

**WEST ORANGE BOARD OF EDUCATION**  
**Public Board Meeting November 18, 2019**  
**6:30 P.M. Executive Session**  
**8:00 P.M. Public Session**  
**West Orange High School**  
**51 Conforti Avenue**

**Revised Agenda**

**I. ROLL CALL OF THE MEMBERS**

**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 January 8, 2019.
- 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. WEST ORANGE BOARD OF EDUCATION RESOLUTION AUTHORIZING EXECUTIVE SESSION**

**WHEREAS**, while the "Sen. Byron M. Baer Open Public Meetings Act" (N.J.S.A. 10:4-6 et seq.) requires all meetings of the West Orange Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," without the public being permitted to attend, and

**WHEREAS**, the Board has determined that nine (9) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on Monday, November 18, 2019 at 6:30 P.M, and

**WHEREAS**, the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written:

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

■ "(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matters, described as specifically as possible without undermining the need for confidentiality are: Student # 1110024.

■ "(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body." The collective bargaining contract(s) discussed are between the Board and WOOA.

□ "(5) Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

□ "(6) Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

□ "(7) Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality are:

■ "(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are: # 4361, # 4411, # 4564, # 5195, # 8117, # 8521, #8344 .

□ "(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

**WHEREAS**, the length of the Executive Session is estimated to be ninety (90) minutes after which the

public meeting of the Board shall (select one)  reconvene and immediately adjourn or  reconvene and proceed with business where formal action will be taken.

**NOW, THEREFORE, BE IT RESOLVED** that the West Orange Board of Education will go into Executive Session for the above stated reasons only; and

**BE IT FURTHER RESOLVED** that the Board hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

**IV. PUBLIC SESSION AT 8:00 P.M.**

**V. PLEDGE OF ALLEGIANCE**

**VI. CONSIDERATION OF THE CLOSED AND PUBLIC MEETING MINUTES OF October 28 and 29, 2019 (Att. #1)**

**VII. STUDENT LIAISON REPORT**

**VIII. SUPERINTENDENT/ BOARD REPORTS**

- A. K-12 Social Studies Update
- B. HIB Report

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

**X. FIRST READINGS ON THE FOLLOWING BOARD POLICY (IES):**  
9130 Public Complaints And Grievances (Att. #2)

**XI. 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
Christine Marconi	Mt. Pleasant	ESL	Resignation	1/10/20
Natalia Paulino	Gregory	School Nurse	Resignation	12/17/19

- 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
Max Jean-Baptiste	WOHS	Paraprofessional	Resignation	11/18/19

**2. 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
Patricia Hack	Gregory	Academic Literacy Coach / Reading Specialist	Ameruoso	MA	16	\$87,331 prorated	1/21/20 - 6/30/20*

\*or sooner upon release by current employer

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

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Ryan DelGuercio	WOHS	Acting Assistant Principal / Supervisor of Technology & Engineering	Della Pia	MA+4 5	N/A	\$1,500 contractual amount per month for additional responsibilities	11/19/19 - 1/10/20
Christina Ciacciarelli	WOHS	Health & Physical Education Long Term Substitute	Tracy	BA	N/A	\$288 per diem	11/19/19 - 1/17/20
Amanda Rooney	Gregory	Kindergarten Leave Replacement	Dowd	BA	3	\$57,681 prorated	9/3/19 - 4/10/20 amended
Deborah Balthazar	Roosevelt	Science Extended Assignment Substitute	D'Elia	N/A	N/A	\$180 per diem	11/18/19 - 2/14/20
Kenneth Pucci	Liberty	Science Extended Assignment Substitute	Brennan	N/A	N/A	\$200 per diem	11/4/19 - 11/27/19
Arlene Berghorn	Gregory	School Nurse Extended Assignment Substitute	Paulino	N/A	N/A	\$250 per diem	12/18/19 - 6/22/20*
Leana Sudit	.5 Liberty / .5 Roosevelt	Student Assistance Counselor Leave Replacement	Brotzman	MA	N/A	\$61,594 prorated	10/30/19 - 2/21/20 amended

\*or until a permanent replacement is found

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

Name	Location	Position	Salary/Rate of Pay	Effective Dates
Edward Duncan OOD	WOHS	Basketball: Boys' Assistant Coach	\$8,651	2019-2020
David Grant	WOHS	Basketball: Boys' Assistant Coach	\$8,651	2019-2020
Charity Hill OOD	WOHS	Cheerleading: Assistant Coach	\$14,591 prorated	11/19/19 - 6/30/20
Eric Sternberg	WOHS	Israeli Culture Club (Trial)	\$732 ½ yearly stipend as new club	2019-2020

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

Name	Location	Position	Salary/Rate of Pay	Effective Dates
Gregory Tynes OOD	WOHS	Basketball: Boys' Volunteer	N/A	2019-2020

- e. Superintendent recommends approval to the Board of Education for adjustments for the following Board approved training level changes for WOECA certificated staff:

			From			To			
Name	Location	Position	Guide	Step	Salary	Guide	Step	Salary	Effective Date
Shane Daiek	WOHS	Science	BA+15	7	\$60,176	MA	7	\$63,549	9/1/19
Joshua Goldfarb	Roosevelt	Social Studies	MA+15	13	\$76,235 amended	MA+30	13	\$81,099 amended	9/1/19

- f. Superintendent recommends approval to the Board of Education to amend the following contracted additional teaching assignment(s):

Name	Location	Position	Guide	Step	Salary	Effective Dates
Sandra Marmolejos	Roosevelt	Special Education	MA+45	14	\$96,515 amended	9/1/19

- g. Superintendent recommends the amended approval to the Board of Education for certificated staff to provide curriculum writing for the 2019-2020 school year at the contracted rate of \$39.78 per hour not to exceed the hours allotted.

Name	Location	Position	Stipend	Effective Dates
Debra Coen	WOHS	Graphic Communications I	\$39.78 per hour not to exceed 30 hours	2019-2020
Anthony Prasa	WOHS	Graphic Communications I	\$39.78 per hour not to exceed 30 hours amended from 60 hours	2019-2020

- h. Superintendent recommends approval to the Board of Education for the following staff to serve as the Hazel Elementary School Title I Early Start Intervention Program substitute at the rate indicated:

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Diana Bolivar	Hazel	Title I Early Start Intervention Program Substitute	\$74.46 per hour not to exceed 161 hours as assigned Title I Funds	11/19/19 - 6/19/20

- i. Superintendent recommends approval to the Board of Education for the following non-certificated staff additional assignment(s):

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Michelle Uhler OOD	WOHS	Winter/Spring Concert Piano Accompanist	\$100 per performance \$50 per hour per rehearsal not to exceed 3 hours per rehearsal	2019-2020

- j. Superintendent recommends approval to the Board of Education for the following paraprofessional staff to assist students with co-curricular and after school activities as per student IEPs:

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Maria DeMartinis	Roosevelt	Paraprofessional to provide student support for afterschool activities	\$23.46 per hour not to exceed 82 hours alternating coverage as assigned	11/12/19 - 2/12/20

Jennifer Ferlauto-Watsky	Roosevelt	Paraprofessional to provide student support for afterschool activities	\$23.46 per hour not to exceed 82 hours alternating coverage as assigned	11/12/19 - 2/12/20
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- k.** Superintendent recommends approval to the Board of Education of the following non-certificated staff professional development stipend(s):

Name	Location	Position	Professional Development Program	Stipend	Effective Date
Angela Rosado	Central Office	Administrative Assistant	NJAEOP Professional Development Program, Option III	\$979 prorated	10/1/19

- l.** Superintendent recommends approval to the Board of Education for all Board approved district Lunch Aides to receive Heimlich maneuver (abdominal thrusts) training at the contracted rate of \$18.96 per hour, not to exceed 1 hour, effective during the 2019-2020 school year.

- m.** Superintendent recommends approval to the Board of Education for the following substitute appointment(s) at the appropriate substitute rates for 2019-2020:

Name	Certification Code	Teacher	Paraprofessional	Administrative Assistant	Lunch Aide	Nurse	Custodian
Deborah Balthazar	Substitute	X	X				
Arlene Berghorn	Substitute					X	
Christeline Cadeau	Substitute	X	X				
Christina Ciccirelli	CEAS	X	X				
John Coster	Substitute	X	X				
Eneida de Pina	Substitute					X	
Edward Duncan	Substitute	X	X				
Latisha Jefferson	Substitute	X	X	X			
Stephen Kimmons	Substitute	X	X				
Willie Washington	Substitute	X					

### 3. 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
Louis Della Pia Medical	WOHS Assistant Principal	11/15/19 - 1/10/20	N/A	N/A	1/13/20
Nancy Donnelly Medical	WOHS Family & Consumer Science	11/18/19 - 1/3/20	N/A	N/A	1/6/20
Sara Dowd Family	Gregory Kindergarten	9/3/19 - 9/25/19	9/26/19 - 12/13/19	12/16/19 - 4/10/20 amended	4/13/20 amended
Lori Graham Medical	WOHS Family & Consumer Science	10/29/19 - 12/10/19 amended	12/11/19 - 1/15/20 amended	N/A	1/16/20
Jennifer Imperial	Kelly Grade 3	11/18/19 - 1/1/20	N/A	N/A	1/2/20*

Medical					
Maria Iovino Family	Redwood Grade 5	1/2/20 - 2/27/20	2/28/20 - 5/29/20	N/A	6/1/20
Deven Lilburn Medical	Gregory Grade 3	11/4/19 - 12/3/19 amended	N/A	12/4/19 - 12/13/19 amended	12/16/19
Michele Lloyd (Durante) Family	Washington Special Education	9/11/19 - 11/6/19 amended	11/11/19 - 2/21/20 amended	N/A	2/24/20
Margarita Rud Medical	Liberty Social Studies	9/3/19 - TBD**	N/A	N/A	TBD*
Sylvia Watford Medical	Edison English Language Arts	12/5/19 - 3/5/20	N/A	N/A	3/6/20
Joshua Zimmer Family	Itinerant Music	N/A	3/23/20 - 5/1/20	N/A	5/4/20

\* or upon release by physician

- 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
Diane Abounaja Medical	WOHS Paraprofessional	10/1/19 - 11/15/19 amended	N/A	N/A	11/18/19 amended
Dawn Brennan Medical	Gregory Clerical Aide	11/25/19 - 12/20/19	N/A	N/A	1/2/20
Rachel Mondalto Medical	St. Cloud Paraprofessional	9/3/19 - 9/19/19	9/20/19 - 1/31/20 amended	N/A	2/1/20 amended
Aimmeen Rivera Medical	Transportation Bus Monitor Part-time	N/A	N/A	9/3/19 - 3/18/20	3/19/20

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

Employee #	UnPaid Leave	Type of Leave	Anticipated Return Date
4564	11/11/19 - 1/10/20	Administrative	1/13/20*

\*or sooner as determined by the Superintendent

## B. CURRICULUM AND INSTRUCTION

1. Recommend approval of Applications for School Business requests. (Att. #3)
2. Recommend approval for overnight field trips for the 2019-2020 school year. (Att. #4)
3. Superintendent recommends approval for field trip destinations for the 2019-2020 school year:

Destination	City	State
AMC Movie Theater	East Hanover	NJ

Parsippany Hills High School	Morris Plains	NJ
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4. Recommend approval for student teaching for the 2019-2020 school year (Att. #5)
5. Recommended approval of McGraw Hill Consultants to provide 5 sessions of Professional Development in Mathematics for Grades K-5 teachers at the rate of \$2,500.00 per session, for a total amount of \$12,500.00 for the 2019 - 2020 school year
6. Recommend approval of submission to the New Jersey Department of Education, Essex County Office of Education, a Request to Establish a Preschool Special Class Program (6A:14-4.7), Preschool Disabilities, for the West Orange School District/Washington Elementary School. (Att. #6)
7. Recommend approval of the District Assessment Report and all corresponding action plans as presented at the October 28, 2019 Board meeting.

**C. FINANCE**

**a.) Special Services**

1. Recommend approval for the following out of district placements for the 2019-2020 school year:

Student #	Placement	Tuition	Budgeted/Unbudgeted
2706092	Burlington County Special Services	Tuition: \$49,742.00 1:1 Aide: \$39,500.00 Out of County Fee:\$3,200.00	Budgeted
1409115	Chapel Hill Academy	Tuition: \$50,850.00 150 days @ \$339.00/day	Budgeted
1707081	Chapel Hill Academy	Tuition: \$47,460.00 140 days @ \$339.00/day	Unbudgeted
1610070	Mount Carmel Guild	1:1 Aide Full time: \$11,645.00 (prorated) Effective Date:11/11/2019	Unbudgeted
1906064	Matheny Medical and Educational Center	Tuition: \$75,000.00 150 days @ \$500.00/day 1:1 aide \$28,500.00 150 days @ \$190/day	Unbudgeted

2. Recommend approval for the following service providers for related services for the 2019-2020 school year:

Provider	Type of Service	Cost	Not to Exceed
Infinite Therapy Solutions	Occupational Therapy at Mt. Pleasant Elementary School and Redwood	\$50.00 per 30 minute session	\$30,000



	Elementary School	(30 hours per week)	
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3. Recommend approval for student to receive educational services for the 2019-2020 school year.

ID Number	Provider	Service	Rate	Not to Exceed
1502028	Edgenuity, Inc. 8860 E. Chaparral Road Suite 100 Scottsdale, AZ 85250	License Single User Comprehensive Core and Career Package	\$450.00	\$450.00

**b.) Business Office**

1. Recommend approval of the 11/18/19 Bills List:

Payroll/Benefits	\$ 9,710,202.12
Transportation	\$ 624,913.80
Tuition (Spec. Ed./Charter)	\$ 620,974.05
Instruction	\$ 182,933.03
Facilities	\$ 659,198.03
Capital Outlay	\$ 45,798.01
Grants	\$ 133,637.15
Food Service	\$ 744,083.19
Summer Enrichment	\$ 977.36
Debt Service	\$ 2,482,715.63
Support Svcs/Co-Curricular/Athletics/Misc.	\$ 169,786.62
	<u>\$15,375,218.99</u>

2. Recommend submission of the amended Every Student Succeeds Act (ESSA) Consolidated Grant for FY 2019-2020 in the amount of \$1,306,159. Amended application includes FY 2018-2019 Carryover Funds in the amount of \$83,488 to be budgeted and expended as carryover during the FY 2019-2020 year.

Title I A	\$988,026
Title II-A	\$195,957
Title III	\$53,013
Title IV Part A	\$69,163
Total	\$1,306,159

3. Recommend approval of the following resolution:

**Whereas**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting required maintenance activities for each of its public school facilities; and

**Whereas**, the required maintenance activities as listed in the attached document for the various school facilities of the West Orange Public School District are consistent with these requirements; and

**Whereas**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid.

**Now, Therefore, Be It Resolved**, that the West Orange Board of Education hereby authorizes the Business Administrator/Board Secretary to submit the attached Comprehensive Maintenance Plan and M-1 Form for the West Orange Public School District in compliance with Department of Education requirements, as detailed in the attached and made a part of the minutes. (Att. #7)

4. Recommend approval of application for Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms with regard to Washington School, Rooms 208 and 211, for the use of the alternative method of compliance, in accordance with N.J.A.C. 6A:26-6.3, by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom, for the 2019-2020 school year. (Att. #8)
5. Recommend acceptance of the following donations/awards:

Donor	Recipient	Donation
Epic Insurance Brokers & Consultants	Girls Up Club Fundraiser	\$250
Picture Perfect Photography	Liberty Middle School	\$350
World Organization for Positive Action	Hazel School	100 backpacks, valued at approximately \$700
World Organization for Positive Action	Washington School	100 backpacks, valued at approximately \$700
World Organization for Positive Action	Gregory School	100 backpacks, valued at approximately \$700

6. Recommend approval and acceptance of the Special Olympics New Jersey 2019-2020 Play Unified Grant Commitment in the amount of \$3,500. Funds will be handled directly by the grantor.
7. Recommend approval of proposed non-public security program aid expenditures funded through the Office of State Aid Entitlements and Payments to Non Public Schools (not local funds).

Non Public School	Description	Amount
Seton Hall Prep	2 Handheld Motorola Radios	\$1,218.00

8. Recommend approval of proposed non-public technology program aid expenditures funded through the Office of State Aid Entitlements and Payments to Nonpublic Schools (not local funds):

Non Public School	Description	Amount
Playhouse School	2 AM/FM Multi System Radio Cassette Recorder	\$279.94
Seton Hall Prep	<u>4 Promethean Boards from CDW</u>	<u>\$31,992.00</u>

9. Recommend approval of IT Asset Removal Agreement with Sycamore to remove retired/obsolete IT equipment and to compensate at the District total amount of \$1,671.00 (Att. #9)
10. Recommend approval to host the United States Military Academy (USMA) at West Point v. Lehigh University wrestling match at 7:00 p.m. on January 31, 2020 at Tarnoff Gym, WOHS, the proceeds of which to be donated to the Christopher Morgan Memorial Scholarship Fund. Cost to district not to exceed \$400.00.
11. Recommend approval of goals and calendar for the development of the 2020-2021 district budget: (Att. #10)
  - Re-evaluate all budget requests to determine needs vs. wants.
  - Maintain educational, co-curricular and athletic programs wherever fiscally responsible.
  - Minimize the impact on taxpayers while maximizing the efficient use of tax dollars.
  - Continue to provide funding to maintain a safe environment in all buildings.
  - Continue to reduce the amount of fund balance utilized to balance the budget.
  - Maintain a balanced budget while supporting academic excellence and expanding resources for students and staff.
  - Staff to perform a thorough inventory of equipment, materials and supplies to avoid recurring annual budget requests.
  - Prepare for a successful Quality Single Accountability Continuum (QSAC) facilities review.
12. Recommend approval of the proposed concept of a second means of egress into Edison School's Driveway from the Bethany Evangelical Church located at 30 Ashwood Terrace and the drafting of an easement at no cost to the Board.

**D. REPORTS**

1. Superintendent recommends to the Board of Education acceptance of the HIB Report ending November 18, 2019.
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 28, 2019, the Superintendent reported HIB Incident Number(s) 006,

008 to the Board; and

Whereas, on November 3, 2019 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 Number(s) 006, 008 for the 2019-2020 school year for the reasons conveyed to the Board.”

3. Acceptance of the second required School Bus Emergency Evacuation Drills :

School	Date	Times	#Buses	Supervisor
WOHS	10/4/19	Upon Arrival	All	Lonnie Williams/Elena McFarland
St. Cloud	10/8/19	Trip #23681	2	Eric Price
BMELC	10/10/19	Upon Arrival AM	All	Connie Salimbeno
BMELC	10/10/19	Upon Arrival MID	All	Connie Salimbeno
Gregory	10/10/19	Trip #23677	2	Makeida Estupinan
Liberty	10/11/19	Trip #23682	3	Robert Klemt
Mt. Pleasant	10/11/19	Trip #23678	2	Julie DiGiacomo
Washington	10/16/19	Trip #23683	2	Marie DeMaio
Redwood	10/16/19	Trip #23679	2	Timothy Beaumont
Roosevelt	10/17/19	Trip #23684	3	Marc Lawrence
Hazel	10/18/19	Trip #23680	2	Ana Marti
Kelly	10/21/19	Trip #23676	2	Joanne Pollara
Edison	10/30/19	Trip #23685	3	Xavier Fitzgerald

**XII. PETITIONS AND HEARINGS OF CITIZENS**

**XIII. REPORT FROM THE BOARD PRESIDENT AND/OR BOARD MEMBERS**

**XIV. NEXT BOARD MEETING to be held at 8:00 p.m. on December 9, 2019 at West Orange High School.**

**XV. EXECUTIVE SESSION (as deemed necessary)**

**WHEREAS:** The Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

**RESOLVED:** The Board of Education adjourns to closed session to personnel, legal and miscellaneous confidential matters. Be it further

**RESOLVED:** The minutes of this closed session will be made public when the need for confidentiality no longer exists.

**XVI. ADJOURNMENT**

## 9130 PUBLIC COMPLAINTS AND GRIEVANCES

Any person or group having a legitimate interest in the schools of this district may present a request, suggestion, or complaint concerning district personnel, the educational program, instructional or resource materials, or the operations of the district. The Board directs the establishment of procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect district personnel from unnecessary harassment.

When a Board member is confronted with an issue, he/she will withhold comment, commitment and/or opinion and refer the complaint or inquiry to the Superintendent, who shall review the complaint according to established procedures.

Only in those cases where satisfactory adjustment cannot be made by the Superintendent and the staff shall communications and complaints be referred to the Board for resolution.

Any misunderstandings or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. A complaint about a school program or personnel should be addressed to the Building Principal; a complaint about instructional or resource materials should be addressed to the Superintendent.

The Superintendent shall establish procedures for the hearing of requests and complaints regarding district personnel, the educational program, instructional and resource materials, and the operation of the school district. Procedures will be governed by the following guidelines:

1. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties.
2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education.
3. The complaint and its immediate resolution will be reduced to writing at the first and at each successive level of appeal.
4. A reasonable period of time, not to exceed three working days, will be permitted for the filing of an appeal in writing at each successive level. A decision at each level of appeal must be rendered in writing no later than five working days after the appeal is filed, except that the Board shall have forty-five calendar days to make its decision.



# POLICY

## WEST ORANGE BOARD OF EDUCATION

COMMUNITY  
9130/page 2 of 2  
Public Complaints and Grievances

5. In the case of complaints about instructional or resource materials, the initial complaint must set forth in writing the author, title, and publisher of the materials as well as those specific portions of the material or the work to which objection is taken; the complainant's familiarity with the work; the reasons for the objection; and the use of the work in the schools. The Superintendent shall appoint a committee of professional staff members and community representatives to review the challenged material against the standards for the selection of resource materials established by Board policy. The committee will report its findings to the Board. No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board of Education, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.
6. A complainant shall be notified that a decision of the Board may be appealed to the Commissioner of Education.

Adopted:



**Applications for Absence for School Business 2019-2020  
11-18-19**

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Conference</b>	<b>Dates</b>	<b>Amount</b>	<b>Funded</b>
Quanda Bryant	BSI Teacher	Gregory	Leveled Literacy Intervention Newark, NJ	11/19/19, 11/20/19	\$505.25	Title IA Funds
Rachel D'Andrea	BSI Teacher	Redwood	Leveled Literacy Intervention Newark, NJ	11/19/19, 11/20/19	\$505.25	Title IA Funds
Emily DeBaun-Orr	Library Media Specialist	Kelly	ALA Midwinter Conference Philadelphia, PA	1/27/20	\$225.00	Local
Jaclyn Headlam	SAC	WOHS	Annual Suicide Prevention Conference Piscataway, NJ	12/5/19	\$95.00	Local
Michelle Iftode	LDTC	WOHS	Aide Support in IEPs New Providence, NJ	12/2/19	\$75.00	Local
Stella Jemas	BSI Teacher	Gregory	Leveled Literacy Intervention Newark, NJ	11/19/19, 11/20/19	\$505.25	Title IA Funds
Andrea Klein	ESL Teacher	Gregory	NJ Department of Education Bilingual Advisory Committee Meeting Trenton, NJ	12/11/19, 2/5/20, 6/10/20	\$46.90	Local
Elizabeth Levenburg	School Psychologist	Redwood	Aide Support in IEPs - The Decision Making Process Analyzed With the Intent of Maximizing Student Independence New Providence, NJ	12/2/19	\$60.00	Local
Julie Matz	Library Media Specialist	WOHS	ALA Midwinter Conference (American Library Association) Philadelphia, PA	1/27/20	\$225.00	Local
Barbara Popple	BSI Teacher	Hazel	Leveled Literacy Intervention Newark, NJ	11/19/19, 11/20/19	\$505.25	Title IA Funds
Rishi Ramchandani	Network Surveillance & VoIP	Administration Building	Genetec Technical Certification and Technical Recertification Training Secaucus, NJ	12/9/19 - 12/13/19	\$4,334.00	Local
Elizabeth Veneziano	ELA 6-12 Supervisor	WOHS	Unstoppable Writing Teacher: Tools and Tips to Create Classrooms Filled with Unstoppable Writers New Brunswick, NJ	12/11/19	\$155.00	Local
Kevonna Ward	Health & Physical	Gregory	Mind Matters: Focusing on Student Social & Emotional	12/9/19	\$30.00	Local

	Education Teacher		Wall-Being Edison, NJ			
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**West Orange School District Overnight Field Trips  
2019- 2020 School Year  
October 28, 2019**

<b>School</b>	<b>Grades</b>	<b>Course / Group</b>	<b>Destination</b>	<b>City</b>	<b>State</b>
WOHS	9-12	THESPIAN SOCIETY	Robbinsville HS	Robbinsville	NJ

**Student Teaching / Practicum 2019-2020****11.18.19**

<b>Student Teacher Candidate</b>	<b>Affiliated University</b>	<b>Effective Dates</b>
Hannah Curran	Seton Hall University	2/17/20 - 12/9/20
Stephanie Egleston	Quinnipiac University	9/4/19 - 12/6/19
Sydney Frank	Quinnipiac University	9/4/19 - 12/6/19
Victoria Gracia	Kean University	1/2/20 - 6/19/20
Danielle Matias	Rowan University	1/2/20 - 6/19/20
Erika Rojas Requena	William Paterson University	1/22/20 - 5/7/20
Marcin Waclawek	William Paterson University	1/22/20 - 5/7/20

**New Jersey State Department of Education**  
**Essex County Office of Education**

Request to **Establish** a Special Education Program or Service

*Complete this form and send to the county office of education for review and approval along with the required documentation.*

District and school or APSSD: West Orange School District/ Washington Elementary School    Date: October 24, 2019

**Check Type of Program (6A: 14-4.6)**

**Preschool/Elementary Resource Program:**

- In-class Resource
- Pull-out Resource
- Supplementary Instruction, in-class
- Supplementary Instruction, pull-out
- Single subject
- Multiple subjects
- Replacement, pull-out

**Secondary Resource Program <sup>1</sup>:**

- In-class Resource
- Pull-out Resource
- Supplementary Instruction, in-class
- Supplementary Instruction, pull-out
- Single subject
- Multiple subjects
- Replacement, pull-out

**Elementary Special Class Program (6A: 14-4.7)**

- Auditory Impairments
- Autism
- Behavioral Disabilities
- Cognitive Impairments, mild
- Cognitive Impairments, moderate
- Cognitive Impairments, severe
- Learning/ Language Disabilities, mild/moderate
- Learning/ Language Disabilities, severe
- Multiple Disabilities
- Visual Impairments

**Secondary Special Class Program <sup>2</sup>:**

- Auditory Impairments
- Autism
- Behavioral Disabilities
- Cognitive Impairments, mild
- Cognitive Impairments, moderate
- Cognitive Impairments, severe
- Learning/ Language Disabilities, mild/moderate
- Learning/ Language Disabilities, severe
- Multiple Disabilities
- Visual Impairments
- Secondary Special Class (taught by general education teacher)

**Preschool Special Class Program (6A:14-4.7)**

- Preschool Disabilities

Extended School Year Program

Other program/service, please specify: \_\_\_\_\_

<sup>1</sup> Secondary resource programs are located in schools that contain any combination of grades 6 through 12, where the organizational structure is departmentalized for general education students.

<sup>2</sup> Secondary special class programs are located in schools that contain any combination of grades 6 through 12, where the organizational structure is departmentalized for general education students.


**Note: Each newly proposed resource program, special class program and service must be located in a space that has been approved by the County Superintendent of Schools. Forms for substandard use are available in the county office. Facility approval must be obtained before approval of the request to establish a new program can be granted.**

On a separate page, describe your request based on the following corresponding criteria/questions.

**Required Information:**

1. Document the unmet student needs that will be addressed by the proposed program.
2. Describe the proposed program and explain how it will meet student needs:
  - a. Identify the age range and number of students to be served.
  - b. How will the New Jersey Student Learning Standards be addressed?
  - c. How does this program address least restrictive environment?
  - d. What opportunities will be available for interaction with non-disabled peers?
  - e. State the number of professional and paraprofessional staff. For paraprofessional staff submit the locally developed job description and standards for approval (N.J.A.C. 6:11-4.6(c)).
3. A list of professional staff who will provide the services for the new program. If existing staff are being utilized provide an explanation of the scheduling changes made to accommodate the new program. If new staff are being hired, provide documentation that a criminal history review pursuant to N.J.S.A. 18A:6-7.1 has been completed for each new hire.

**I assure that the attached proposal to establish a new program/service is in accordance with New Jersey Administrative Code (N.J.A.C.) 6A:14, Special Education and N.J.A.C. 6A:26, Educational Facilities. (Attach the Board Resolution approving the establishment of the new program.)**

Board Approval Date: 11- \_\_\_\_\_ Signed:  \_\_\_\_\_  
 (Chief School Administrator)

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Approved _____	Denied _____
Signed: _____ (County Supervisor of Child Study)	Date _____

**1. Document the unmet student needs that will be addressed by the proposed program.**

The West Orange Public Schools currently has a Preschool Disabilities (PSD) Program located at the Betty Maddalena Early Learning Center. This site was established in August 2017 to provide an early learning environment to the District's youngest learners. Since then, enrollment has steadily increased. The site of the Betty Maddalena Early Learning Center is nearing class size capacity within its current location. To date, there are nine sections of classes which include three full-day Preschool Disabilities sections, four half-day Preschool Disabilities sections, and two integrated half-day sections. Due to the increased enrollment, as well as the projected enrollment, there is a need for two additional sections, one full-day class and one half-day class. The current facility cannot provide the space for these two classrooms. To remediate this issue, the West Orange School Public Schools proposes the expansion of the Preschool program to Washington Elementary School where classrooms can be created to meet the needs of the District's Preschool Disabled population in an off-site setting.

**2. Describe the program and explain how it will meet the student needs:**

**a) *Identify the age range and number of students to be served.***

Students ages three through five, who meeting eligibility for Special Education and Related Services under the criteria of Preschool Disabled will participate in this program. The classrooms at Washington Elementary School will provide instruction for three sections of students placed in the half-day Preschool Disabilities program. The full-day classroom will be at the Betty Maddalena Early Learning Center.

**b) *How will the Core Curriculum Content Standards be addressed?***

The academic curriculum delivered will follow the New Jersey Preschool Standards. The state-approved Tools of the Mind curriculum is currently being utilized for the preschool program and has been approved by the West Orange Public Schools. Modifications and accommodations will be determined as appropriate for each learner. The goal is to provide meaningful opportunities for students to become life-long learners and transition successfully to elementary school.

**c) *How does this program address the least restrictive environment?***

As per NJ 6A:14-4-2, to the maximum extent possible, a student with a disability is educated with students who are not disabled. As per each student's IEP, instruction is delivered in the program as outlined by his or her Individualized Education Program (IEP). Interaction with nondisabled peers will be coordinated with the general education teachers to provide interactions with nondisabled peers.

**d) *What opportunities will be available for interaction with nondisabled peers?***

The proposed program will be established in one of the district's seven elementary schools, which are comprised of Kindergarten to Grade 5 classes. Students will be provided with the opportunity to interact with typically developing Kindergarten during their daily school schedule. This will benefit the students as they will have the opportunity to interact with more developed role models.

**e) State the number of professional staff and paraprofessional staff.**

Class Size: 12 per section (2 potential sections)

Professional Staff:

- 1 full-time Special Education teacher
- 1 part-time Special Education teacher

Paraprofessional Staff:

- 1 full-time paraprofessional
- 1 part-time paraprofessional

- 3. A list of professional staff who will provide the services for the new program. If existing staff are being utilized provide an explanation of the scheduling changes made to accommodate the new program. If new staff are being hired, provide documentation that a criminal history review pursuant to N.J.S.A. 18A:6-7.1 has been completed for each new hire.**

The following staff members are projected to be hired to accommodate the two new classes:

- 1 full-time Special Education teacher
- 1 part-time Special Education teacher
- 1 part-time paraprofessional

Upon hiring the above candidates, the criminal history information will be provided.

The existing Related Service providers (including Speech, Occupational Therapy, Physical Therapy, and Feeding Therapy) will provide services to students at the Betty Maddalena Early Learning Center.

The Speech Therapist and Occupational Therapist currently assigned to Washington Elementary School will service the students will service the Preschool students placed at Washington Elementary School. The Physical Therapist and Feeding Therapist, who currently provide services to Preschool students, will also provide the necessary services to students at Washington Elementary School.

The case management responsibilities will be maintained by existing staff members. There are two School Social Workers assigned to the Betty Maddalena Early Learning Center. One of the School Social Workers will be placed at Washington to case manage the students there.

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

**I. Title of Position** **Instructional Aide (Special Education)**

**II. Qualifications:**

1. High school diploma; college-level coursework in education or related field up to 60 college credits.
2. Minimum experience as determined by the Board.
3. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff.
4. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices.
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

**III. Organizational Responsibilities:**

**Reports to:** Director of Special Services/ Principal/ Certified classroom teacher

**IV. Job Goal:**

To assist the classroom teacher by working with individual and small groups of disabled students to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program

**V. Performance Responsibilities:**

1. Assists in taking care of the physical needs of the special education pupil, including putting on and taking off outerwear, moving from room to room, using the lavatory, and providing any necessary personal care in circumstances where a student is not able to perform the function independently.
2. Assists with individualized instruction and works with small groups of students under the supervision of the special education teacher to reinforce material initially introduced by the teacher.
3. Assists, where appropriate, in loading and unloading the special education pupil from transportation buses or vans.



4. Completes clerical duties as assigned by the special education classroom teacher.
5. Assists pupils with various projects, crafts, and curriculum tasks.
6. Helps with the supervision of children on field trips planned by the teacher.
7. Assists in playground supervision.
8. Engages children in conversation to encourage language development.
9. Aids physically handicapped children, particularly those who rely upon appliances and prosthetics.
10. Performs other duties which may be assigned by the Superintendent or required by law, code, and regulation/Board policy.

**VI. Terms of Employment:**

Salary and work year to be determined by the Board of Education

**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 non-certified staff.

Board Approved Date: 6/21/10

Revised: 10/21/2013





West Orange School District  
 Report of  
 Comprehensive Maintenance Plan  
 Actual FY 19-- Budgeted FY 20-- Planned FY 21

School Name	Actual 2018-2019	Budgeted 2019-2020	Planned 2020-2021
Edison Middle Bldg. 070	\$173,423 Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, elevator inspections, gym equipment inspection and repair. Classroom painting, VCT and carpet replacements. Replaced kitchen floor. Replaced classrooms 5 and 6 doors. Painted Cupola. Domestic water tested for legionella bacteria. IAQ tested for classroom CO2. Security vestibule upgraded.	\$229,902 Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, elevator inspections, gym equipment inspection and repair. Classroom painting, VCT and carpet replacements. Guidance Office HVAC replace. LMC furniture upgrades. Drop ceiling upgrades and lighting. Replace cabinets in room 116. Replace student lockers. Reconstruct fitness room 102. Replace HVAC in guidance office.	\$229,902 Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, elevator inspections, gym equipment inspection and repair. Classroom painting, VCT and carpet replacements. Guidance Office HVAC replace. LMC furniture upgrades. Drop ceiling upgrades and lighting. Replace cabinets in room 116. Replace student lockers. Reconstruct fitness room 102. Replace HVAC in guidance office.

School Name	Actual 2018-2019	Budgeted 2019-2020	Planned 2020-2021
Gregory Elementary Bldg. 120	\$62,154 Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow prevention inspection, gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls etc. Inspect, repair & service valves & seals, etc. Pump and motor repairs. Classroom painting, VCT and carpet replacements. Extermination services. Repair intercoms. Domestic water tested for legionella bacteria. IAQ tested for classroom CO2. Security vestibule upgraded.	\$186,700 Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow prevention inspection, gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls etc. Inspect, repair & service valves & seals, etc. Pump and motor repairs. Classroom painting, VCT and carpet replacements. Extermination services. Replace restroom partitions. Demolish trailer (3).	\$186,700 Filters for AC/univents. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Extermination services. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow prevention inspection, gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls etc. Inspect, repair & service valves & seals, etc. Pump and motor repairs. Electric motor repairs. Classroom painting, VCT and carpet replacements. Replace restroom partitions.

School Name	Actual 2018-2019	Budgeted 2019-2020	Planned 2020-2021
Hazel Elementary Bldg. 130	\$126,612	\$117,744	\$117,744
	Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls etc. Inspect, repair & service valves & seals, etc. Pump and motor repairs. Classroom painting, VCT and carpet replacements. Extermination services. Replaced boiler condensate tank. Domestic water tested for legionella bacteria. IAQ tested for classroom CO2. Security vestibule upgraded.	Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls etc. Inspect, repair & service valves & seals, etc. Pump and motor repairs. Classroom painting, VCT and carpet replacements. Extermination services. Replace fire alarm main panel and systems parts. Replace intercom main system.	Filters for AC/univents. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Extermination services. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls etc. Inspect, repair & service valves & seals, etc. Pump and motor repairs. Electric motor repairs. Classroom painting, VCT and carpet replacements.

School Name	Actual 2018-2019	Budgeted 2019-2020	Planned 2020-2021
High School Bldg. 050	\$513,648	\$615,445	\$615,445
	Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls etc. Inspect, repair & service valves & seals, etc. Repairs as necessary. Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, elevator inspections, gym equipment inspection and repair. Classroom painting. VCT and carpet replacements. Domestic water tested for legionella bacteria. IAQ tested for classroom CO2. Security vestibule upgraded.	Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls etc. Inspect, repair & service valves & seals, etc. Repairs as necessary. Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, elevator inspections, gym equipment inspection and repair. Classroom painting. VCT and carpet replacements. Science lab counter tops replace. Domestic water remediation for legionella bacteria. Install LMC partition wall. Replace water fountains (3). Renovate room 4300. Renovate room 2301. Install dance studio marley floor.	Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls etc. Inspect, repair & service valves & seals, etc. Repairs as necessary. Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, elevator inspections, gym equipment inspection and repair. Classroom painting. VCT and carpet replacements. Replace restroom partitions. Upgrade building signage. Replace condensate tank in PVW boiler room.

School Name	Actual 2018-2019	Budgeted 2019-2020	Planned 2020-2021
Kelly Elementary Bldg. 150	\$49,853	\$115,097	\$115,097
	Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls etc. Inspect, repair & service valves & seals, etc. Repairs as necessary. Pump and motor repairs. Classroom painting. VCT and carpet replacements. Extermination services. Domestic water tested for legionella bacteria. IAQ tested for classroom CO2. Security vestibule upgraded.	Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Extermination services. Classroom painting, Asbestos O&M repairs Gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls etc. Inspect, repair & service valves & seals, etc. Repairs as necessary. Pump and motor repairs. Fire extinguisher service. VCT and carpet replacements. Indoor air quality monitoring, back flow preventer inspection.	Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Extermination services. Classroom painting, Asbestos O&M repairs Gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls etc. Inspect, repair & service valves & seals, etc. Repairs as necessary. Pump and motor repairs. Fire extinguisher service. VCT and carpet replacements. Indoor air quality monitoring, back flow preventer inspection.



School Name	Actual 2018-2019	Budgeted 2019-2020	Planned 2020-2021
Liberty Middle Bldg. 135	\$82,303	\$154,073	\$154,073
	<p>Extermination services. Electric motor repair. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls etc. Inspect, repair &amp; service valves &amp; seals, etc. Fire extinguisher service. PA system and master clock preventative maintenance. Pump repairs. Materials for roof repair. Registration fees for boiler and annual life hazard. Indoor air quality monitoring, back flow prevention inspection, elevator inspections, gym equipment inspection and repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Classroom painting, VCT and carpet replacements. Carpet replacement main office. Domestic water tested for legionella bacteria. IAQ tested for classroom CO2. Security vestibule upgraded.</p>	<p>Extermination services. Electric motor repair. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls etc. Inspect, repair &amp; service valves &amp; seals, etc. VCT and carpet replacements. PA system and master clock preventative maintenance. Pump repairs. Materials for roof repair. Registration fees for boiler and annual life hazard. Indoor air quality monitoring, back flow prevention inspection, elevator inspections, gym equipment inspection and repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Classroom painting, Fire extinguisher service.</p>	

School Name	Actual 2018-2019	Budgeted 2019-2020	Planned 2020-2021
<b>Mt. Pleasant Elementary</b> Bldg. 140	\$67,844	\$108,486	\$108,486
	Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow prevention inspection. gym equipment inspection and repair. Classroom painting. VCT and carpet replacements. Domestic water tested for legionella bacteria. IAQ tested for classroom CO2. Security vestibule upgraded.	Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow prevention inspection. gym equipment inspection and repair. Classroom painting. VCT and carpet replacements.	Classroom painting, VCT and carpet replacements. Filters for AC/univents. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Pump and motor repairs. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow prevention inspection and repair. Extermination services. Electric motor repairs.

School Name	Actual 2018-2019	Budgeted 2019-2020	Planned 2020-2021
Redwood Elementary Bldg. 160	\$81,228 Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, elevator inspections, gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls, etc. Inspect, repair service valves, seals, etc. Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Classroom painting. VCT and carpet replacements. Domestic water tested for legionella bacteria. IAQ tested for classroom CO2. Security vestibule upgraded.	\$168,818 Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, elevator inspections, gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls, etc. Inspect, repair service valves, seals, etc. Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Classroom painting. VCT and carpet replacements. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls, etc. Inspect, repair & service valves & seals, etc. Demolish trailers (2). Replace interior doors (42).	\$168,818 Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, gym equipment inspection and repair. Repairs as necessary. Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Classroom painting. VCT and carpet replacements. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls, etc. Inspect, repair & service valves & seals, etc.

School Name	Actual 2018-2019	Budgeted 2019-2020	Planned 2020-2021
Roosevelt Middle Bldg. 090	\$162,076 Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls, etc. Inspect, repair & service valves & seals, etc. Repairs as necessary. Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, gym equipment inspection and repair. Classroom painting. VCT and carpet replacements. Domestic water tested for legionella bacteria. IAQ tested for classroom CO2. Security vestibule upgraded.	\$158,784 Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls, etc. Inspect, repair & service valves & seals, etc. Repairs as necessary. Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, gym equipment inspection and repair. Classroom painting. VCT and carpet replacements. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Replace water fountain in gym.	\$158,784 Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, elevator inspections, gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls, etc. Inspect, repair service valves, seals, etc. Pump and motor repairs. Filters for AC/univents. Materials for roof repair. Classroom painting. VCT and carpet replacements. HVAC, electrical and painting. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Replace intercom phones in all classrooms

School Name	Actual 2018-2019	Budgeted 2019-2020	Planned 2020-2021
St. Cloud Elementary Bldg. 170	\$71,979	\$196,295	\$196,295
	Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, elevator inspections, gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls, etc. Inspect, repair service valves, seals, etc. Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Classroom painting. VCT and carpet replacements. Domestic water tested for legionella bacteria. IAQ tested for classroom CO2. Security vestibule upgraded.	Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, elevator inspections, gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls, etc. Inspect, repair service valves, seals, etc. Pump and motor repairs. Extermination services. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Classroom painting. VCT and carpet replacements. Replace restroom partitions. Replace condensate tank in boiler room. Replace heat exchanger in boiler room. replace window balances (24). Install new AC in kitchen. Replace interior doors (44).	Classroom painting, VCT and carpet replacements. Electric motor repairs. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow preventer inspection, gym equipment inspection and repair. Pump and motor repairs. Extermination services. Replace restroom partitions.

School Name	Actual 2018-2019	Budgeted 2019-2020	Planned 2020-2021
Washington Elementary Bldg. 180	\$84,664	\$132,223	\$132,223
	Electric motor repairs and replacement. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow prevention inspection, elevator inspections, gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls, etc. Inspect, repair & service boiler valves & seals. Repairs as necessary. Repair pump and motors. Classroom painting. VCT and carpet replacements. Extermination services. Domestic water tested for legionella bacteria. IAQ tested for classroom CO2. Security vestibule upgraded.	Electric motor repairs and replacement. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow prevention inspection, elevator inspections, gym equipment inspection and repair. Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls, etc. Inspect, repair & service boiler valves & seals. Repairs as necessary. Pump and motor repairs. Classroom painting. VCT and carpet replacements. Extermination services. Replace restroom partitions. Upgrade classroom (4).	Repairs and required daily maintenance procedures to floors, carpets, toilets, window coverings, desks, walls, etc. Inspect, repair & service boiler valves & seals. Filters for AC/univents. Materials for roof repair. Fire alarm maintenance. Boiler repair, maintenance, cleaning and inspection. Asbestos management and removal and repair services. Fire extinguisher service. Indoor air quality monitoring, back flow prevention inspection, elevator inspections, gym equipment inspection and repair. Electric motor repairs and replacement. Supplies for carpentry, hardware, windows, plumbing, HVAC, electrical and painting. Repairs as necessary. Extermination services. Pump and motor repairs. Classroom painting. VCT and carpet replacements.





# New Jersey Department of Education

## Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms 2019-2020 School Year

\*\*\*\* A SEPARATE FORM IS REQUIRED FOR EACH SCHOOL BUILDING \*\*\*\*

District: West Orange School: Washington Elementary School

Room Number/Name: 208 & 211

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

The restrooms for the students are located in the hallway across from the classrooms. Both a classroom schedule and consistent availability for students to have access to the restroom will be implemented within the classrooms. Students will be accompanied by staff to and in the restrooms.

Board of Education has approved this alternate method of compliance on \_\_\_\_\_ Date

\*\*\*\* Attach Copy of Board Resolution \*\*\*\*

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: [Signature] Date: 11-12-19

School Business Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**For County Use Only**

Approved: \_\_\_\_\_ Not Approved:   

Executive County Superintendent

Date



November 5, 2019

Fil Sanitago  
West Orange Public Schools  
179 Eagle Rock Avenue  
West Orange, NJ 07052



Dear Mr. Santiago:

Thank you for the opportunity to present this proposal.

### WEST ORANGE PUBLIC SCHOOLS SURPLUS PURCHASE PROPOSAL

This proposal is for the purchase, packaging, removal, and data destruction of Surplus Technology from West Orange Public Schools. Please see below for line-item pricing for purchased equipment:

West Orange Public Schools Equipment Recycling			
Description	QTY	Price Per-Unit	Total Payment
Lenovo ThinkPad x140e A4-5000 1.5GHz/4GB/500GB	34	\$10.00	\$340.00
Lenovo ThinkPad x130e E450 1.65GHz/4GB/320GB	5	\$7.00	\$35.00
Lenovo ThinkPad x131e Fusion E2-1800 1GHz/4GB/320GB	74	\$7.00	\$518.00
Lenovo Yoga 11e N2930 1.83GHz/4GB/500GB	64	\$12.00	\$768.00
Acer C740- Parted	14	\$0.00	\$0.00
Dell OptiPlex 3010 i5-3470 3.2GHz/4GB/250GB	1	\$10.00	\$10.00
Dell OptiPlex 620 IP 4 531 3GHz/4GB/80GB	1	\$0.00	\$0.00
Dell OptiPlex 960 C2D E8400 3GHz/2GB/160GB	2	\$0.00	\$0.00
Dell OptiPlex 745 C2D E4400 2GHz/2GB/80GB	2	\$0.00	\$0.00
Dell OptiPlex 380 C2D E5400 2.7GHz/2GB/160GB	5	\$0.00	\$0.00
Dell OptiPlex 390 i3-2100 3.1GHz/2GB/250GB	5	\$0.00	\$0.00
Dell Latitude 2100 N270 1.6GHz/1GB/80GB	2	\$0.00	\$0.00
Dell Latitude D600 Pent M 1.4GHz/256MB/40GB	1	\$0.00	\$0.00
Dell Inspiron 530 E2220 2.2GHz/2GB/320GB	1	\$0.00	\$0.00
Dell Latitude E5500 T7250 2GHz/2GB/80GB	1	\$0.00	\$0.00
HP Compaq Tablet PC TC1000	1	\$0.00	\$0.00
Printers/Scanners	17	\$0.00	\$0.00
Projectors	4	\$0.00	\$0.00
UPS	2	\$0.00	\$0.00
Phones	2	\$0.00	\$0.00
Empty Toner	40	\$0.00	\$0.00
Boxes of Parts	3	\$0.00	\$0.00
Misc	3	\$0.00	\$0.00
Monitors	4	\$0.00	\$0.00
Access Points	3	\$0.00	\$0.00
Switches	4	\$0.00	\$0.00
		<b>TOTAL:</b>	<b>\$1,671.00</b>



### **Data Security**

Sycamore's main priority is data security, and our team employs multiple levels of contingency to ensure total security. This includes multiple quality control officers, a secure and surveilled processing facility, individual hard drive wipe verification, and comprehensive data liability insurance.

- Sycamore agents will remove any identifying labels/stickers and wipe or destroy all data storage systems using the NIST 800-88 and DoD 5220.22-M 7-pass random zero method of data destruction, including copier hard drives. Any hard drives that are unable to be wiped will be physically destroyed in a shredder.
- Verification of successful data destruction process is certified by each hard drive serial number, and a report is generated detailing the make, model, and storage capacity of each hard drive received.
- Every computer and monitor is detailed in a comprehensive inventory report, including make, model, serial number, and hardware specifications. This equipment data will be grouped and titled by method of destruction.

### **Comprehensive Recycling Services**

- If awarded the bid, Sycamore agents will perform the removal of all surplus equipment at the four storage locations at West Orange Public Schools staff's convenience. Our agents will bring all packaging materials necessary, handle all packaging, and remove surplus equipment from any storage environment.
- All e-waste is recycled through our R2 Certified facility. Our facility follows all federal, state, and local EPA requirements for the proper disposal of technology waste.
- As a facet of our attention to detail for data destruction and proper recycling, technicians test all pieces for functionality, damage, and completeness. This testing includes counts of peripherals such as AC power adapters, mice, monitors and keyboards.

### **Indemnification and Purchasing Terms**

- Sycamore International agrees to indemnify and hold West Orange Public Schools harmless from any and all claims, losses or damages resulting from the disposal and/or resale of any equipment included in this exchange. Sycamore International guarantees no equipment will end up in a landfill.
- This pricing assumes all devices are released from any MDM/Activation locks within the project timeline. If release from central locks cannot be secured prior to removal, Sycamore is willing to coordinate with District staff to provide any data needed for successful device unlocks.
- This quote is valid until December 19, 2019.

Thank you for your time, and for the opportunity.

Please feel free to reach us any time with any questions or concerns,



Alicia Syx, Account Executive

AliciaS@SycamoreInternational.com  
866.620.8434 x 704



**WEST ORANGE BOARD OF EDUCATION**  
**2020 – 2021 TENTATIVE BUDGET CALENDAR**

<u>Activity</u>	<u>Completion Date</u>
Analyze State Aid Data and 2% CAP Impact	October
Update Ed-Data User List	November
Create Budget Development Guidelines & Calendar	November
Review Budget Development Guidelines/Forms with Management Team	November
Submit Budget & Staffing Requests and Supporting Materials to Superintendent's Office Budgets Entered in Systems 3000	December
Review Budget Requests with Administrative Team	December
Defend Budgets to the Superintendent	December/January
Opening of Ed-Data Ordering System	January
Governor's Budget Address	February 25
Update Revenue Projections Based on State Aid Notices	February 27
Approve Preliminary Budget for County Office Review	On or Before March 20
Submit Budget to County Superintendent of Schools	On or Before March 20
Public Hearing on Budget	April 24 – May 7
Post User-Friendly Budget on District Website	48 Hours After Public Hearing
Certify Tax Levy to the County Board of Taxation	May 19

**WEST ORANGE BOARD OF EDUCATION**  
**Public Board Meeting - 8:00 p.m. - November 18, 2019**  
**West Orange High School**  
**51 Conforti Avenue**  
**Agenda Addendum**

**A. PERSONNEL**

**1. Resignations / Retirements**

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

<b>Name</b>	<b>Location</b>	<b>Position</b>	<b>Reason</b>	<b>Effective Date</b>
Paul Palek	Administration Building	Human Resources Interim Director	Resignation	11/18/19