maintained or utilized pursuant to terms of this Agreement shall be identified by the code number assigned by the Director, Division of Local Government Services and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.*
- 12) *Additional local contracting units may from time to time, execute this Agreement by means of a Rider annexed hereto, which addition shall not invalidate this agreement with respect to other signatories. The Lead Agency is authorized to execute the Rider on behalf of the members of the System.*
- 13) *This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.*

*IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed.*

**GOVERNING BOARD / BOARD OF EDUCATION**

**DISTRICT/MUNICIPALITY \_\_\_\_\_**

ATTEST: \_\_\_\_\_  
*Secretary to the Board*

BY: \_\_\_\_\_  
*Board President*

DATE: \_\_\_\_\_

---

**LEAD AGENCY**  
**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION**

ATTEST: \_\_\_\_\_  
*Secretary to the Board*

BY: \_\_\_\_\_  
*Board President*

DATE: \_\_\_\_\_

**HUNTERDON COUNTY ESC  
COOPERATIVE PURCHASING  
CONTACT INFORMATION SURVEY  
2014 – 2015**

**Name of School District or Municipality Address:**

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**1<sup>st</sup> Point Contact Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Tele. w/ ext. #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**Technology Contact Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

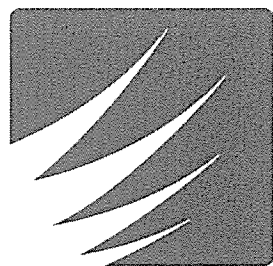
**Tele. w/ ext. #:** \_\_\_\_\_

Roxanne Wolf, Administrative Assistant [rwolf@hcesc.com](mailto:rwolf@hcesc.com)  
ESC Cooperative Purchasing  
(908) 439-4280  
Fax: (908) 439-2270

**Please return via email or fax**  
***THANK YOU!***

**#34-HUNCCP**

**Proposal to Conduct  
Continuing Disclosure Survey  
and Serve as  
Continuing Disclosure Agent**



**PHOENIX  
ADVISORS, LLC**



October 17, 2014

Mr. John Calavano, Business Administrator  
West Orange Board of Education  
179 Eagle Rock Avenue  
West Orange, NJ 07052

Dear Mr. Calavano:

As you are aware, the heightened focus in continuing disclosure brought about by the SEC's Municipalities Continuing Disclosure Cooperation ("MCDC") Initiative has made the review of past statements of compliance relevant and necessary. Reviewing your Board's compliance, and then keeping your Board in compliance with its Continuing Disclosure Requirements, is vitally important. Phoenix Advisors, LLC, will assist the Board to do this.

The need to file continuing disclosure became a necessity following the promulgation of SEC Rule 15c:2-12 in 1997. Your Board is obligated to file, every year, certain financial and statistical information within prescribed timeframes, as well as notices of "material events" affecting the Board. Timely filing is a crucial prerequisite to access the bond and note markets to finance important capital projects and maintain the trust of investors.

As to the MCDC Initiative (see Section II herein) Phoenix Advisors will examine each relevant Continuing Disclosure Agreement ("CDA") and will cross-check the obligation against the language in the associated Official Statement for the applicable "look back" period. We will enumerate any instance of omission to disclose non-compliance and provide a certification that, to our knowledge and belief, based upon reasonable review and examination, such enumeration is true and correct in all material respects. Phoenix Advisors also will file with the MSRB's Electronic Municipal Market Access ("EMMA") data port any notices or documents, as may be required, to have your Board in all material respects compliant with its CDA's, if requested by the Board. Phoenix will also prepare the SEC's "self-reporting" form(s) for you, if requested (see Exhibit A).

I have attached background information on Phoenix Advisors and the MCDC Initiative with our Scope of Services for your review and acceptance.

If you have any questions, please do not hesitate to contact me at any time.

Sincerely,

A handwritten signature in cursive script, appearing to read "D. Thompson".

David B. Thompson  
Chief Executive Officer



## Table of Contents

Section I	Importance of Continuing Disclosure
Section II	SEC's MCDC Initiative
Section III	Scope of Services – Continuing Disclosure Agent
Section IV	Proposed Compensation
Section V	Continuing Disclosure Experience of Phoenix Advisors, LLC
Exhibit 1	Questionnaire for Self-Reporting



## **Section I**

# **Importance of Continuing Disclosure**





## Continuing Disclosure

### BACKGROUND

For over a decade, issuers of debt have had to contractually agree to file, on a timely basis and continuing basis with a National Repository, financial and statistical information and notice of “material events”. These contracts, Continuing Disclosure Agreements (“CDA’s”) were and are necessary in order to allow underwriters to buy, sell and trade the issuers’ debt. The Securities & Exchange Commission (“SEC”) and the Municipal Securities Rulemaking Board (“MSRB”) do not regulate municipal bond issuers and cannot force secondary market disclosure. They do, however, regulate the broker-dealers that purchase and sell your debt. The SEC’s Rule 15c:2-12 (the “Rule”) requires the broker-dealers to ascertain that issuers have contractually agreed to disclose through a public filing on a continuing basis. The broker-dealers also have to determine that the issuers have in fact complied with their existing CDA’s. **Underwriters must be able to demonstrate to the MSRB Regulators that an issuer has agreed to provide continuing disclosure, and is in compliance with all prior such Agreements before they can buy, sell or trade an issuer’s bonds or notes.** *Not agreeing to provide secondary market disclosure, or not providing it in a timely manner as you have agreed in a CDA, will have a very negative effect on your next sale of bonds or notes.*

### THE OBLIGATION

Continuing disclosure compliance is, in reality, an obligation of both the issuer and the broker-dealer. There are serious regulatory consequences and liability involved for the broker-dealer. Broker-dealers, under the Rule, should not purchase or sell bonds or notes unless they have determined that an issuer has made proper arrangements to provide, and, importantly, has in fact provided required information either directly, or indirectly through a designated agent (such as Phoenix Advisors, LLC), to the appropriate repository.

Issuers have routinely entered into a Continuing Disclosure Agreement when bonds (or notes) were issued. The Agreement establishes a solemn obligation on the issuer. It must annually provide information within certain timeframes via a filing with the appropriate repository established by the MSRB. The information to be filed, as enumerated by the Regulators, includes:

- A. Annual financial information;
- B. Audited financial statements;
- C. In a timely manner (within 10 business days after the occurrence), notice of any of the following events, if material:
  - a. Principal and interest payment delinquencies;
  - b. Non-payment related defaults;



- c.     Unscheduled draws on debt service reserves reflecting financial difficulties;
- d.     Unscheduled draws on credit enhancements reflecting financial difficulties;
- e.     Substitution of credit or liquidity providers, or their failure to perform;
- f.     Adverse tax opinions or events affecting the tax-exempt status of the security;
- g.     Modifications to rights of security holders;
- h.     Bond calls;
- i.     Defeasances;
- j.     Release, substitution, or sale of property securing repayment of the securities;
- k.     Rating changes;
- l.     Tender offers;
- m.     Bankruptcy, insolvency, receivership or similar event;
- n.     Merger, consolidation, or acquisition of the obligated person;
- o.     Appointment of a successor or additional trustee, or the change of name of trustee; and
- p.     Notice of a failure to provide required annual financial information, on or before the date specified in the written agreement or contract.

#### **IMPORTANCE OF COMPLIANCE**

Continuing disclosure provides the marketplace financial information concerning the operating condition of an issuer over time, as well as specific events occurring after issuance, that can have an impact (i) on the ability of the issuer to repay the debt and (ii) the value of the bond, if it is bought or sold prior to its maturity. This information is vital to sound decision making on the part of underwriters and investors. But, even more important, a failure on the part of the issuer to comply with their Continuing Disclosure Agreement will constrict or shut out the issuer's ability to access the capital markets, i.e., they will not get bids on their bonds or notes.

Timely filing of Continuing Disclosure has become crucial since the credit crisis of 2008, collapse of bond insurers and heightened emphasis on credit quality. Because



administrators and finance officers are highly focused on the important day-to-day responsibilities of running their towns or school districts, it is extremely difficult to keep abreast of and satisfy their continuing disclosure obligation within the mandated “timely” constraints – as short as ten (10) business days.



### THE SOLUTION

Maintaining your access to the capital markets and “keeping you in compliance” is crucial, that is why Phoenix Advisors is proud to provide its Continuing Disclosure Service that helps you meet your secondary market disclosure requirements.

It is likely that your current “dissemination agent”, if one has been designated, files continuing disclosure information only after you have provided it. **These arrangements put the entire responsibility on you, the issuer.** But, Phoenix Advisors does it differently. We are proactive in alerting you to a need for a scheduled filing and we coordinate the required submissions. Phoenix Advisors constantly monitors the market and regulations concerning disclosure and the need for Material Events Notice filings. We are attentive to requisite annual filings and even arrange voluntary submissions that will enhance your standing with current and potential investors.

As “Continuing Disclosure Agent”, Phoenix Advisors does the following:

- ✓ Codify issues subject to continuing disclosure;
- ✓ Provide reminders to you of upcoming deadlines;
- ✓ Compile and file statistical data and other information in an Annual Report that is required to meet your obligation (we coordinate this with your Auditor, as appropriate);
- ✓ Timely file financial and statistical data with the MSRB;
- ✓ Coordinate the filing of “voluntary” submissions;
- ✓ Monitor the need for Material Event Notices and timely file Material Event information; and
- ✓ Annually provide a comprehensive report to demonstrate your continuing compliance.



## Section II

### SEC's MCDC Initiative



## SEC's MCDC Initiative

To satisfy an issuer's obligations pursuant to the Municipal Continuing Disclosure Cooperation Initiative (the "MCDC Initiative"), Phoenix Advisors, LLC will undertake the following steps:

- i. Review prior official statements to confirm the requirements of the continuing disclosure certificates, set forth within, to determine issuer obligations for secondary market disclosure compliance;
- ii. Review whether such obligations were met with regard to the general content of information provided, compliance deadlines and disclosure depositories;
- iii. Review prior official statements to determine whether statements made, at the time, as to status of secondary market disclosure compliance, were, in fact, accurate in light of the filings made;
- iv. File required missing documents such as audits, budgets, annual reports and any material event notices, if requested; and
- v. Prepare for your signature and submission the SEC Questionnaire for Self-Reporting if needed.



## **Section III**

### **Scope of Services**



## Scope of Services Continuing Disclosure Agent

### 1) CODIFY ISSUES SUBJECT TO CONTINUING DISCLOSURE

Obtain and research each outstanding bond issue's Continuing Disclosure Agreement ("CDA") to determine the specific requirements of every issue. Many issuers are subject to more than one CDA and they often have different requirements. Older ones are typically the most burdensome. Our compliance methodology meets those requirements.

### 2) PROVIDE REMINDERS TO YOU OF UPCOMING DEADLINES

Typically a dissemination agent waits for you, the issuer, to provide items to be filed. This puts the entire burden on you. They only file for the specific issues on which they are appointed – and then only after you provide the information to them. Phoenix Advisors takes a more helpful proactive approach to our client service. We regularly remind our clients' weeks in advance of filing deadlines and also follow up on those reminders. We understand that clients have a lot on their plate and a variety of deadlines is difficult to monitor. We do it for you.

### 3) COMPILATION OF STATISTICAL DATA TO MEET YOUR OBLIGATION

In addition to the filing of your Audited Financial information CDA's also require filing of what Regulators call an "Annual Report". This Annual Report contains information generally consistent with statistical data found in an issuer's original Official Statement distributed when the bonds were issued. Phoenix Advisors coordinates the gathering and assembly of this data, working with your Auditor, as appropriate.

### 4) TIMELY FILING OF FINANCIAL AND STATISTICAL DATA WITH THE MSRB

Our proprietary computer based compliance tickler system provides an important safeguard for the timely filing of your continuing disclosure information. You are provided with electronic "proof of filing receipts" for each and every required and voluntary (see next item) filing.

### 5) COORDINATE AND SUBMIT OPTIONAL "VOLUNTARY" SUBMISSIONS

Phoenix Advisors' service goes an important step further than others. The marketplace is hungry for information about you. The more you provide, the more professional you are viewed by market participants. This makes them more willing to buy your debt and that means better interest rates. We coordinate with you to obtain and file, on your behalf, additional and meaningful information including budgets; debt statements and unaudited financials. On occasion, your audits may not be completed by the





stipulated date, but the filing of “unaudited financials” may keep you in compliance with your CDA until the audit is finalized.

**6) MONITORING NEED FOR MATERIAL EVENT NOTICES AND THE TIMELY FILING OF MATERIAL EVENT INFORMATION**

There is a significant list of things that the Regulators deem to be “Material Events” which, if they occur, require a Notice to be filed within 10 business days of the event. Some of these are not at all obvious to one who is not constantly involved in the marketplace. Phoenix Advisors carefully monitors the market for events that affect you and coordinates filing the required Material Event Notice.

**7) PROVIDE A COMPREHENSIVE REPORT EACH FISCAL YEAR TO DEMONSTRATE YOUR CONTINUING COMPLIANCE**

We know the importance of proof, and of well-organized files. Phoenix Advisors prepares a bound Report containing documented proof of each filing done on your behalf and a copy of the Annual Report mentioned in item #3 above. This is useful during your annual audit as well as when you next issue bonds or notes.



## Section IV

### Proposed Compensation



## Compensation

Our compensation for the MCDC Initiative and Continuing Disclosure Agent Services is as follows:

### **Continuing Disclosure Compliance Service consistent with requirements of MCDC Initiative:**

- a) **Review and research the Issuer's Continuing Disclosure Compliance, provide the Issuer with a report of findings, file all required documents to place the Issuer in compliance, if requested, and prepare the SEC's "self-reporting" form(s) for you, if requested:**

\$1,200 – All inclusive fee (for up to three researched issues), plus \$150 for each additional issue

### **Continuing Disclosure Agent – Ongoing:**

- a) **File required documents each year for bond or notes are outstanding:**  
\$650 – All inclusive fee (for up to three outstanding issues), plus \$100 for each additional issue (see Scope of Services – Continuing Disclosure Agent)



## **Section V**

### **Continuing Disclosure Experience of Phoenix Advisors, LLC**

## Phoenix Advisors Continuing Disclosure Clients

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**Absecon City School District**

Atlantic County, NJ

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**Atlantic City School District**

Atlantic County, NJ

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**Barrington Borough School District**

Camden County, NJ

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**Berkeley Township**

Ocean County, NJ

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**Boonton Town**

Morris County, NJ

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**Burlington City School District**

Burlington County, NJ

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**Butler Borough School District**

Morris County, NJ

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**Chester School District**

Morris County, NJ

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**City of Bristol**

Hartford County, CT

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**Clearview Regional School District**

Gloucester County, NJ

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**Clinton-Glen Gardener School District**

Hunterdon County, NJ

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**Delaware Valley Regional School District**

Hunterdon County, NJ

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**Denville Township School District**

Morris County, NJ

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**Dunellen Borough School District**

Middlesex County, NJ

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**East Windsor Regional School District**

Mercer County, NJ

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**Eastern Camden County Regional School District**

Camden County, NJ

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**Ewing Township School District**

Mercer County, NJ

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**Flemington-Raritan Regional School District**

Hunterdon County, NJ

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**Folsom Borough School District**

Atlantic County, NJ

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**Andover Regional School District**

Sussex County, NJ

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**Barneget Township School District**

Ocean County, NJ

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**Beachwood Borough**

Ocean County, NJ

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**Bernards Township School District**

Somerset County, NJ

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**Bordentown Township**

Burlington County, NJ

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**Burlington Township School District**

Burlington County, NJ

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**Cherry Hill Township School District**

Camden County, NJ

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**Cinnaminson Township School District**

Burlington County, NJ

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**Clayton Borough School District**

Gloucester County, NJ

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**Clementon Borough School District**

Camden County, NJ

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**Collingswood Borough**

Camden County, NJ

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**Delran Township School District**

Burlington County, NJ

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**Dover Town School District**

Morris County, NJ

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**East Greenwich Township School District**

Gloucester County, NJ

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**Eastampton Township School District**

Burlington County, NJ

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**Ewing Township**

Mercer County, NJ

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**Fair Lawn Borough School District**

Bergen County, NJ

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**Florence Township School District**

Burlington County, NJ

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**Franklin Township School District**

Hunterdon County, NJ

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# Phoenix Advisors Continuing Disclosure Clients

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**Gateway Regional School District**

Gloucester County, NJ

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**Great Meadows Regional School District**

Warren County, NJ

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**Haddon Heights Borough**

Camden County, NJ

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**Haddonfield Borough School District**

Camden County, NJ

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**Harrison Township**

Gloucester County, NJ

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**Hopewell Borough**

Mercer County, NJ

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**Jackson Township School District**

Ocean County, NJ

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**Jefferson Township School District**

Morris County, NJ

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**Kingsway Regional School District**

Gloucester County, NJ

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**Little Egg Harbor Township**

Ocean County, NJ

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**Long Beach Township**

Ocean County, NJ

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**Lower Cape May Regional School District**

Cape May County, NJ

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**Mahwah Township School District**

Bergen County, NJ

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**Manchester Township School District**

Ocean County, NJ

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**Mansfield Township School District**

Warren County, NJ

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**Marlboro Township School District**

Monmouth County, NJ

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**Middlesex Borough**

Middlesex County, NJ

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**Millstone Township School District**

Monmouth County, NJ

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**Mount Holly Township**

Burlington County, NJ

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**Gloucester County**

Gloucester County, NJ

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**Greenwich Township School District**

Warren County, NJ

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**Haddon Heights Borough School District**

Camden County, NJ

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**Hamilton Township**

Mercer County, NJ

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**Highland Park Borough**

Middlesex County, NJ

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**Hopewell Valley Regional School District**

Mercer County, NJ

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**Jamesburg Borough School District**

Middlesex County, NJ

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**Keyport Borough School District**

Monmouth County, NJ

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**Leonia Borough School District**

Bergen County, NJ

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**Livingston Township School District**

Essex County, NJ

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**Long Hill Township School District**

Morris County, NJ

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**Lumberton Township**

Burlington County, NJ

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**Manasquan Borough School District**

Monmouth County, NJ

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**Mansfield Township**

Burlington County, NJ

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**Maple Shade Township School District**

Burlington County, NJ

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**Metuchen Borough School District**

Middlesex County, NJ

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**Middlesex County**

Middlesex County, NJ

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**Montgomery Township School District**

Somerset County, NJ

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**Mount Holly Township School District**

Burlington County, NJ

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# Phoenix Advisors Continuing Disclosure Clients

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**Mount Laurel Township School District**

Burlington County, NJ

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**New Brunswick City**

Middlesex County, NJ

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**Northern Burlington County Regional School District**

Burlington County, NJ

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**Palmyra Borough School District**

Burlington County, NJ

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**Paulsboro Borough School District**

Gloucester County, NJ

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**Piscataway Township School District**

Middlesex County, NJ

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**Point Pleasant Borough School District**

Ocean County, NJ

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**Princeton Regional School District**

Mercer County, NJ

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**Readington Township**

Hunterdon County, NJ

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**Robbinsville Township**

Mercer County, NJ

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**Roxbury Township School District**

Morris County, NJ

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**Scotch Plains-Fanwood**

Union County, NJ

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**Somerset Hills Regional School District**

Somerset County, NJ

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**South Hunterdon Regional School District**

Hunterdon County, NJ

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**South Orange-Maplewood School District**

Essex County, NJ

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**Spring Lakes Heights Borough School District**

Monmouth County, NJ

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**Stony Brook Regional Sewerage Authority**

Mercer County, NJ

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**Tabernacle Township School District**

Burlington County, NJ

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**Toms River Regional School District**

Ocean County, NJ

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**Mount Olive Township School District**

Morris County, NJ

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**North Plainfield Borough School District**

Somerset County, NJ

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**Northern Highlands Regional High School District**

Bergen County, NJ

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**Parsippany-Troy Hills Township School District**

Morris County, NJ

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**Perth Amboy City School District**

Middlesex County, NJ

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**Point Pleasant Beach Borough**

Ocean County, NJ

---

**Princeton Borough**

Mercer County, NJ

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**Princeton Township**

Mercer County, NJ

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**Readington Township School District**

Hunterdon County, NJ

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**Rochelle Park Township School District**

Bergen County, NJ

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**Sayreville Borough School District**

Middlesex County, NJ

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**Seaside Heights Borough**

Ocean County, NJ

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**South Brunswick Township**

Middlesex County, NJ

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**South Orange Village Township**

Essex County, NJ

---

**Spotswood Borough School District**

Middlesex County, NJ

---

**Stanhope Borough School District**

Sussex County, NJ

---

**Stratford Borough School District**

Camden County, NJ

---

**Tenafly Borough School District**

Bergen County, NJ

---

**Town of Cheshire**

New Haven County, CT

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## Phoenix Advisors Continuing Disclosure Clients

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**Town of Chester**

Middlesex County, CT

---

**Town of Orange**

New Haven County, CT

---

**Union Township School District**

Union County, NJ

---

**Ventnor City**

Atlantic County, NJ

---

**Washington Township School District**

Gloucester County, NJ

---

**West Windsor Township**

Mercer County, NJ

---

**Woodbridge Township School District**

Middlesex County, NJ

---

**Wyckoff Township School District**

Bergen County, NJ

---

**Town of Easton**

Fairfield County, CT

---

**Tuckerton Borough**

Ocean County, NJ

---

**Upper Freehold Regional School District**

Monmouth County, NJ

---

**Warren Hills Regional School District Schools**

Warren County, NJ

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**Wenonah Borough School District**

Gloucester County, NJ

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**Westfield Town School District**

Union County, NJ

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**Woodbury City School District**

Gloucester County, NJ

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## **Exhibit A**

### **Questionnaire for Self-Reporting**



**U.S. SECURITIES AND EXCHANGE COMMISSION  
DIVISION OF ENFORCEMENT**

**MUNICIPALITIES CONTINUING DISCLOSURE COOPERATION INITIATIVE  
QUESTIONNAIRE FOR SELF-REPORTING ENTITIES**

NOTE: The information being requested in this Questionnaire is subject to the Commission's routine uses. A list of those uses is contained in SEC Form 1662, which also contains other important information.

1. Please provide the official name of the entity that is self-reporting ("Self-Reporting Entity") pursuant to the MCDC Initiative along with contact information for the Self-Reporting Entity:

Individual Contact Name:  
Individual Contact Title:  
Individual Contact telephone:  
Individual Contact Fax number:  
Individual Contact email address:

Full Legal Name of Self-Reporting Entity:  
Mailing Address (number and street):  
Mailing Address (city):  
Mailing Address (state): Select a state...  
Mailing Address (zip):

2. Please identify the municipal bond offering(s) (including name of Issuer and/or Obligor, date of offering and CUSIP number) with Official Statements that may contain a materially inaccurate certification on compliance regarding prior continuing disclosure obligations (for each additional offering, attach an additional sheet or separate schedule):

State: Select a state...  
Full Name of Issuing Entity:  
Full Legal Name of Obligor (if any):  
Full Name of Security Issue:  
Initial Principal Amount of Bond Issuance:  
Date of Offering:  
Date of final Official Statement (format MMDDYYYY):  
Nine Character CUSIP number of last maturity:

3. Please describe the role of the Self-Reporting Entity in connection with the municipal bond offerings identified in Item 2 above (select Issuer, Obligor or Underwriter):

- Issuer
- Obligor
- Underwriter

4. Please identify the lead underwriter, municipal advisor, bond counsel, underwriter's counsel and disclosure counsel, if any, and the primary contact person at each entity, for each offering identified in Item 2 above (attach additional sheets if necessary):

Senior Managing Underwriting Firm:

Primary Individual Contact at Underwriter:

Financial Advisor:

Primary Individual Contact at Financial Advisor:

Bond Counsel Firm:

Primary Individual Contact at Bond Counsel:

Law Firm Serving as Underwriter's Counsel:

Primary Individual Contact at Underwriter's Counsel:

Law Firm Serving as Disclosure Counsel:

Primary Individual Contact at Disclosure Counsel:

5. Please include any facts that the Self-Reporting Entity would like to provide to assist the staff of the Division of Enforcement in understanding the circumstances that may have led to the potentially inaccurate statements (attach additional sheets if necessary):

On behalf of [Name of Self-Reporting Entity]

I hereby certify that the Self-Reporting Entity intends to consent to the applicable settlement terms under the MCDC Initiative.

By: \_\_\_\_\_

Name of Duly Authorized Signer:

Title:

10/24 3:12pm

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
General Fund - Fund 10 (including subfunds 18 & 19)  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/2014

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		\$15,682,586.08
102-108	Cash and cash equivalents		\$491,799.66
116	Capital reserve Account		\$500,001.00
	Accounts receivable:		
132	Interfund	\$196,814.84	
141	Intergovernmental - State	\$918,992.58	
143	Intergovernmental - Other	\$3,907.39	
153,154	Other (net of est uncollectible of \$_____)	(\$2,045.00)	\$1,117,669.81
	Other Current Assets		\$669,099.96

--- R E S O U R C E S ---

301	Estimated Revenues	134,330,487.00	
302	Less Revenues	(\$21,081,465.80)	
			113,249,021.20
	Total assets and resources		131,710,177.71

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
General Fund - Fund 10 (including subfunds 18 & 19)  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/2014

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---

421	Accounts Payable	\$10,418,274.56
	Other current liabilities	\$995,313.59
TOTAL LIABILITIES		\$11,413,588.15

F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for Encumbrances - Current Year	103,654,116.93
754	Reserve for Encumbrance - Prior Year	\$328,363.19
Reserved fund balance:		
760	Reserved Fund Balance	\$500,001.00
601	Appropriations	137,437,406.96
602	Less : Expenditures	\$20,117,354.92
603	Encumbrances	103,982,480.12 (124,099,835.04)
		\$13,337,571.92
Total Appropriated		117,820,053.04
--- U n a p p r o p r i a t e d ---		
770	Unreserved Fund Balance -	\$4,718,453.52
303	Budgeted Fund Balance	(\$2,241,917.00)
TOTAL FUND BALANCE		120,296,589.56
TOTAL LIABILITIES AND FUND EQUITY		131,710,177.71

West Orange Board of Education  
 General Fund - Fund 10 (including subfunds 18 & 19)  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/2014

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	137,437,406.96	124,099,835.04	\$13,337,571.92
Revenues	(134,330,487.00)	(\$21,081,465.80)	(113,249,021.20)
	<u>\$3,106,919.96</u>	<u>103,018,369.24</u>	<u>(\$99,911,449.28)</u>
Less: Adjust for prior year encumb.	<u>(\$865,002.96)</u>	<u>(\$865,002.96)</u>	
Budgeted Fund Balance	<u>\$2,241,917.00</u>	<u>102,153,366.28</u>	<u>(\$99,911,449.28)</u>
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$2,241,917.00	102,153,366.28	(\$99,911,449.28)
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
Fund 19 (Restricted FEMA Block Grants)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	<u>\$2,241,917.00</u>	<u>102,153,366.28</u>	<u>(\$99,911,449.28)</u>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 2 Month Period Ending 08/31/2014

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	125,840,952.00	\$20,938,357.33		104,902,594.67
3XXX	From State Sources	\$8,339,535.00	.00		\$8,339,535.00
4XXX	From Federal Sources	\$150,000.00	\$143,108.47		\$6,891.53
TOTAL REVENUE/SOURCES OF FUNDS		134,330,487.00	\$21,081,465.80		113,249,021.20
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$43,402,979.64	\$1,704,644.51	\$40,572,232.77	\$1,126,102.36
11-2XX-100-XXX	Special Education - Instruction	\$13,114,199.96	\$549,018.45	\$12,511,834.68	\$53,346.83
11-230-100-XXX	Basic Skills - Remedial Instruction	\$2,760,300.73	\$35,001.70	\$2,710,891.67	\$14,407.36
11-240-100-XXX	Bilingual Education - Instruction	\$1,289,610.68	\$1,000.00	\$1,285,319.68	\$3,291.00
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$476,868.00	\$23,488.78	\$3,671.00	\$449,708.22
11-402-100-XXX	School-Spons. Athletics - Instruction	\$1,181,976.36	\$96,958.07	\$45,474.16	\$1,039,544.13
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	\$9,143,812.58	\$2,182,320.42	\$5,879,264.62	\$1,082,227.54
11-000-211-XXX	Attendance and Social Work Services	\$157,701.00	\$20,681.48	\$135,244.42	\$1,775.10
11-000-213-XXX	Health Services	\$1,329,002.94	\$135,486.22	\$1,098,565.45	\$94,951.27
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$1,623,281.00	\$35,237.50	\$0.00	\$1,588,043.50
11-000-217-XXX	Other Support Serv - Students Extra Srvc	\$1,655,821.00	\$58,816.17	\$1,592,372.20	\$4,632.63
11-000-218-XXX	Guidance	\$2,792,465.00	\$93,102.26	\$2,573,954.24	\$125,408.50
11-000-219-XXX	Child Study Teams	\$3,219,833.97	\$81,998.31	\$2,956,320.07	\$181,515.59
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$160,778.00	\$76,959.78	\$83,438.17	\$380.05
11-000-222-XXX	Educational Media Serv/School Library	\$1,289,678.77	\$53,211.14	\$1,179,447.19	\$57,020.44
11-000-223-XXX	Instructional Staff Training Services	\$103,178.50	\$50,872.26	\$12,163.50	\$40,142.74
11-000-230-XXX	Supp. Serv.-General Administration	\$1,837,588.88	\$631,538.01	\$746,801.90	\$459,248.97
11-000-240-XXX	Supp. Serv.-School Administration	\$7,207,874.94	\$971,518.42	\$5,876,724.25	\$359,632.27
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$1,556,386.87	\$366,089.39	\$1,104,399.92	\$85,897.56
11-000-261-XXX	Require Maint. for School Facilities	\$2,749,322.68	\$919,588.53	\$1,503,745.39	\$325,988.76
11-000-262-XXX	Custodial Services	\$7,743,574.05	\$1,684,989.19	\$5,369,384.13	\$689,200.73
11-000-263-XXX	Care and Upkeep of Grounds	\$372,045.00	\$740.00	\$365,914.86	\$5,390.14
11-000-266-XXX	Security	\$450,000.00	\$48,174.98	\$401,506.52	\$318.50
11-000-270-XXX	Student Transportation Services	\$7,944,972.11	\$1,767,248.03	\$5,571,423.02	\$606,301.06
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$21,023,361.86	\$6,761,691.27	\$9,439,739.32	\$4,821,931.27
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		134,586,614.52	\$18,350,374.87	103,019,833.13	\$13,216,406.52



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 West Orange Board of Education  
 GENERAL FUND - FUND 10 (including subfunds 18 and 19)  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 2 Month Period Ending 08/31/2014

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<b>*** CAPITAL OUTLAY ***</b>				
12-XXX-XXX-73X Equipment	\$641,614.00	\$351,661.00	\$219,987.41	\$69,965.59
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$2,004,929.44	\$1,324,379.05	\$635,052.58	\$45,497.81
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	<u>\$2,646,543.44</u>	<u>\$1,676,040.05</u>	<u>\$855,039.99</u>	<u>\$115,463.40</u>
10-000-100-56X Transfer of Funds to Charter Schools	\$199,249.00	\$90,850.00	\$107,607.00	\$792.00
TOTAL GENERAL FUND EXPENDITURES	<u>137,432,406.96</u>	<u>\$20,117,264.92</u>	<u>103,982,480.12</u>	<u>\$13,332,661.92</u>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
GENERAL FUND - FUND 10 (including subfunds 18 & 19)

SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED

For 2 Month Period Ending 08/31/2014

	ESTIMATED	ACTUAL	UNREALIZED	
	-----	-----	-----	
--- LOCAL SOURCES ---				
1210	Local Tax Levy	125,184,960.00	\$20,864,159.99	104,320,800.01
1320	Tuition from LEAs Within State	\$450,000.00	\$16,488.20	\$433,511.80
1340	Tuition from Other Sources		\$3,300.00	(\$3,300.00)
1910	Rents and Royalties		\$9,093.00	(\$9,093.00)
1XXX	Miscellaneous	\$205,992.00	\$45,316.14	\$160,675.86
	TOTAL	125,840,952.00	\$20,938,357.33	104,902,594.67
		=====	=====	=====
--- STATE SOURCES ---				
3121	Categorical Transportation Aid	\$438,150.00	.00	\$438,150.00
3131	Extraordinary Aid	\$1,389,008.00	.00	\$1,389,008.00
3132	Categorical Special Education Aid	\$4,191,194.00	.00	\$4,191,194.00
3176	Equalization	\$1,793,898.00	.00	\$1,793,898.00
3177	Categorical Security	\$386,465.00	.00	\$386,465.00
3178	Adjustment Aid	\$140,820.00	.00	\$140,820.00
	TOTAL	\$8,339,535.00	\$0.00	\$8,339,535.00
		=====	=====	=====
--- FEDERAL SOURCES ---				
4200	Medicaid Reimbursement	\$150,000.00	\$143,108.47	\$6,891.53
	TOTAL	\$150,000.00	\$143,108.47	\$6,891.53
		=====	=====	=====
--- OTHER FINANCING SOURCES ---				
	TOTAL REVENUES/SOURCES OF FUNDS	134,330,487.00	\$21,081,465.80	113,249,021.20
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$1,931,039.00	\$256.67	\$1,921,235.33	\$9,547.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$14,419,442.00	\$37,323.22	\$14,341,575.65	\$40,543.13
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$9,500,084.00	\$38,371.05	\$9,420,566.20	\$41,146.75
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$13,317,238.00	\$95,661.17	\$13,179,485.36	\$42,091.47
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$300,000.00	\$133,029.50	\$0.00	\$166,970.50
11-150-100-320 Purchased Prof.-Ed. Services	\$100,000.00	\$1,330.34	\$6,840.68	\$91,828.98
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$659,271.84	\$72,400.80	\$559,558.44	\$27,312.60
11-190-100-320 Purchased Prof.-Ed. Services	\$158,850.00	\$12,293.00	\$11,517.00	\$135,040.00
11-190-100-500 Other Purch. Serv. (400-500 series)	\$742,552.04	\$345,440.36	\$332,998.08	\$64,113.60
11-190-100-610 General Supplies	\$1,522,863.76	\$579,010.16	\$640,822.68	\$303,030.92
11-190-100-640 Textbooks	\$447,039.00	\$150,825.78	\$151,105.43	\$145,107.79
11-190-100-800 Other Objects	\$304,600.00	\$238,702.46	\$6,527.92	\$59,369.62
TOTAL	\$43,402,979.64	\$1,704,644.51	\$40,572,232.77	\$1,126,102.36
--- SPECIAL EDUCATION - INSTRUCTION ---				
Cognitive - Mild:				
11-201-100-101 Salaries of Teachers	\$692,240.00	\$36,960.00	\$650,137.00	\$5,143.00
11-201-100-106 Other Salaries for Instruction	\$568,537.00	\$28,988.00	\$535,433.00	\$4,116.00
11-201-100-610 General Supplies	\$4,394.75	\$2,822.92	\$1,375.76	\$196.07
11-201-100-640 Textbooks	\$1,070.00	\$899.96	.00	\$170.04
TOTAL	\$1,266,241.75	\$69,670.88	\$1,186,945.76	\$9,625.11
11-202-100-106 Other Salaries for Instruction	\$7.65	.00	\$7.65	.00
TOTAL	\$7.65	\$0.00	\$7.65	\$0.00
Learning and/or Language Disabilities:				
11-204-100-101 Salaries of Teachers	\$1,811,024.00	\$164,945.00	\$1,643,055.00	\$3,024.00
11-204-100-106 Other Salaries for Instruction	\$656,963.40	\$122,779.75	\$533,238.65	\$945.00
11-204-100-610 General Supplies	\$25,000.00	\$14,340.79	\$8,822.50	\$1,836.71
11-204-100-640 Textbooks	\$7,500.00	\$320.00	\$492.92	\$6,687.08
TOTAL	\$2,500,487.40	\$302,385.54	\$2,185,609.07	\$12,492.79
11-209-100-610 General supplies	\$3,000.00	.00	.00	\$3,000.00
11-209-100-640 Textbooks	\$850.00	.00	.00	\$850.00
TOTAL	\$3,850.00	\$0.00	\$0.00	\$3,850.00
11-212-100-106 Other Salaries for Instruction	\$206,951.00	.00	\$206,353.00	\$598.00
TOTAL	\$206,951.00	\$0.00	\$206,353.00	\$598.00
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$5,664,668.00	\$30,756.74	\$5,617,295.36	\$16,615.90
11-213-100-106 Other Salaries for Instruction	\$1,063,546.76	.00	\$1,063,508.09	\$38.67
11-213-100-610 General supplies	\$8,500.00	\$491.99	\$1,115.67	\$6,892.34

West Orange Board of Education  
 GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-213-100-640 Textbooks	\$3,000.00	\$381.24	\$2,089.10	\$529.66
TOTAL	\$6,739,714.76	\$31,629.97	\$6,684,008.22	\$24,076.57
Autisim:				
11-214-100-101 Salaries of Teachers	\$383,140.00	\$50,600.00	\$331,550.00	\$990.00
11-214-100-106 Other Salaries for Instruction	\$713,244.00	\$91,572.66	\$620,888.34	\$783.00
11-214-100-610 General Supplies	\$4,262.40	\$2,666.21	\$1,361.19	\$235.00
TOTAL	\$1,100,646.40	\$144,838.87	\$953,799.53	\$2,008.00
Preschool Disabilities - Full-Time:				
11-216-100-101 Salaries of Teachers	\$604,511.00	\$0.00	\$604,401.00	\$110.00
11-216-100-106 Other Salaries for Instruction	\$689,790.00	.00	\$689,668.61	\$121.39
11-216-100-600 General Supplies	\$2,000.00	\$493.19	\$1,041.84	\$464.97
TOTAL	\$1,296,301.00	\$493.19	\$1,295,111.45	\$696.36
TOTAL SPECIAL ED - INSTRUCTION				
	\$13,114,199.96	\$549,018.45	\$12,511,834.68	\$53,346.83
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$2,733,213.00	\$32,304.22	\$2,697,557.55	\$3,351.23
11-230-100-610 General Supplies	\$27,087.73	\$2,697.48	\$13,334.12	\$11,056.13
TOTAL	\$2,760,300.73	\$35,001.70	\$2,710,891.67	\$14,407.36
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$1,229,448.00	\$1,000.00	\$1,226,070.00	\$2,378.00
11-240-100-106 Other Salaries for Instruction	\$59,312.68	.00	\$59,249.68	\$63.00
11-240-100-610 General Supplies	\$850.00	.00	.00	\$850.00
TOTAL	\$1,289,610.68	\$1,000.00	\$1,285,319.68	\$3,291.00
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$393,268.00	\$12,947.00	\$2,118.00	\$378,203.00
11-401-100-800 Other Objects	\$83,600.00	\$10,541.78	\$1,553.00	\$71,505.22
TOTAL	\$476,868.00	\$23,488.78	\$3,671.00	\$449,708.22
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$816,109.00	\$29,680.50	\$25,423.00	\$761,005.50
11-402-100-500 Purchased Services (300-500 series)	\$172,600.00	.00	.00	\$172,600.00
11-402-100-600 Supplies and Materials	\$108,011.66	\$63,987.67	\$15,962.31	\$28,061.68
11-402-100-800 Other Objects	\$85,255.70	\$3,289.90	\$4,088.85	\$77,876.95
TOTAL	\$1,181,976.36	\$96,958.07	\$45,474.16	\$1,039,544.13
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	\$7,505.00	\$7,503.94	.00	\$1.06
11-000-100-562 Tuition to Other LEAs within State Special	\$1,296,639.80	\$264,859.28	\$1,000,417.29	\$31,363.23
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$129,612.17	\$21,724.80	\$64,725.45	\$43,161.92
11-000-100-564 Tuition to Co.Voc. School Dist.-spec.	\$61,200.00	\$5,007.20	\$53,259.80	\$2,933.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$174,245.00	\$2,116.00	\$29,800.00	\$142,329.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$7,376,775.61	\$1,877,054.20	\$4,731,062.08	\$768,659.33
11-000-100-567 Tuition Priv Sch Disbl & Otr LEA o/s State	\$57,870.00	\$4,055.00	.00	\$53,815.00

West Orange Board of Education  
 GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-100-568 Tuition - State Facilities	\$39,965.00	.00	.00	\$39,965.00
TOTAL	\$9,143,812.58	\$2,182,320.42	\$5,879,264.62	\$1,082,227.54
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$157,201.00	\$20,681.48	\$135,244.42	\$1,275.10
11-000-211-500 Other Purchd. Serv.(400-500 series)	\$500.00	.00	.00	\$500.00
TOTAL	\$157,701.00	\$20,681.48	\$135,244.42	\$1,775.10
--- Health services ---				
11-000-213-100 Salaries	\$1,055,734.00	\$12,462.50	\$1,033,864.50	\$9,407.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$20,000.00	\$1,613.15	\$3,759.00	\$14,627.85
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$73,503.69	\$62,558.53	\$8,138.86	\$2,806.30
11-000-213-600 Supplies and Materials	\$20,532.21	\$8,587.62	\$2,781.59	\$9,163.00
11-000-213-800 Other Objects	\$159,233.04	\$50,264.42	\$50,021.50	\$58,947.12
TOTAL	\$1,329,002.94	\$135,486.22	\$1,098,565.45	\$94,951.27
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$1,611,861.00	\$31,817.50	.00	\$1,580,043.50
11-000-216-320 Purchased Prof. Ed. Services	\$11,420.00	\$3,420.00	.00	\$8,000.00
TOTAL	\$1,623,281.00	\$35,237.50	\$0.00	\$1,588,043.50
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$1,277,000.00	.00	\$1,276,488.98	\$511.02
11-000-217-320 Purchased Prof. Ed. Services	\$373,821.00	\$57,645.00	\$315,131.00	\$1,045.00
11-000-217-600 Supplies and Materials	\$5,000.00	\$1,171.17	\$752.22	\$3,076.61
TOTAL	\$1,655,821.00	\$58,816.17	\$1,592,372.20	\$4,632.63
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$2,415,894.00	\$28,341.84	\$2,322,353.16	\$65,199.00
11-000-218-105 Sal Sec. & Clerical Asst.	\$275,739.00	\$27,358.84	\$247,908.16	\$472.00
11-000-218-320 Purchased Prof. - Ed. Services	\$90,832.00	\$35,351.15	\$2,606.63	\$52,874.22
11-000-218-600 Supplies and Materials	\$10,000.00	\$2,050.43	\$1,086.29	\$6,863.28
TOTAL	\$2,792,465.00	\$93,102.26	\$2,573,954.24	\$125,408.50
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$2,715,151.00	\$36,752.50	\$2,575,792.50	\$102,606.00
11-000-219-105 Sal Sec. & Clerical Asst.	\$340,000.00	.00	\$339,776.00	\$224.00
11-000-219-320 Purchased Prof. - Ed. Services	\$52,562.71	\$16,202.50	\$21,201.54	\$15,158.67
11-000-219-591 Residential Costs	\$50,000.00	.00	.00	\$50,000.00
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$10,853.32	\$1,089.66	\$2,833.70	\$6,929.96
11-000-219-600 Supplies and Materials	\$51,266.94	\$27,953.65	\$16,716.33	\$6,596.96
TOTAL	\$3,219,833.97	\$81,998.31	\$2,956,320.07	\$181,515.59
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$380.00	.00	.00	\$380.00
11-000-221-105 Sal Sec. & Clerical Asst.	\$160,398.00	\$76,959.78	\$83,438.17	\$0.05
TOTAL	\$160,778.00	\$76,959.78	\$83,438.17	\$380.05

West Orange Board of Education  
 GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$1,144,181.00	.00	\$1,127,321.00	\$16,860.00
11-000-222-600 Supplies and Materials	\$145,497.77	\$53,211.14	\$52,126.19	\$40,160.44
TOTAL	\$1,289,678.77	\$53,211.14	\$1,179,447.19	\$57,020.44
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$22,500.00	\$3,984.50	.00	\$18,515.50
11-000-223-320 Purchased Prof. - Ed. Services	\$50,000.00	\$37,495.20	\$3,500.00	\$9,004.80
11-000-223-500 Other Purchased Services (400-500 series)	\$22,678.50	\$8,856.61	\$8,263.50	\$5,558.39
11-000-223-600 Supplies and Materials	\$8,000.00	\$535.95	\$400.00	\$7,064.05
TOTAL	\$103,178.50	\$50,872.26	\$12,163.50	\$40,142.74
--- Support services-general administration ---				
11-000-230-100 Salaries	\$459,523.00	\$55,697.16	\$329,110.29	\$74,715.55
11-000-230-331 Legal Services	\$231,978.26	\$85,126.90	\$109,986.62	\$36,864.74
11-000-230-339 Other Purchased Prof. Svc.	\$327,500.00	\$108,108.50	\$162,394.10	\$56,997.40
11-000-230-340 Purchased Tech. Services	\$154,300.00	\$86,264.58	\$15,695.58	\$52,339.84
11-000-230-530 Communications/Telephone	\$200,000.00	\$79,450.05	\$344.51	\$120,205.44
11-000-230-590 Other Purchased Services	\$214,732.62	\$104,492.40	\$25,966.14	\$84,274.08
11-000-230-610 General Supplies	\$10,350.00	\$1,623.06	\$952.42	\$7,774.52
11-000-230-820 Judgments Agst. School Dist.	\$150,000.00	\$55,005.00	\$88,076.00	\$6,919.00
11-000-230-890 Misc. Expenditures	\$47,205.00	\$23,843.46	\$5,076.24	\$18,285.30
11-000-230-895 BOE Membership Dues and Fees	\$42,000.00	\$31,926.90	\$9,200.00	\$873.10
TOTAL	\$1,837,588.88	\$631,538.01	\$746,801.90	\$459,248.97
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$2,948,361.68	\$494,358.47	\$2,347,575.83	\$106,427.38
11-000-240-104 Salaries Other Prof. Staff	\$1,829,268.00	\$177,801.58	\$1,645,390.85	\$6,075.57
11-000-240-105 Sal Sec. & Clerical Asst.	\$1,876,178.00	\$216,057.52	\$1,657,308.21	\$2,812.27
11-000-240-1XX Other Salaries	\$296,870.00	\$9,833.25	\$188,156.70	\$98,880.05
11-000-240-500 Other Purchased Services	\$96,693.60	\$5,251.49	\$1,730.00	\$89,712.11
11-000-240-600 Supplies and Materials	\$160,503.66	\$68,216.11	\$36,562.66	\$55,724.89
TOTAL	\$7,207,874.94	\$971,518.42	\$5,876,724.25	\$359,632.27
--- Central Services ---				
11-000-251-100 Salaries	\$1,046,678.20	\$232,398.12	\$771,186.69	\$43,093.39
11-000-251-340 Purchased Technical Services	\$23,950.00	.00	\$23,950.00	.00
11-000-251-592 Misc Pur Serv (400-500 series )	\$8,000.00	.00	\$400.00	\$7,600.00
11-000-251-600 Supplies and Materials	\$53,616.67	\$21,989.24	\$2,967.40	\$28,660.03
11-000-251-832 Interest on Lease Purchase Agreements	\$20,100.00	\$20,058.37	.00	\$41.63
11-000-251-89X Other Objects	\$53,842.00	\$40,965.80	\$6,800.00	\$6,076.20
TOTAL	\$1,206,186.87	\$315,411.53	\$805,304.09	\$85,471.25
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$340,000.00	\$50,677.86	\$288,895.83	\$426.31
11-000-252-330 Purchased Prof. Services	\$10,200.00	.00	\$10,200.00	.00
TOTAL	\$350,200.00	\$50,677.86	\$299,095.83	\$426.31

West Orange Board of Education  
 GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL Cent. Svcs. & Admin IT	\$1,556,386.87	\$366,089.39	\$1,104,399.92	\$85,897.56
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$1,599,179.00	\$284,245.29	\$1,163,967.39	\$150,966.32
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$656,781.96	\$309,963.48	\$203,210.26	\$143,608.22
11-000-261-610 General Supplies	\$493,361.72	\$325,379.76	\$136,567.74	\$31,414.22
TOTAL	\$2,749,322.68	\$919,588.53	\$1,503,745.39	\$325,988.76
--- Custodial Services ---				
11-000-262-1XX Salaries	\$3,497,090.06	\$589,515.56	\$2,431,690.38	\$475,884.12
11-000-262-107 Salaries of Non-Instructional Aids	\$585,000.00	\$57,488.87	\$525,609.38	\$1,901.75
11-000-262-300 Purchased Prof. & Tech. Svc.	\$140,458.15	\$25,442.32	\$29,669.11	\$85,346.72
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$468,917.00	\$123,897.10	\$307,480.32	\$37,539.58
11-000-262-490 Other Purchased Property Svc.	\$125,000.00	\$23,894.46	\$101,105.54	.00
11-000-262-520 Insurance	\$445,000.00	\$444,769.92	.00	\$230.08
11-000-262-610 General Supplies	\$163,525.00	\$59,960.13	\$38,445.10	\$65,119.77
11-000-262-621 Energy (Natural Gas)	\$402,057.01	\$2,176.99	\$398,541.03	\$1,338.99
11-000-262-622 Energy (Electricity)	\$1,881,856.84	\$339,793.38	\$1,535,977.97	\$6,085.49
11-000-262-8XX Other Objects	\$34,669.99	\$18,050.46	\$865.30	\$15,754.23
TOTAL	\$7,743,574.05	\$1,684,989.19	\$5,369,384.13	\$689,200.73
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$347,045.00	.00	\$347,044.86	\$0.14
11-000-263-610 General Supplies	\$25,000.00	\$740.00	\$18,870.00	\$5,390.00
TOTAL	\$372,045.00	\$740.00	\$365,914.86	\$5,390.14
--- Security ---				
11-000-266-100 Salaries	\$450,000.00	\$48,174.98	\$401,506.52	\$318.50
TOTAL	\$450,000.00	\$48,174.98	\$401,506.52	\$318.50
TOTAL Oper & Maint of Plant Services	\$11,314,941.73	\$2,653,492.70	\$7,640,550.90	\$1,020,898.13
--- Student transportation services ---				
11-000-270-160 Sal Pupil Trans(Bet Home & Sch)-reg	\$1,165,000.00	\$83,577.61	\$1,081,422.39	.00
11-000-270-161 Sal Pupil Trans(Bet Home & Sch)-Sp Ed	\$189,197.55	\$30,788.67	\$158,399.92	\$8.96
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$110,407.58	\$27,879.02	\$74,950.81	\$7,577.75
11-000-270-443 Lease Purch Payments - School Buses	\$164,000.00	\$85,614.11	.00	\$78,385.89
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$3,507,590.00	\$678,963.02	\$2,650,992.97	\$177,634.01
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$224,000.00	\$1,080.00	\$222,374.01	\$545.99
11-000-270-517 Contract Svc (reg std) - ESCs	\$552,550.00	\$169,345.96	\$382,896.14	\$307.90
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$1,414,000.00	\$621,305.51	\$490,154.49	\$302,540.00
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$410,573.60	\$69.60	\$409,089.60	\$1,414.40
11-000-270-593 Misc. Purchased Svc.- Transp.	\$25,000.00	\$25,000.00	.00	.00
11-000-270-610 General Supplies	\$30,000.00	.00	\$3,169.55	\$26,830.45
11-000-270-615 Transportation Supplies	\$113,069.38	\$20,707.20	\$92,362.18	.00
11-000-270-800 Misc. Expenditures	\$39,584.00	\$22,917.33	\$5,610.96	\$11,055.71

West Orange Board of Education  
 GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$7,944,972.11	\$1,767,248.03	\$5,571,423.02	\$606,301.06
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$1,455,550.00	\$461,530.21	\$978,004.37	\$16,015.42
11-XXX-XXX-220 Social Security Contributions	\$1,950,000.00	\$455,833.74	.00	\$1,494,166.26
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$1,900,000.00	.00	.00	\$1,900,000.00
11-XXX-XXX-242 Other Retirement Contrb. - ERIP	\$130,000.00	\$102,880.51	\$27,119.49	.00
11-XXX-XXX-250 Unemployment Compensation	\$150,000.00	.00	.00	\$150,000.00
11-XXX-XXX-260 Workman's Compensation	\$450,000.00	\$25,258.00	\$24,256.50	\$400,485.50
11-XXX-XXX-270 Health Benefits	\$14,166,084.00	\$5,716,188.81	\$8,338,631.10	\$111,264.09
11-XXX-XXX-280 Tuition Reimbursement	\$371,727.86	.00	\$71,727.86	\$300,000.00
11-XXX-XXX-290 Other Employee Benefits	\$450,000.00	.00	.00	\$450,000.00
TOTAL	\$21,023,361.86	\$6,761,691.27	\$9,439,739.32	\$4,821,931.27
Total Undistributed Expenditures	\$72,360,679.15	\$15,940,263.36	\$45,890,409.17	\$10,530,006.62
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	134,586,614.52	\$18,350,374.87	103,019,833.13	\$13,216,406.52
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	134,586,614.52	\$18,350,374.87	103,019,833.13	\$13,216,406.52



West Orange Board of Education  
 GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance	
*** CAPITAL OUTLAY ***					
--- EQUIPMENT ---					
Regular programs-instruction					
12-120-100-730	Grades 1-5	\$4,000.00	\$3,793.35	.00	\$206.65
12-140-100-730	Grades 9-12	\$7,987.00	.00	\$7,986.78	\$0.22
Undistributed expenses					
12-000-100-730	Instruction	\$377,627.00	\$118,142.01	\$199,976.27	\$59,508.72
12-000-262-730	Undist. Exp.-Custodial Services	\$52,000.00	\$48,308.00	\$1,190.10	\$2,501.90
Undist. Exp. - Non-instructional Services					
12-000-300-730	Non-instructional services	\$200,000.00	\$181,417.64	\$10,834.26	\$7,748.10
TOTAL					
	\$641,614.00	\$351,661.00	\$219,987.41	\$69,965.59	
--- Facilities acquisition and construction services ---					
12-000-400-450	Construction Services	\$1,705,000.00	\$1,089,186.83	\$574,656.99	\$41,156.18
12-000-400-721	Lease Purchase Agreements - Principal	\$185,000.00	\$184,606.59	.00	\$393.41
12-000-400-722	Bldgs. Other than Lease Purch. Agree.	\$114,929.44	\$50,585.63	\$60,395.59	\$3,948.22
Sub Total		\$2,004,929.44	\$1,324,379.05	\$635,052.58	\$45,497.81
TOTAL					
	\$2,004,929.44	\$1,324,379.05	\$635,052.58	\$45,497.81	
TOTAL CAPITAL OUTLAY EXPENDITURES					
	\$2,646,543.44	\$1,676,040.05	\$855,039.99	\$115,463.40	

West Orange Board of Education  
GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
10-000-100-56X Transfer of Funds to Charter Schls.	\$199,249.00	\$90,850.00	\$107,607.00	\$792.00
TOTAL GENERAL FUND EXPENDITURES	137,432,406.96	\$20,117,264.92	103,982,480.12	\$13,332,661.92



10/24 3:12pm

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 West Orange Board of Education  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/14

ASSETS AND RESOURCES

--- A S S E T S ---

101	Cash in bank		(\$1,500,054.74)
102-108	Cash and cash equivalents		\$56,174.19
	Accounts receivable:		
141	Intergovernmental - State	\$28,103.94	
142	Intergovernmental - Federal	\$1,137,339.75	
		\$1,165,443.69	

--- R E S O U R C E S ---

302	Less Revenues		(\$139,385.00)
		(\$139,385.00)	
	<b>Total assets and resources</b>		<b>(\$417,821.86)</b>

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 West Orange Board of Education  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/14

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---

411	Intergovernmental accounts payable - State	\$42,743.16
421	Accounts Payable	\$94,533.25
481	Deferred revenues	(\$443,638.89)
	Other current liabilities	\$63,715.80
TOTAL LIABILITIES		(\$242,646.68)

F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$2,291,324.09
754	Reserve for encumbrances - Prior Year	\$451,977.56
601	Appropriations	\$3,429,021.31
602	Less: Expenditures	\$627,152.74
603	Encumbrances	(\$2,918,476.83)
		\$510,544.48
TOTAL FUND BALANCE		\$3,253,846.13
TOTAL LIABILITIES AND FUND EQUITY		\$3,011,199.45

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 2 Month Period Ending 08/31/14

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
3XXX From State Sources		\$139,385.00		(\$139,385.00)
TOTAL REVENUE/SOURCES OF FUNDS	\$0.00	\$139,385.00		(\$139,385.00)
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
STATE PROJECTS:				
Nonpublic textbooks	\$90,681.00	\$25,335.07	\$62,401.38	\$2,944.55
Nonpublic auxiliary services	\$896.00	.00	\$896.00	.00
Nonpublic handicapped services	\$173,091.00	.00	\$173,091.00	.00
Nonpublic nursing services	\$144,647.00	.00	\$144,647.00	.00
Nonpublic Technology Aid	\$48,704.00	\$1,980.00	.00	\$46,724.00
TOTAL STATE PROJECTS	\$458,019.00	\$27,315.07	\$381,035.38	\$49,668.55
FEDERAL PROJECTS:				
NCLB Title I - Part A/D	\$878,118.70	\$3,615.40	\$676,386.75	\$198,116.55
I.D.E.A. Part B (Handicapped)	\$1,777,956.00	\$530,630.25	\$1,101,575.75	\$145,750.00
NCLB Title II - Part A/D	\$131,814.01	.00	\$100,084.00	\$31,730.01
Other Special Programs	\$86,614.28	\$40,456.22	\$11,789.14	\$34,368.92
Vocational Education	\$96,499.32	\$25,135.80	\$20,453.07	\$50,910.45
TOTAL FEDERAL PROJECTS	\$2,971,002.31	\$599,837.67	\$1,910,288.71	\$460,875.93
*** TOTAL EXPENDITURES ***	\$3,429,021.31	\$627,152.74	\$2,291,324.09	\$510,544.48

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 West Orange Board of Education  
 SPECIAL REVENUE - FUND 20  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 2 Month Period Ending 08/31/14

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
--- STATE SOURCES ---			
32XX      Other Restricted Entitlements	\$0.00	\$139,385.00	(\$139,385.00)
	\$0.00	\$139,385.00	(\$139,385.00)
	\$0.00	\$139,385.00	(\$139,385.00)
 TOTAL REVENUES/SOURCES OF FUNDS	 \$0.00	 \$139,385.00	 (\$139,385.00)

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 West Orange Board of Education  
 Special Revenue Fund - Fund 20  
 STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/14

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
PRESCHOOL EDUCATION AID				
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$3,429,021.31	\$627,152.74	\$2,291,324.09	\$510,544.48
T O T A L    E X P E N D I T U R E	\$3,429,021.31	\$627,152.74	\$2,291,324.09	\$510,544.48



10/24 3:12pm

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
Debt Service Fund - Fund 40  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/14

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ASSETS AND RESOURCES

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--- A S S E T S ---

101	Cash in bank		\$569,817.17
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--- R E S O U R C E S ---

301	Estimated Revenues	\$5,916,589.00	
302	Less Revenues	(\$881,320.83)	
		<u>                    </u>	\$5,035,268.17

	Total assets and resources		<u><u>\$5,605,085.34</u></u>
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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education

Debt Service Fund - Fund 40  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/14

LIABILITIES AND FUND EQUITY

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$5,574,975.02
	Reserved fund balance:		
601	Appropriations	\$5,917,806.00	
602	Less : Expenditures	\$342,830.63	
603	Encumbrances	\$5,574,975.02	(\$5,917,805.65)
			\$0.35

Total Appropriated \$5,574,975.37

--- Unappropriated ---

770	Fund Balance	\$31,326.97
303	Budgeted Fund Balance	(\$1,217.00)

TOTAL FUND BALANCE \$5,605,085.34

TOTAL LIABILITIES AND FUND EQUITY \$5,605,085.34

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$5,917,806.00	\$5,917,805.65	\$0.35
Revenues	(\$5,916,589.00)	(\$881,320.83)	(\$5,035,268.17)
	\$1,217.00	\$5,036,484.82	(\$5,035,267.82)
--- Change in Maint. / Capital reserve account ---			
Subtotal	\$1,217.00	\$5,036,484.82	(\$5,035,267.82)
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	\$1,217.00	\$5,036,484.82	(\$5,035,267.82)

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education

Debt Service Fund - Fund 40  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 2 Month Period Ending 08/31/14

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
1210	Local tax levy	\$4,952,981.00	\$825,496.83	\$4,127,484.17
	Total Local Sources	<u>\$4,952,981.00</u>	<u>\$825,496.83</u>	<u>\$4,127,484.17</u>
--- State Sources ---				
3160	Debt service aid Type II	\$963,608.00	\$55,824.00	\$907,784.00
	Total State Sources	<u>\$963,608.00</u>	<u>\$55,824.00</u>	<u>\$907,784.00</u>
	TOTAL REVENUE/SOURCES OF FUNDS	<u>\$5,916,589.00</u>	<u>\$881,320.83</u>	<u>\$5,035,268.17</u>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education

Debt Service Fund - Fund 40  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 2 Month Period Ending 08/31/14

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	_____	_____	_____
--- Debt Service - Regular ---			
40-701-510-723 Princ. Payments-Comm. Appr. Lease Pur. Agr.	\$1,785,000.00	\$1,785,000.00	.00
40-701-510-833 Interest Payments-Comm. Appr. Lease Pur. Agr.	\$1,476,869.73	\$1,476,869.38	\$0.35
40-701-510-834 Interest on Bonds	\$1,270,936.27	\$1,270,936.27	.00
40-701-510-910 Redemption of Principal	\$1,385,000.00	\$1,385,000.00	.00
	_____	_____	_____
TOTAL	\$5,917,806.00	\$5,917,805.65	\$0.35
	=====	=====	=====
	_____	_____	_____
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$5,917,806.00	\$5,917,805.65	\$0.35
	=====	=====	=====
	_____	_____	_____
*** TOTAL USES OF FUNDS ***	\$5,917,806.00	\$5,917,805.65	\$0.35
	=====	=====	=====



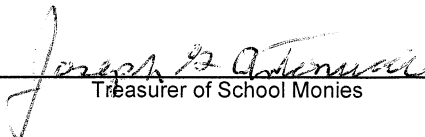
REPORT OF THE TREASURER  
TO THE BOARD OF EDUCATION

DISTRICT OF WEST ORANGE

ALL FUNDS

For the Month Ending August, 2014

CASH REPORT				
FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1)+(2)-(3)
<b>GOVERNMENTAL FUNDS</b>				
General Fund - Fund 10 PNC	12,825,781.38	10,847,333.42	7,990,528.72	15,682,586.08
General Fund - Fund 10 PNC CD	0.00			0.00
General Fund - Fund 10 TD Bank	491,753.48	46.18		491,799.66
General Fund Capital Reserve	500,001.00			500,001.00
W.C./Auto 10-197, PNC 8018100399	430,083.55	18.26		430,101.81
Loss Stabil 10-198, PNC 8102366149 & CD	501,934.60	87.74		502,022.34
W.C. 10-199, PNC 8012770412	(18,916.83)		8,305.24	(27,222.07)
General Liability 10-200, PNC 8012770439	4,593.40			4,593.40
<b>1 Subtotal - Fund 10</b>	<b>14,735,230.58</b>	<b>10,847,485.60</b>	<b>7,998,833.96</b>	<b>17,583,882.22</b>
2 Equalization Stabilization Fund 16	0.00			0.00
3 Education Jobs Fund 18	0.00			0.00
4 Special Revenue Fund - Fund 20	(1,007,997.29)		492,057.45	(1,500,054.74)
5 Capital Projects Fund - Fund 30	0.00			0.00
6 Capital Projects Fund - Fund 31	0.00			0.00
7 Capital Projects Fund - Fund 32 HVAC	0.00			0.00
8 Debt Service Fund - Fund 40	157,068.76	412,748.41		569,817.17
<b>9 Total Governmental Funds (Lines 1 thru 8)</b>	<b>13,884,302.05</b>	<b>11,260,234.01</b>	<b>8,490,891.41</b>	<b>16,653,644.65</b>
<b>ENTERPRISE FUNDS</b>				
10 Food Service Fund - Fund 50	452,329.89	47,000.00	234,226.06	265,103.83
11 Enrichment Fund - Fund 61	41,730.94	90.00		41,820.94
<b>12 Total Enterprise Funds</b>	<b>494,060.83</b>	<b>47,090.00</b>	<b>234,226.06</b>	<b>306,924.77</b>
<b>TRUST AND AGENCY FUNDS</b>				
13 Payroll, PNC 8005499353	305,620.62	2,483,433.51	2,494,235.68	294,818.45
14 Payroll Agency, PNC 8101455035	951,521.36	3,815,547.95	4,547,446.67	219,622.64
<b>15 Total Trust and Agency Funds (Lines 13-14)</b>	<b>1,257,141.98</b>	<b>6,298,981.46</b>	<b>7,041,682.35</b>	<b>514,441.09</b>
<b>16 Total All Funds (Lines 9,12, and 15)</b>	<b>15,635,504.86</b>	<b>17,606,305.47</b>	<b>15,766,799.82</b>	<b>17,475,010.51</b>

  
Treasurer of School Monies

10/28/14