

WEST ORANGE BOARD OF EDUCATION
Public Board Meeting - 8:00 p.m. – July 27, 2016
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 July 18, 2016.
 - 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 July 11, 2016 (Att. #1)

IV. SUPERINTENDENT/ BOARD REPORTS

- A. Strategic Plan
- B. District and Board Goals 2016-2017

V. QUESTIONS FROM THE PUBLIC ON AGENDA ITEMS

VI. FIRST READING OF THE FOLLOWING BOARD POLICIES:

Visitors	1250.00
District Records and Reports	3570.00
Attendance, Absences, and Excuses	5113.00
Expenses and Reimbursements	9250.00

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
Melissa Bertuccio	Kelly	School Psychologist	Resignation	9/12/16*

*or sooner as determined by the Superintendent

- 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
Candice Pastor OOD	WOHS	Softball: Assistant Coach	Resignation	7/11/16

2. Rescissions

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

Name	Location	Position	Effective Date
Suzanne Staropoli	Kelly	Grade 2 Long Term Substitute	7/27/16

3. Appointments

a. 2015-2016

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

Name	Location	Position	Rate of Pay	Effective Dates
Nicole Krulik WOHS	Safe Journey Group Home	Afterschool Fine Arts Immersion	\$73 per hour not to exceed 6 hours (Title I 2015-2016 funds)	6/9/16 - 6/30/16

b. 2016-2017

- 1) Superintendent recommends approval to the Board of Education for the following certificated staff appointment(s). Step and salary may be adjusted upon ratification of collective bargaining agreement:

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Kimberly Andela	Liberty	Special Education / English Language Arts Leave Replacement	Albano	MA	2	\$55,380	9/1/16 - 6/30/17
Brandi Brennan	Washington	Grade 5	Turner Transfer	MA	2	\$55,380	9/1/16 - 6/30/17
Erin Esteves	Roosevelt	Science Leave Replacement	Gleason	MA	2	\$55,380 prorated	9/1/16 - 12/23/16
Julia Jurist	Kelly	Grade 2 Long Term Substitute	Malfettano	MA	2	\$277 per diem	9/1/16 - 11/30/16
Nicole McArdle	Washington	Grade 3 Leave Replacement	Karmel	MA	2	\$55,380	9/1/16 - 6/30/17
Dania Obeidallah	WOHS	Mathematics Leave Replacement	Williams	BA	2	\$51,862 prorated	10/17/16 - 6/30/17
Jacquelyn Parodi	Kelly	Special Education Leave Replacement	Rudy	BA	2	\$51,862 prorated	9/1/16 - 1/31/17
Suzanne Staropoli	Kelly	Kindergarten	New	BA	2	\$51,862	9/1/16 - 6/30/17

- 2) Superintendent recommends approval to the Board of Education for the following non-certificated staff appointment(s). Step and salary may be adjusted upon ratification of collective bargaining agreement:

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Fiona Beatty	Redwood	Administrative Assistant	McManus	Column I	1	\$34,881 (includes \$1,188 for BA Stipend)	9/1/16 - 6/30/17

- 3) Superintendent recommends approval to the Board of Education for the following additional summer assignment(s):

Name	Location	Position	Rate of Pay	Effective Dates
Michelle Coppola Kelly	Rutgers New Brunswick	Tools of the Mind Workshop Paraprofessional	\$23 per hour not to exceed 6 hours per day	8/8/16 - 8/9/16
Max Grossman WOHS	Edison	Assembly and finishing of STEM classroom furniture	\$291 per diem not to exceed 3 days	8/22/16 - 8/24/16
Nicole Handler WOHS	Administration Building	School Psychologist Case Management	\$65 per hour not to exceed 40 hours	7/28/16 - 8/31/16
Nicole Krulik WOHS	Safe Journey Group Home	Afterschool Fine Arts Immersion	\$73 per hour not to exceed 12 hours (Title I 2015-2016 Carry-over funds)	7/1/16 - 8/31/16
Suzanne Lee .6 Roosevelt .4 Edison	Administration Building	School Psychologist Case Management	\$65 per hour not to exceed 40 hours	7/28/16 - 8/31/16
Eileen McMahon Kelly	Rutgers New Brunswick	Tools of the Mind Workshop Teacher	\$39 per hour not to exceed 6 hours per day	8/8/16 - 8/9/16
Sonia Minde Kelly	Rutgers New Brunswick	Tools of the Mind Workshop Paraprofessional	\$23 per hour not to exceed 6 hours per day	8/8/16 - 8/9/16
Cindy Rotbaum Roosevelt	Administration Building	Social Worker Case Management	\$65 per hour not to exceed 10 hours	7/28/16 - 8/31/16
Diane Sinisi Kelly	Rutgers New Brunswick	Tools of the Mind Workshop Teacher	\$39 per hour not to exceed 6 hours per day	8/8/16 - 8/9/16
Gabrielle Tino Kelly	Rutgers New Brunswick	Tools of the Mind Workshop Teacher	\$39 per hour not to exceed 6 hours per day	8/8/16 - 8/9/16
Erica Valentini Kelly	Rutgers New Brunswick	Tools of the Mind Workshop Teacher	\$39 per hour not to exceed 6 hours per day	8/8/16 - 8/9/16
Karen Weinstein Kelly	Rutgers New Brunswick	Tools of the Mind Workshop Paraprofessional	\$23 per hour not to exceed 6 hours per day	8/8/16 - 8/9/16
Madelaine Werner .6 Roosevelt .4 WOHS	Administration Building	Speech Therapist Case Management	\$65 per hour not to exceed 5 hours	7/28/16 - 8/31/16
Susan Wright WOHS	Administration Building	LDT-C Case Management	\$65 per hour not to exceed 2 hours	7/28/16 - 8/31/16
Susan Wright WOHS	Administration Building	LDT-C Evaluations	\$200 per evaluation not to exceed 2 evaluations	7/28/16 - 8/31/16
Donna Zarro Kelly	Rutgers New Brunswick	Tools of the Mind Workshop Paraprofessional	\$23 per hour not to exceed 6 hours per day	8/8/16 - 8/9/16

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

Name	Location	Activity	Rate of Pay/Stipend	Effective Dates
Carlos Pasols OOD	WOHS	Football Coach: Volunteer	N/A	2016-2017

- 4) Superintendent recommends approval to the Board of Education for the following substitute appointment(s) at the appropriate substitute rates for 2016-2017:

Name	Certification Code	Teacher	Paraprofessional	Administrative Assistant	Lunch Aide	Nurse	Custodian
Jacqueline Burkat	Substitute	X					
Sharajhen Champagne	Substitute	X	X	X	X		
Erica Dorsey	Substitute	X	X	X	X		
Yakira Jackson	Substitute	X	X	X	X		
Julia Jurist	CEAS	X					
Dania Obeidallah	CEAS	X					
Karen Porreca	Standard	X					
Stephanie Prado	Substitute	X	X	X	X		
Llecy Salas	Substitute	X	X	X	X		

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

Job Description	New	Revision
Supervisor of Special Education, Pre-K-5		X
Supervisor of Special Education, 6-12		X

B. CURRICULUM AND INSTRUCTION

1. Recommend approval/acceptance of Applications for School Business requests:

Name	Position	School	Conference	Dates	Amount	Funded
John Calavano	Business Administrator	Central Office	Association of School Business Officials Phoenix, AZ	9/23/16-9/25/16	\$1,806.00	Local
Michelle Coppola	Paraprofessional	Kelly	PreK Tools Core Curriculum Training Piscataway, NJ	8/8/16, 8/9/16, 10/15/16, 1/11/17, 4/5/17	\$119.27	Local
Eveny de Mendez	Assistant Superintendent	Administration Building	W.E.B. DuBois Scholars Institute at Princeton University Princeton, NJ	7/21/16	\$0	
Kristin Gogerty	Special Education Supervisor PK-6	Administration Building	PreK Tools Core Curriculum Training Piscataway, NJ	10/15/16, 1/11/17, 4/5/17	\$1,650.00	Local
Terry Granato	NCLB/Title I Program Director	Administration Building	Innovate NJ DOE Meeting Trenton, NJ	7/15/16	\$0	

Eileen McMahon	PreSchool Teacher	Kelly	PreK Tools Core Curriculum Training Piscataway, NJ	8/8/16, 8/9/16, 10/15/16, 1/11/17, 4/5/17	\$3,405.09	Local
Sonia Minde	Pre School Inclusion Teacher	Kelly	PreK Tools Core Curriculum Training Piscataway, NJ	8/8/16, 8/9/16, 10/15/16, 1/11/17, 4/5/17	\$117.80	Local
Stephen Olshalsky	Social Studies Supervisor	WOHS	NJ Council for the Social Studies Annual Conference Piscataway, NJ	10/25/16	\$90.00	Local
Joanne Pollara	Principal	Kelly	PreK Tools Core Curriculum Training Piscataway, NJ	10/15/16, 1/11/17, 4/5/17	\$1,650.00	Local
Elise Ruder	MIS Coordinator	Administration Building	Dumont Monthly PS/State Meeting Dumont, NJ	9/20/16, 10/18/16, 11/22/16, 12/13/16, 1/17/17, 3/14/17, 4/25/17, 5/23/17	\$146.25	Local
Fil Santiago	Director of Technology	Administration Building	Innovate NJ DOE Meeting Trenton, NJ	7/15/16	\$0	
Fil Santiago	Director of Technology	Administration Building	All-Hazards Continuity of Operations Workshop Wayne, NJ	9/23/16	\$0	
Fil Santiago	Director of Technology	Administration Building	ETTC Director's Meeting Trenton, NJ	9/22/16, 1/18/17, 4/49/17, 6/20/17	\$0	
Diane Sinisi	Pre School/ Disabled Teacher	Kelly	PreK Tools Core Curriculum Training Piscataway, NJ	8/8/16, 8/9/16, 10/15/16, 1/11/17, 4/5/17	\$3,407.88	Local
Gabrielle Tino	Pre School/ Disabled Teacher	Kelly	PreK Tools Core Curriculum Training Piscataway, NJ	8/8/16, 8/9/16, 10/15/16, 1/11/17, 4/5/17	\$3,369.34	Local
Erica Valentini	Pre School Inclusion Teacher	Kelly	PreK Tools Core Curriculum Training Piscataway, NJ	8/8/16, 8/9/16, 10/15/16, 1/11/17, 4/5/17	\$3,332.02	Local
Karen Weinstein	Paraprofessional	Kelly	PreK Tools Core Curriculum Training Piscataway, NJ	8/8/16, 8/9/16, 10/15/16, 1/11/17, 4/5/17	\$61.29	Local
Donna Zarro	Paraprofessional	Kelly	PreK Tools Core Curriculum Training Piscataway, NJ	8/8/16, 8/9/16, 10/15/16, 1/11/17, 4/5/17	\$43.15	Local

C. FINANCE

a.) Special Services

1. Recommend approval of the following out of district placements for the 2016-2017 school year (Att.#3):
2. Recommend approval for the following service providers for related services for the 2016 - 2017 school year:

ID Number	Provider	Type of Service	Cost	Not to Exceed	Budgeted/ Unbudgeted
1004094	Epic Health Services and	1:1 Nursing	\$55 per hour RN		

and In district coverage	Loving Care Agency/dba Epic Health Services Hasbrouck Heights, NJ	School Hours and Transportation and Substitute Nursing as needed in district schools	\$45 per hour LPN and in district Substitutes @ \$60 per hour RN	\$70,000	Budgeted
In district coverage	St. Monica Healthcare Agency, LLC West Orange, NJ	Substitute Nursing as needed in district schools	\$53 per hour RN \$46 per hour LPN	\$13,000	Budgeted
1504060	NJ Commission for the Blind and Visually Impaired Newark, NJ	Level 1 Services	\$1,900	\$1,900	Budgeted
1205063	NJ Commission for the Blind and Visually Impaired Newark, NJ	Level 4 Services	\$14,300	\$14,300	Budgeted
2908089	NJ Commission for the Blind and Visually Impaired Newark, NJ	Level 1 Services	\$1,900	\$1,900	Budgeted
2506098	North Jersey Outreach Fairfield, NJ	Home Based ABA Therapy Program Coordination	\$100 per hour \$150 per hour	\$36,000	Budgeted
2907054	CPNJ After Hours Therapy Livingston, NJ	Physical Therapy	\$125 per 45 minute session	\$9,000	Budgeted
2506098	Creative Learning Studios, LLC Morris Plains, NJ	Occupational Therapy	\$180 per 1 hour session	\$8,000	Budgeted
3015667 3017265	Next Step Pediatric Therapy West Caldwell, NJ	Physical Therapy	\$90 per hour	\$8,000 IDEA Funds	Budgeted
2908089 1408102	Bayada Home Health Care, Inc. Cranford, NJ	1:1 Nursing, school hours and transportation	RN- \$54.50 per hour LPN-\$44.50 per hour	\$140,000	Budgeted

3. Recommend approval of submission of the 2017 IDEA Grant Application in the amount of \$1,676,008 for Basic and \$66,522 for Preschool. The nonpublic share total is \$152,136.

4. Recommend approval of provider of ABA home instruction for the 2016-2017 school year to provide services to West Orange School district students as follows:

Name of Facility	Rate	Not to Exceed
Epic Developmental Services Trevose, PA	ABA Instruction - \$39.50 per hour BCBA Supervision - \$125 per hour Parent Training - \$125 per hour	\$70,000

b.) Business Office

1. Recommend approval of the 7/27/16 Bills List: (Att. #4)

Payroll/Benefits	\$ 379,747.99
Transportation	\$ 4,937.67
Tuition (Spec. Ed./Charter)	\$ 207,332.73
Instruction	\$ 90,862.37

Facilities	\$ 71,924.60
Capital Outlay	\$ 34,200.00
Grants	\$ 69,562.28
Food Service	\$ 9,719.88
Debt Service	\$ 355,543.75
Support Svcs/Co-Curricular/Athletics/Misc.	\$ 28,239.78
	\$ 1,252,071.05

2. Recommend approval to void the following stale-dated checks from the Payroll Agency Account:

Check Number	Check Amount
20929	\$7,850.09
21168	\$.01

3. Recommend approval of Settlement Agreement with parents of Student #1011037 as stipulated in closed session.
4. Recommend approval of proposal with Lan Associates, Midland Park, NJ, for engineering and consulting services relative to the removal of one (1) 550-gallon waste oil underground storage tank (UST) at the West Orange High School Auto Shop, in the amount of \$17,600. (Att. #5)
5. Recommend approval of awarding of the following bid: (Att. #6)

Bid #	Description	Vendor	Award Description
17-11	Schindler Elevator Repairs and Annual Maintenance - WOHS	Slade Industries, Inc. Mountainside, NJ	Elevator Repairs and Annual Service of two (2) Schindler Elevators at WOHS for the 2-year period 8/1/16-6/30/18 at the rate of \$4,440/year Renewal option: 1 year at the rate of \$4,560/year

6. Recommend approval of settlement agreement of two (2) Worker's Compensation claims in the case of employee #4134; the first in an amount up to \$20,979; the second in an amount up to \$20,000, under Section 20.

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

IX. NEXT BOARD MEETING to be held at 8:00 p.m. on August 22, 2016 at West Orange High School.

X. PETITIONS AND HEARINGS OF CITIZENS

XI. ADJOURNMENT

West Orange Public Schools
West Orange, New Jersey

I. Title: Supervisor of Special Education PreK - 5

II. Qualifications:

1. Valid New Jersey Supervisor or Principal Standard Certificate
2. Minimum of three years elementary special education teaching, child study team, or related services experience
3. Demonstrated knowledge of special education code, programs and services
4. Supervisor experience preferred
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

III. Organizational Responsibilities:

Reports To: Director of Special Education

Supervises: All certificated and non-certificated school staff assigned to PreK-5 special education.

IV. Job Goal(s): To provide leadership in the area of PreK-5 special education. To work with district administrators, child study team members, speech language specialists, related service providers, teachers, and paraprofessionals in the development and monitoring of programs and services.

V. Performance Responsibilities:

1. Observes and evaluates the performance of elementary special education teachers, child study team members, related service providers and paraprofessionals in conjunction with building administrators.
2. Provides leadership in the planning, development, implementation, and evaluation of the special education instructional programs and services.
3. Reviews and provides constructive feedback on lesson plans for elementary special 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 especial education.
5. Develops short and long-range plans for maintaining and improving instruction in elementary special education based on research, current practice, national/state initiatives,

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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 elementary special education.
7. Plans and facilitates grade level and department meetings for elementary special education.
8. Recommends new programs and is responsible for overseeing curriculum writing based on current standards, research, and student needs in elementary special 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 elementary special education 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 special 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 elementary special 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 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 special education programs.
14. Implements state and federal mandates and district policies and regulations affecting elementary special education programs.
15. Remains informed about programs, curriculum and instruction by participating in national, state, and local professional meetings and activities and reviewing research and successful practices in elementary special education.
16. Consults with basic skills, counseling and other related staff regarding student placement, programming and support services as needed.

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17. Assists in explaining the elementary special education program to parents/guardians, students, staff, and community members. Arranges and participates in informational programs for the Board of Education when requested.
18. Recommends assignment and scheduling of personnel in cooperation with building principals. Participates in the screening and interviewing of candidates for elementary special education teaching, child study team, and related service provider positions.
19. Develops and maintains records, inventories, data bases, and reports necessary for elementary special education program implementation required by the district, code/statute, policy/regulation, or grant provisions.
20. Prepares and documents elementary special education budget recommendations for new textbooks, programs, etc. Prepares and administers department budgets in consultation with the respective principals and director of special services.
21. Develops grant applications to private, state, and federal agencies as required by law and regulation to support the development of the elementary special education programs.
22. Consults with members of the child study team at individual case conferences as requested and monitors the teacher implementation of IEPs with input from other school staff.
23. Assists in the development and implementation of IEP goals and objectives bank so that it remains consistent with the district's general education curricula and current curriculum standards.
24. Supports teachers in the development of accurate present levels of achievement and identification of appropriate goals and objectives for individual students' IEPs.
25. Provides case management supervision to child study team members at the building level.
26. 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: 06/29/2015

Revised: 07/27/2016

West Orange Public Schools
West Orange, New Jersey

II. Title: Supervisor of Special Education 6-12

II. Qualifications:

6. Valid New Jersey Supervisor or Principal Standard Certificate
7. Minimum of three years secondary special education teaching, child study team, or related services experience
8. Demonstrated knowledge of special education code, programs and services
9. Supervisor experience preferred
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

III. Organizational Responsibilities:

Reports To: Director of Special Education

Supervises: All certificated and non-certificated school staff assigned to 6-12 special education.

IV. Job Goal(s): To provide leadership in the area of secondary special education. To work with district administrators, child study team members, speech language specialists, related service providers, teachers, and paraprofessionals in the development and monitoring of programs and services.

V. Performance Responsibilities:

27. Observes and evaluates the performance of secondary special education teachers, child study team members, related service providers and paraprofessionals in conjunction with building administrators.
28. Provides leadership in the planning, development, implementation, and evaluation of the secondary special education instructional programs and services.
29. Reviews and provides constructive feedback on lesson plans for secondary special education teachers on a regular basis.
30. 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 special education.
31. Develops short and long-range plans for maintaining and improving instruction secondary special education based on research, current practice, national/state initiatives,

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student outcomes, and program evaluation.

32. Develops the course scope and sequence, special programs, and related activities to address district goals, standards, and proficiencies that meet students' needs in secondary special education.
33. Plans and facilitates grade level and department meetings for secondary special education.
34. Recommends new programs and is responsible for overseeing curriculum writing based on current standards, research, and student needs in secondary special education
35. Works cooperatively with other subject supervisors to provide for articulation across curriculum areas to improve educational opportunities for all students.
36. Leads the secondary special education 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.
37. 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 special education.
38. 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 special education.
39. 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 secondary special education programs.
40. Implements state and federal mandates and district policies and regulations affecting secondary special education programs.
41. Remains informed about programs, curriculum and instruction by participating in national, state, and local professional meetings and activities and reviewing research and successful practices secondary special education.

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42. Consults with basic skills, counseling and other related staff regarding student placement, programming and support services as needed.
43. Assists in explaining the secondary special education program to parents/guardians, students, staff, and community members. Arranges and participates in informational programs for the Board of Education when requested.
44. Recommends assignment and scheduling of personnel in cooperation with building principals. Participates in the screening and interviewing of candidates for secondary special education teaching, child study team, and related service provider positions.
45. Develops and maintains records, inventories, data bases, and reports necessary for secondary special education program implementation required by the district, code/statute, policy/regulation, or grant provisions.
46. Prepares and documents secondary special education budget recommendations for new textbooks, programs, etc. Prepares and administers department budgets in consultation with the respective principals, supervisors, and director of special services.
47. Develops grant applications to private, state, and federal agencies as required by law and regulation to support the development of the secondary special education programs.
48. Consults with members of the child study team at individual case conferences as requested and monitors the teacher implementation of IEPs with input from other school staff.
49. Assists in the development and implementation of IEP goals and objectives bank so that it remains consistent with the district's general education curricula and current curriculum standards.
50. Supports teachers in the development of accurate present levels of achievement and identification of appropriate goals and objectives for individual students' IEPs.
51. Provides case management supervision to child study team members at the building level.
52. Consults with the Transition Coordinator and oversees the program for 18-21 year olds regarding staffing, programming, and assigning vocational training placements within the community.
53. Performs other related duties which may be assigned by the Superintendent/designee or required by law, code, and regulation/Board policy.

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

VII. 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: 06/29/2015

Revised: 08/24/2015

Revised: 07/27/2016

2016-2017 School Year
Out of District Placements

Student #	Placement	Tuition	Budgeted/Unbudgeted
1004094	ARC Kohler School Mountainside, NJ	\$76,019.58	Budgeted
216038	Celebrate the Children Denville, NJ	Tuition \$70,524 1:1 Aide \$27,000	Budgeted
Revision 2506093	Gramon School Fairfield, NJ	\$70,082.96	Budgeted
1203018	Lakeview Learning Center Wayne, NJ	\$71,215.20	Budgeted
236104	YCS Sawtelle Learning Center Montclair, NJ	Tuition \$61,765.62 1:1 Aide \$40,241.78	Budgeted
246034	Shepard Preparatory High School Morristown, NJ	\$50,691	Budgeted
2704012	Shepard Preparatory High School Morristown, NJ	\$59,001	Budgeted
Revision 2606128	Chapel Hill Academy Lincoln Park, NJ	\$69,300	Budgeted
Revision 2906068	Horizon High School Livingston, NJ	Tuition \$76,673.10 1:1 Aide \$32,965.80	Budgeted
Revision 2609102	Horizon High School Livingston, NJ	Tuition \$76,673.10 1:1 Aide \$32,965.80	Budgeted
1403019	Calais School Whippany, NJ	\$70,557.90	Budgeted
246102	Calais School Whippany, NJ	\$70,557.90	Budgeted
1110040	Calais School Whippany, NJ	\$70,557.90	Budgeted
1401072	Calais School Whippany, NJ	\$70,557.90	Budgeted
1004086	Calais School Whippany, NJ	\$70,557.90	Budgeted
2907120	Academy 360 Lower School Spectrum 360 Verona, NJ	Tuition \$67,028.85 1:1 Aide \$25,625	Budgeted
2706115	Academy 360 Lower School Spectrum 360 Verona, NJ	Tuition \$67,028.85 1:1 Aide \$25,625	Budgeted
2806059	Academy 360 Lower School Spectrum 360 Verona, NJ	Tuition \$67,028.85 1:1 Aide \$25,625	Budgeted

224068	Academy 360 Upper School Spectrum 360 Livingston, NJ	\$67,248.20	Budgeted
216083	Academy 360 Upper School Spectrum 360 Livingston, NJ	\$67,248.20	Budgeted
2508066	Chapel Hill Academy Lincoln Park, NJ	\$59,400	Budgeted
2706145	Mt. Carmel Guild Academy West Orange, NJ	Tuition \$58,800 1:1 Aide \$17,850	Budgeted
2910107	Mt. Carmel Guild Academy West Orange, NJ	\$58,800	Budgeted
1207138	Mt. Carmel Guild Academy West Orange, NJ	\$58,800	Budgeted
1105097	Mt. Carmel Guild Academy West Orange, NJ	\$58,800	Budgeted



LAN ASSOCIATES

SINCE 1965

ENGINEERING ■ PLANNING ■ ARCHITECTURE ■ SURVEYING, INC.

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Revised: July 15, 2016
May 14, 2015

West Orange Board of Education
179 Eagle Rock Avenue
West Orange, NJ 07052

Attn: Robert Csigi, CEFM
Director Buildings and Grounds

Subject: Proposal for Engineering Services
Underground Tank Removal and
NJDEP Reporting
West Orange High School Auto Shop
550-Gallon Waste Oil UST
NJDEP Case #15-04-29-1530-41
LAN Ref. #2.3961.0 – LP3787

Dear Mr. Csigi:

Pursuant to your request, LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. (LAN) is pleased to present this proposal for engineering and consulting services relative to the removal of one (1), 550-gallon, waste oil underground storage tank (UST) at the West Orange High School Auto Shop.

It is our understanding that the West Orange Board of Education (WOBOE) wishes to retain the services of licensed individuals to assist with tank removal activities in accordance with the requirements of the New Jersey Department of Environmental Protection's (NJDEP) "Technical Requirements for Site Remediation" and the Underground Storage Tank Regulations.

The High School Auto Shop will undergo improvements to remove the 550-gallon underground waste oil storage tank that is connected to the oil water separator and floor drains. Following the UST removal, WOBOE's in-house plumbers will remove and decommission the oil water separator and floor drains.

Additionally, preliminary soil samples have detected soil contamination in the proximity of the 550-gallon waste oil UST. As a result, NJDEP case #15-04-29-1530-41 was created and will need to be properly closed by a Licensed Site Remediation Professional (LSRP).

To assist the WOBOE with the removal of the UST, and the required NJDEP notifications, investigations, and reporting, LAN proposes the following scope of environmental services:

1. Retain LAN's in-house LSRP, Mr. Gerrit J. Visscher, LSRP #582876.
2. Prepare the NJDEP Initial Receptor Evaluation
3. Review available drawings, reports, registration, and data on the existing UST.
4. Register the UST with the NJDEP.

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5. File the Closure Notices with the DEP.
6. Provide construction administration and observations services. LAN's construction observation services will be performed by one of our professional engineers or construction observers, and/or a Licensed Site Remediation Professional (LSRP) with the intent of issuing a Response Action Outcome (RAO). Once the construction contract is awarded, a construction manager would be assigned to the project. The construction manager will be responsible for all liaisons with your office and the contractor. As part of LAN's services, the following tasks would be performed:
 - a. Review contractor's submission of required documents;
 - b. Review and approve the contractor's payment breakdown schedule;
 - c. Review and approve invoices for further processing;
 - d. Analyze cost of, make recommendation for, and process requests for changes in the work and maintain records of change orders;
 - e. Conduct a pre-construction meeting and periodic progress meetings;
 - f. Conduct periodic site observations generating both written and photo documentation;
 - g. Development of punch-list;
 - h. Verification of completed punch-list items;
 - i. Administer the contractor's closeout package;
 - j. Review and recommendation for contractor's request for final payment;
 - k. Resolve technical questions on clarification of plans and specifications;
 - l. Perform the environmental Site Investigation in general accordance with the NJDEP Technical Requirements for Site Remediation. Soil Samples will be collected for laboratory analysis and a Site/Remedial Investigation Report will be prepared. The LSRP or record will either issue a Response Action Outcome (RAO) or make additional remedial recommendations.

LAN proposes to provide the above services for a lump sum fee of \$17,600. This fee includes a laboratory allowance of \$2,200 and a \$2,900 allowance for NJDEP fees.

This proposal does not include the cost of additional laboratory or NJDEP fees, or environmental services should contamination be encountered that will require additional time to remediate or investigate groundwater or additional contaminated soil greater than 40 tons. The bid form for the construction contract includes a base bid cost for the excavation and disposal of up to 40 tons of petroleum contaminated soil. A list of additional construction services was listed on the construction contractors bid form as a list of add extra unit price items should contamination be encountered beyond 40 tons. Additionally, if the contamination cannot be remediated by excavation of soils by the tank removal contractor, additional engineering services may be required. These services could include soil borings and the collection of additional soil samples to delineate contamination, installation of monitoring wells for groundwater sampling and analysis, preparation of a Remedial Investigation Report, preparation of a Remedial Action Work Plan, oversight of remedial activities, and preparation of a Remedial Action Report. These services will be performed in a phased approach with proposals submitted for each phase prior to proceeding with the additional work.

The work of this project will be performed under the overall supervision of Steven Ramiza, PE, and Vice President of LAN. Assisting Mr. Ramiza will be Mr. Gerrit Visscher, LSRP, and Director of Environmental Services, and/or Edmund Knyfd, LSRP, PG. Additional staff will be assigned on an as-needed basis. LAN will perform the work in accordance with the care and skill ordinarily exercised by members of the profession practicing under similar conditions.

Should this proposal be acceptable, please issue a purchase order referencing this proposal. We are prepared to begin work on this project upon issuance of the purchase order.

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LAN looks forward to continuing to assist the West Orange Board of Education on its underground storage tank compliance matters. Should you have any questions concerning this proposal please do not hesitate to contact me directly at (201) 447-6400, or via email at gerrit.visscher@lan-nj.com.

Respectfully submitted,

LAN Associates, Engineering, Planning,
Architecture, Surveying, Inc.



Gerrit Visscher, LSRP
Director of Environmental Services

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cc: File #2.3961.0 – LP3787

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

BID SUMMARY AND CONTRACT AWARD RECOMMENDATION

On authorization of the Business Administrator formal bids were solicited for Elevator Repairs and Annual Maintenance for Two (2) Schindler Elevators at West Orange High School, Bid 17-11. This solicitation was made by advertised Public Notice appearing in the Star Ledger on June 17, 2016.

Bids were sent to the following vendors:

Schindler Elevator Corp
Elevator Maintenance Corp (EMCO)

Federal Elevator
Slade Industries Inc.

Sealed bids were opened and read aloud on Thursday, July 14, 2016 at 11:00AM at the Administration Building in Room 111.

Those in attendance were:

<u>Name</u>	<u>Firm</u>
John Calavano	WOBOE
Robert Csigi	WOBOE
Kathy McCormick	WOBOE

Proposals were received from the following companies:

Schindler Elevator	\$6,000
Elevator Maintenance Corp (EMCO)	\$6,000
Slade Industries Inc.	\$4,440

Recommend award of a contract for a period of two (2) years from August 1, 2016 – June 30, 2018 to Slade Industries Inc., Mountainside, NJ for Elevator Repairs and Annual Service of Two (2) Schindler Elevators at the West Orange High School for \$4,440 per year. Slade Industries Inc. has a one (1) year renewal option at \$4,560.