

WEST ORANGE BOARD OF EDUCATION
Public Board Meeting February 8, 2021
7:30 P.M. Public Session
Virtual

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 January 8 and 28, 2021.
- 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.

| Board Goals |
|---|
| <ul style="list-style-type: none">→ The Board of Education, in concert with the Administration, will review and evaluate district expenditures across all budget lines beginning in December, 2020 and will identify opportunities for efficiencies and financial savings in the budget preparation for the 2021-2022 school year.→ The Board of Education will increase parent and community engagement by conducting two Town Hall meetings, one in the fall to identify the community's priorities for the 2021-22 budget preparation and one in the spring to gain input in the setting of the Board's goals for the 2021-2022 school year.→ The Board of Education will assess the district's progress toward the goals of the 5-year strategic plan, and, including opportunities for input from the public, will review the plan's current relevancy and its implications on student achievement, policy, budget, community relations, and other areas of Board responsibility so as to enable the administration to develop action plans for implementation which align with the Board's review.→ The Board of Education will complete the conversion of the Board's Policy Manual and accompanying By-Laws and Regulations to Strauss-Esmay and fully implement the ElanOnline search engine by June, 2021. |

III. CONSIDERATION OF THE CLOSED AND PUBLIC MEETING MINUTES OF January 25, 2021 (Att. #1)

IV. STUDENT LIAISON REPORT

V. SUPERINTENDENT/ BOARD REPORTS

- A. Mr. Vincent DeJesus, NJASC Advisor of the Year 2020-2021

- B. 2019-2020 Audit Presentation - Donna Japhet, Lerch, Vinci & Higgins, LLP
C. Superintendent Information Updates and Highlights

VI. QUESTIONS FROM THE PUBLIC ON AGENDA ITEMS

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 |
|----------------|----------|----------|-------------|----------------|
| Sue Ellen Lian | WOHS | English | Resignation | 3/26/21 |

- 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 |
|----------------|----------|------------|-------------|----------------|
| Chantay Parker | BMELC | Lunch Aide | Resignation | 1/22/21 |

2. Rescissions

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

| Name | Location/Position | Item | Effective Date |
|-----------------|----------------------------|---------------------------------|----------------|
| William Bradley | WOHS Social Studies | Board approved Leave of Absence | 2/3/21 |
| Jamie Podhurst | WOHS Art | Board approved Leave of Absence | 2/3/21 |
| Patricia Quinn | Kelly Special Education | Board approved Leave of Absence | 2/3/21 |

3. Appointments

- a. 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 | Account Code | Effective Dates |
|------------------|------------|--|-------------------|-------|------|-------------------|--------------------------|--------------------------|
| JoAnn Andrasko | WOHS | Family & Consumer Science Leave Replacement | Critelli | N/A | N/A | \$200 per diem | 11.140.100.101.00.35.050 | 1/19/21 - 2/5/21 |
| Jenna Heaslip | Washington | Art Leave Replacement | Carlson | MA | 3 | \$61,594 prorated | 11.120.100.101.00.32.180 | 2/3/21 - 5/21/21 amended |
| Lauren Wasserman | Roosevelt | Special Education Mathematics | Marcus reassigned | MA | 3 | \$61,594 prorated | 11.213.100.101.00.06.090 | 2/16/21* - 6/30/21 |
| Dora Wong-Macias | WOHS | Family & Consumer Science | Critelli | N/A | N/A | \$200 per diem | 11.140.100.101.00.35.050 | 2/8/21 - 2/26/21 |

| | | | | | | | | |
|--|--|-------------------|--|--|--|--|--|--|
| | | Leave Replacement | | | | | | |
|--|--|-------------------|--|--|--|--|--|--|

*pending Criminal History Record Check process

- b. 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 | Account Code | Effective Dates |
|------------------|----------------|-------------------------------|-------------------|-------|------|---------------------------|--------------------------|-------------------|
| Jeremiah Antoine | Central Office | Computer Technician Part-time | N/A | Tech | 1 | \$44,020 prorated amended | 11.000.252.100.00.40.000 | 8/16/19 - 6/30/21 |

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

| Name | Location | Position | Guide | Step | Salary | Account Code | Effective Dates |
|-------------------|----------|-----------------------------------|-------|------|-------------------|--------------------------|------------------|
| Catherine Connors | WOHS | Science Kennedy-Leave Replacement | MA+30 | 7 | \$65.23 per diem | 11.140.100.101.00.39.050 | 2/3/21 - 6/4/21 |
| Michael DeAngelis | WOHS | Science Kennedy-Leave Replacement | BA+15 | 17 | \$84.45 per diem | 11.140.100.101.00.39.050 | 2/3/21 - 6/4/21 |
| Daniel Duca | WOHS | Science Brandt-Vacancy | DR | 17 | \$109.05 per diem | 11.140.100.101.00.39.050 | 9/14/20 - 2/2/21 |
| Daniel Duca | WOHS | Science Kennedy-Leave Replacement | DR | 17 | \$109.05 per diem | 11.140.100.101.00.39.050 | 2/3/21 - 6/4/21 |
| Brad Mitchell | WOHS | Science Brandt-Vacancy | MA+45 | 17 | \$106.24 per diem | 11.140.100.101.00.39.050 | 2/3/21 - 6/4/21 |

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

| Name | Location | Position | Stipend/Rate of Pay | Account Code | Effective Dates |
|-----------------|----------|--|--|--------------|------------------|
| Jeanina Abramo | WOHS | Culinary Arts Pre-Apprenticeship Program | \$49.98 per hour* not to exceed 14 hours | TBD | 2/9/21 - 6/23/21 |
| Kaitlin Higgins | WOHS | Culinary Arts Pre-Apprenticeship Program | \$49.98 per hour* not to exceed 14 hours | TBD | 2/9/21 - 6/23/21 |

*Funded by the Pre-Apprenticeship Grant for a total of 28 hours

- e. Superintendent recommends approval to the Board of Education for the following mentor assignments to be funded by the provisional teacher:

| Mentor | Provisional Teacher | Location | Stipend | Account Code | Effective Dates |
|-------------|---------------------|----------|---------|--------------------------|------------------|
| Nancy Silva | Alexa Mermini | Liberty | \$256 | 11-130-100-101-00-34-135 | 1/8/21 - 6/30/21 |

4. Leaves of Absence:

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

| Name | Location / Position | Paid Leave | Unpaid Leave with Benefits | Unpaid Leave without Benefits | Anticipated Return Date |
|------|---------------------|------------|----------------------------|-------------------------------|-------------------------|
| | | | | | |

| | | | | | |
|----------------------------------|------------------------------|---|-----------------------|-----------------------------|-------------------|
| Claudia Builes-Dally Personal | Gregory Special Education | N/A | N/A | 1/25/21 - 2/5/21 amended | 2/8/21 amended |
| Lisa Gray Medical | Kelly Grade 2 | 9/1/20 - 11/20/20 2/22/21 - 6/30/21 amended | 11/23/20 - 2/19/21 | N/A amended | 9/1/21 |

- 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 Aboulmaja Personal | WOHS Paraprofessional | N/A | 1/25/21 - 2/12/21 | N/A | 2/15/21 |
| Luz Cubero Personal | WOHS Paraprofessional | N/A | N/A | 3/1/21 - 6/30/21 | 9/1/21 |
| Roseann Pryzbysz Medical | Redwood Paraprofessional | N/A | 1/21/21 - 2/19/21 | N/A | 2/22/21 |

5. Superintendent recommends approval to the Board of Education for 2020-2021 revised rate(s) for hourly and per diem employees/assignments. (Att. #2)

B. CURRICULUM AND INSTRUCTION

1. Recommend approval of Applications for School Business requests. (Att. #3)
2. Recommend approval for student teaching for the 2020-2021 school year (Att. #4)
3. Recommend approval of 2020-2021 Special Olympics of NJ Unified Champion Schools Commitment Form for the creation and implementation of Unified Sports, Youth Leadership, and Whole School Engagement activities that promote inclusion, equity, friendships, and dignity among students with and without disabilities.

C. FINANCE

a.) Special Services

1. Recommend approval for the following out of district placements for the 2020-2021 school year:

| Student # | Placement | Tuition | Budgeted/Unbudgeted |
|-----------|-----------------|---|---------------------|
| 2807088 | Jardine Academy | Tuition: \$37,141.00 100 days @ \$371.41/day | Budgeted |

2. Recommend approval for the following tuition/extraordinary aide services adjustments as certified by the State of NJ Division of Administration and Finance:

| School | Year | Certified Rate Less Adjustments | Tuition Paid | Tuition Adjustments |
|----------|-----------|---------------------------------|--------------|---------------------|
| Deron II | 2019-2020 | \$60,610.00 | \$57,558.00 | \$3,052.00 |

| | | | | |
|---------------------|-----------|--------------|--------------|-------------|
| P.G.Chambers School | 2019-2020 | \$225,123.36 | \$210,503.04 | \$14,620.32 |
|---------------------|-----------|--------------|--------------|-------------|

b.) Business Office

1. Recommend approval of the 2/8/2021 Bills List:

| | |
|--|---------------------|
| Payroll/Benefits | \$ 6,797,168.63 |
| Transportation | \$ 523,824.10 |
| Tuition (Spec. Ed./Charter) | \$ 202,018.45 |
| Instruction | \$ 35,596.71 |
| Facilities/Security | \$ 55,841.99 |
| Grants | \$ 112,001.61 |
| Food Service | \$ 239.67 |
| Support Svcs/Co-Curricular/Athletics/Misc. | <u>\$ 87,157.32</u> |
| | \$ 7,813,848.48 |

2. Recommend approval of proposed Non Public security aid program expenditures funded through the Office of State Aid Entitlements and Payments to Non Public Schools (not local funds).

| School | Description | Amount |
|-----------------|---|------------|
| Seton Hall Prep | 2 Security Cameras at Kelly Athletic Complex- Maffey Security Group | \$4,810.12 |

- 3. Recommend approval of Agreement between the International Association of Machinists Corporation for Re-Employment and Safety Training (IAM CREST) and the West Orange Board of Education for storage of IAM CREST equipment, tools and materials used for the IAM CREST Youth Transitions Work Program (YTTW), in the amount of \$600 annually.**
- 4. Accept the financial audit and synopsis of the 2019-2020 school year as prepared by the firm Lerch, Vinci & Higgins, LLP. (Att. #5)**
- 5. Recommend approval of an audit corrective action plan for the remediation of recommendations noted in the financial audit of the 2019-2020 school year. (Att. #6)**
- 6. Recommend approval of proposed Non Public security aid program expenditures funded through the Office of State Aid Entitlements and Payments to Non Public Schools (not local funds).**

| School | Description | Amount |
|-----------------|--|-------------|
| Seton Hall Prep | <ul style="list-style-type: none"> • 40 Verkada CD31 Network Surveillance Cameras • 17 Verkada CD31-E Network Surveillance Cameras • 57 Verkada Command Cloud Service Subscription Licenses | \$58,240.00 |

7. Recommend acceptance of the following donation(s)/award(s):

| Donor | Recipient | Donation |
|-----------------------|---------------------------|----------|
| Brain Injury Alliance | WOHS/Youth Advisory Board | \$750 |

8. Recommend approval of agreement with NEMNET, West Orange, NJ, a national resource organization that assists schools and organizations in the identification and recruitment of minority faculty and staff, for a 1 year membership fee of \$1,950 plus \$500/candidate placement fee. (Att. #7)
9. Recommend approval of proposed Non Public security aid program expenditures funded through the Office of State Aid Entitlements and Payments to Non Public Schools (not local funds).

| School | Description | Amount |
|------------------------|---|------------|
| Golda Och Upper School | <ul style="list-style-type: none"> Security Strobes-Witness Security Solutions LLC | \$8,255.04 |
| Golda Och Lower School | <ul style="list-style-type: none"> Security Strobes-Witness Security Solutions LLC | \$8,255.04 |
| Golda Och Lower School | <ul style="list-style-type: none"> Fargo Badge Printer and Access Cards-Witness Security Solutions LLC | \$4,076.46 |

10. Recommend approval of the following service provider:

| Provider | Type of Service | Rate | Not to Exceed |
|---------------------------------|--|----------------------------------|---------------|
| Delta T Group Woodbridge, NJ | Substitute Teacher - with sub certificate Substitute Teacher - with NJDOE certificate | \$117/per diem \$130/per diem | \$100,000 |

D. REPORTS

1. 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 January 25, 2021, the Superintendent reported HIB Incident Number(s) 002 to the Board; and

Whereas, on February 4, 2021 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) 002 for the 2020-2021 school year for the reasons conveyed to the Board.”

VIII. PETITIONS AND HEARINGS OF CITIZENS

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

X. NEXT BOARD MEETING to be held at 6:30 p.m. on February 16, 2021 Virtually.

XI. 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.

XII. ADJOURNMENT

West Orange Public Schools

HOURLY AND PER DIEM RATES 2020-2021

| CATEGORY | AMOUNT | | |
|---|-------------------------|--|--|
| | Standard (1-20 days) | Long Term Substitute 21-60 days (Vacancy Coverage) | Leave Replacement 21-60 days (Leave of Absence Coverage) |
| Substitutes | | | |
| Teachers (CE, CEAS, Standard) | \$120.00/day | BA \$288.00 | BA \$288.00 |
| <i>If preparing lesson plans/communicating w/parents</i> | \$200.00/day | MA \$308.00 | MA \$308.00 |
| Teachers (Substitute Certificate) | \$110.00/day | | |
| <i>If preparing lesson plans/communicating w/parents</i> | \$180.00/day | | |
| Nurses | \$250.00/day | | |
| Administrative Assistants | \$77.00/day | | |
| Custodians | \$15.00/hour | | |
| Home Instruction, Test Preparation & In-Service Instructors | \$74.46/hour** | | |
| Intramural Sports, Summer Workshops, & Curriculum Council | \$39.78/hour** | | |
| In-Service Course Work | \$39.78/hour** | | |
| Paraprofessionals to provide student assistance for afterschool activities/sports | \$23.46/hour** | | |
| Official Chaperones (school dances & other co- educational social activities) & State Music Auditions | \$122.40/evening** | | |
| Overnight Chaperones | \$216.24/evening** | | |
| Guidance Summer Work (per diem) | \$408.00 per day** | | |
| Lunch Aides (not to exceed assigned hours) | \$18.96 per hour | | |
| Clerical Aides (not to exceed 7 hours / day) | \$19.56 per hour | | |
| Greeters | \$19.56 per hour | | |
| Student Help | \$12.00 per hour | | |
| Transportation Allowance (prevailing IRS approved rate) | \$.35 mile | | |

County Substitute Certificates may be issued for a 5-year period but the holder can serve no more than 20 consecutive days in the same position in one school district during the school year. Such certificate, which is issued by the County Superintendent of Schools, carries none of the accrued benefits, such as pension and tenure, to which a regularly-employed teacher is entitled.

****WOEA-Negotiated (Rates may be adjusted upon ratification of collective bargaining agreement)**

BOARD APPROVED: 2/8/2021

**Applications for Absence for School Business 2020-2021
2-8-21**

| Name | Position | School | Conference | Dates | Amount | Funded |
|--------------------|---------------------------|-------------------------|--|--------------|---------------|---------------|
| Jessica Brown | Grade 1 Teacher | Mt. Pleasant | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Kelly Clancy | Special Education Teacher | Kelly | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Jennifer Dahl | English Teacher | WOHS | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Kelli Eason | Special Education Teacher | Gregory | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Amanda Fiason | Special Education Teacher | Gregory | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Rebecca Giacopelli | Gifted & Talented Teacher | Mt. Pleasant | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Carmen Gordillo | English Teacher | Liberty | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Beatrice Hanratty | ELA K-5 Supervisor | Administration Building | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Kimya Jackson | Assistant Principal | Redwood / Washington | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Ellen Kearns | Grade 3 Teacher | St. Cloud | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Jeanie Kivlon | Kindergarten | Hazel | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Ursula MCGee | Grade 5 Teacher | Hazel | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Amy Pacifico | Grade 5 Teacher | Kelly | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |

| | | | | | | |
|---------------------|-----------------------------|--------------|---|---------|----------|-------|
| Lisa Rodino | Special EducationTeacher | Washington | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Stephanie Ross | Reading Specialist | Kelly | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Shari Ritter | Reading Specialist | Mt. Pleasant | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Jennifer Sissman | Reading specialist | Hazel | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Elizabeth Veneziano | ELA 6-12 Supervisor | WOHS | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |
| Sahkeenah Wallace | English Teacher | Roosevelt | Teaching Literacy in Times of change and Uncertainty Virtual | 2/27/21 | \$100.00 | Local |

Student Teaching / Practicum 2020-2021**2.8.21**

| Student Teacher Candidate | Affiliated University | Assigned School | Effective Dates |
|----------------------------------|------------------------------|------------------------|------------------------|
| Justin Ramirez | Montclair University | WOHS | 2.9.21 - 10.10.21 |

WEST ORANGE BOARD OF EDUCATION

SYNOPSIS OF AUDIT

FOR THE YEAR ENDED

JUNE 30, 2020

WEST ORANGE BOARD OF EDUCATION
GOVERNMENTAL FUNDS
BALANCE SHEET
AS OF JUNE 30, 2020

| | <u>General Fund</u> | <u>Special Revenue Fund</u> | <u>Capital Projects Fund</u> | <u>Debt Service Fund</u> | <u>Total</u> |
|--|-------------------------|-------------------------------------|--------------------------------------|----------------------------------|---------------------|
| ASSETS | | | | | |
| Cash and Cash Equivalents | \$ 6,567,708 | \$ 200,313 | | \$ 4 | \$ 6,768,025 |
| Receivables, Net | | | | | |
| Receivables From Other Governments | 319,350 | 621,388 | | | 940,738 |
| Accounts | <u>215,508</u> | <u>11,300</u> | <u>-</u> | <u>-</u> | <u>226,808</u> |
| Total Assets | <u>\$ 7,102,566</u> | <u>\$ 833,001</u> | <u>\$ -</u> | <u>\$ 4</u> | <u>\$ 7,935,571</u> |
| LIABILITIES AND FUND BALANCES | | | | | |
| Liabilities | | | | | |
| Accounts Payable | \$ 2,034,682 | \$ 449,085 | | | \$ 2,483,767 |
| Accrued Salaries and Wages | 96,717 | | | | 96,717 |
| Due to Other Funds | 8,932 | - | | | 8,932 |
| Payable to State Governments | - | 203,554 | | | 203,554 |
| Unearned Revenue | 23,916 | 180,362 | | - | 204,278 |
| Claims and Judgments Payable | <u>219,480</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>219,480</u> |
| Total Liabilities | <u>2,383,727</u> | <u>833,001</u> | <u>-</u> | <u>-</u> | <u>3,216,728</u> |
| Fund Balances | | | | | |
| Restricted | | | | | |
| Capital Reserve | 1,000,573 | | | | 1,000,573 |
| Emergency Reserve | 664,404 | | | | 664,404 |
| Debt Service | | | | \$ 4 | 4 |
| Committed | | | | | |
| Year-end Encumbrances | 56,038 | | | | 56,038 |
| Assigned | | | | | |
| Year-end Encumbrances | 715,264 | | | | 715,264 |
| Designated for Subsequent Year's Budget (2020/21 Budget) | 2,000,000 | | | | 2,000,000 |
| Unassigned | <u>282,560</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>282,560</u> |
| Total Fund Balances | <u>4,718,839</u> | <u>-</u> | <u>-</u> | <u>4</u> | <u>4,718,843</u> |
| Total Liabilities and Fund Balances | <u>\$ 7,102,566</u> | <u>\$ 833,001</u> | <u>\$ -</u> | <u>\$ 4</u> | <u>\$ 7,935,571</u> |

WEST ORANGE BOARD OF EDUCATION
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

| | <u>General Fund</u> | <u>Special Revenue Fund</u> | <u>Capital Projects Fund</u> | <u>Debt Service Fund</u> | <u>Total</u> |
|--|-------------------------|-------------------------------------|--------------------------------------|----------------------------------|----------------|
| REVENUES | | | | | |
| Local Sources | | | | | |
| Property Tax Levy | \$ 137,645,823 | | | \$ 5,772,257 | \$ 143,418,080 |
| Tuition | 232,564 | | | | 232,564 |
| Rents | 59,985 | | | | 59,985 |
| Interest | 102,095 | | \$ 1,224 | | 103,319 |
| Miscellaneous | 199,495 | \$ 37,356 | - | - | 236,851 |
| Total - Local Sources | 138,239,962 | 37,356 | 1,224 | 5,772,257 | 144,050,799 |
| State Sources | 41,142,794 | 589,643 | | 311,143 | 42,043,580 |
| Federal Sources | 259,462 | 2,955,327 | - | - | 3,214,789 |
| Total Revenues | 179,642,218 | 3,582,326 | 1,224 | 6,083,400 | 189,309,168 |
| EXPENDITURES | | | | | |
| Current | | | | | |
| Regular Instruction | 75,349,594 | 1,331,439 | | | 76,681,033 |
| Special Education Instruction | 31,803,297 | 2,026,228 | | | 33,829,525 |
| Vocational Instruction- Tuition | 70,687 | | | | 70,687 |
| Other Instruction | 6,087,184 | | | | 6,087,184 |
| School Sponsored Activities and Athletics | 2,843,635 | | | | 2,843,635 |
| Support Services | | | | | |
| Student and Instruction Related Services | 20,509,690 | 152,331 | | | 20,662,021 |
| General Administrative Services | 2,285,863 | | | | 2,285,863 |
| School Administrative Services | 8,636,458 | | | | 8,636,458 |
| Plant Operations and Maintenance | 13,856,595 | 29,797 | | | 13,886,392 |
| Pupil Transportation | 10,483,908 | | | | 10,483,908 |
| Business and Other Support Services | 4,262,160 | | | | 4,262,160 |
| Debt Service | | | | | |
| Principal | 1,216,105 | | | 4,255,000 | 5,471,105 |
| Interest | 391,361 | | | 1,828,400 | 2,219,761 |
| Capital Outlay | 563,936 | 42,531 | \$ 381,952 | - | 988,419 |
| Total Expenditures | 178,360,473 | 3,582,326 | 381,952 | 6,083,400 | 188,408,151 |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | 1,281,745 | - | (380,728) | - | 901,017 |
| OTHER FINANCING SOURCES (USES) | | | | | |
| Transfers In | 1,224 | | 8,262 | | 9,486 |
| Transfers Out | (8,262) | | (1,224) | | (9,486) |
| Lease Purchase Proceeds | 1,684,688 | - | 373,690 | - | 2,058,378 |
| Total Other Financing Sources (Uses) | 1,677,650 | - | 380,728 | - | 2,058,378 |
| Net Change in Fund Balances | 2,959,395 | - | - | - | 2,959,395 |
| Fund Balance, Beginning of Year | 1,759,444 | - | - | 4 | 1,759,448 |
| Fund Balance, End of Year | \$ 4,718,839 | \$ - | \$ - | \$ 4 | \$ 4,718,843 |

**WEST ORANGE BOARD OF EDUCATION
RECOMMENDATIONS**

I. Administrative Practices and Procedures

There are none.

II. Financial Planning, Accounting and Reporting

It is recommended that:

1. Greater care be exercised in the computation of payroll and all adjustments be properly reflected and accounted for in payroll and related disbursement records.
2. All payroll deposits be reconciled to payroll records on a monthly basis.
3. All prior years pension withholdings be properly remitted to State Division of Pension.

III. School Purchasing Program

There are none.

IV. School Food Services

There are none.

V. Summer Enrichment Program

There are none.

VI. Student Body Activities

It is recommended that all deposits for the High School Athletics account be made in a timely manner.

VII. Application for State School Aid

There are none.

VIII. Pupil Transportation

There are none.

IX. Facilities and Capital Assets

There are none.

X. Miscellaneous

There are none.

XI. Status of Prior Years' Audit Findings/Recommendations

A review was performed on all prior years' recommendations and corrective action was taken on all.

**WEST ORANGE BOARD OF EDUCATION
ESSEX COUNTY, NEW JERSEY
2019-2020 CORRECTIVE ACTION PLAN**

Contact Person: Tonya Flowers Phone: (973) 669-5400

Board Meeting Approval: February 8, 2021

| RECOMMENDATION NUMBER | CORRECTIVE ACTION APPROVED BY THE BOARD | METHOD OF IMPLEMENTATION | PERSON RESPONSIBLE FOR IMPLEMENTATION | COMPLETION DATE OF IMPLEMENTATION |
|---|--|--|---|---|
| II. Financial Planning, Accounting and Reporting | | | | |
| It is recommended that: | | | | |
| 1. Greater care be exercised in the computation of payroll and all adjustments be properly reflected and accounted for in payroll and related disbursement records. | Review payroll to ensure all employees are being paid the correct amount prior to pay date. | Payroll Department will review payroll for accuracy prior to pay date. | Payroll Department Assistant Business Administrator | Ongoing |
| 2. All payroll deposits be reconciled to payroll records on a monthly basis. | Ensure that all payroll deposits are reconciled to Payroll Budget Spread Reports every pay period. | Payroll Coordinator will perform a reconciliation of Payroll Budget Spread Report and payroll deposits every pay period. | Payroll Department Assistant Business Administrator | Ongoing |
| 3. All prior years' pension withholdings be properly remitted to State Division of Pension. | Ensure all reports are filed with the State of New Jersey. | Payroll Coordinator will ensure that all pension reports are properly and timely filed to the State of New Jersey. | Payroll Department Business Administrator | 6/30/2021 |

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|---|--|--|---|---|
| VI. Student Body Activities | | | | |
| It is recommended that: | | | | |
| 1. All deposits for the High School Athletics account be made in a timely manner. | Ensure that all deposits for WOHS are made in a timely manner. | The Principal and Bursar will be instructed to make deposits in a timely manner. A training workshop will be conducted. Periodic reminders will be sent to the Principal and Bursar. | Business Administrator School Principal Athletic Director | Ongoing |

Chief School Administrator

Date

Business Administrator/Secretary

Date

MEMBERSHIP INFORMATION PACKET



NEMNET is a national resource organization that assists schools and organizations in the identification and recruitment of minority faculty and staff. Each year, NEMNET works with over 350 schools and organizations (Public, Private, K-12 & Higher Ed.) and serves over 2000 educators and administrators of color in their search for employment.

NEMNET offers a variety of recruitment programs and services. All of our programs are designed to leverage technology to provide you with greater exposure and access to qualified educators and administrators of color. Established in 1994, we have a proven track record of success and service.

If increasing your exposure and access to qualified faculty and staff of color is a sincere goal, let us help you!

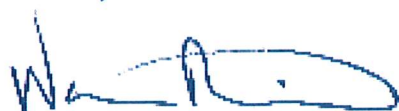
Recruitment Programs and Services:

- Online Job Posting
- Online Resume Search [access to over 2000 active candidate resumes]
- Resume Collection and Referral
- Confidential and Retained Searches
- Regional Diversity Career Fairs for Educators of Color
- Diversity Training, Consulting and Coaching
- NEMNET Mobile . . . and more!

Enclosed please find additional information on our programs, services and fees. To learn more about NEMNET and how we can be of service to your organization, please feel free to call 888.919.1112 or visit us on-line at www.NEMNET.com.

We look forward to serving you.

Sincerely,



Warren Reid
Founder & CEO

Casting A Broader Net

NEMNET's efforts to provide well qualified, well informed candidates for our faculty openings have proved uniquely valuable and successful, and have inspired us to increase our initiatives to find and hire candidates of color.

NEMNET really does all it says it will for its members. I found my new teaching position listed in one of the "Jobs of the Week" postings they emailed me. I'm glad I decided to give it a try because, once I sent in my resume, everything else happened incredibly fast... I'm still floored by it all!

We have hired seven faculty of color in the past three years, and three of them were referred by NEMNET, which continues to be our number one faculty recruiting resource. Every NEMNET candidate I've interviewed has been exceptional, and the referral process has been thorough and timely. We greatly appreciate the follow-up and outreach with faculty of color after placement - thanks for everything!

NEMNET offers hands-on techniques of finding candidates, accessing them to us, and vice versa, and, after more than ten years in the business, is making contacts nationwide that are standing them in good stead with many educators across the country.

I came away with more information and ideas about diversity and minority recruiting than I have experienced in quite awhile. Your Diversity Recruitment workshop was outstanding. I plan to forward your information on to surrounding school districts.

I am the Executive Director for a non profit in Baltimore that works with 19 independent schools. I have been in independent school education for over 30 years, and NEMNET's workshop was one of the best I have ever attended... NEMNET lays out the issues, gives specific strategies to work through those issues and helps you to plan for the future. I left the workshop feeling like schools had the tools they needed to make a plan of success.

... I can not stress enough how much of a difference your company's presence has made in the hiring process for my school. Thank you for all your good and extremely valuable work.

I would strongly suggest using NEMNET to any school that is committed to making positive change with developing a strategy to increase faculty of color throughout their institution.

GREAT Job Fair NEMNET! My only regret is that schools I have worked at have not been more active all along. Greatly run, superb service, strong and versatile candidates. Perfect job fair for us... We are in it for the long haul.

Certainly, one of the most thought provoking and worthwhile workshops I have attended in 15 yrs... Further, I would say among the most valuable workshops I have participated in as an educator.

... thank you for showing me how to help my institution move from being hopeful about minority recruitment to being more strategic about the process.

I've heard nothing but rave reviews of yesterday's event, and I'm sure that much of that is a result of the ways that you informed, challenged and stretched those who were there. Thanks for coming... and helping us in our ongoing effort—as individual schools and the diversity consortium—to generate greater buy-in and more investment in the work of creating a more diverse faculty, staff, and administration.

For more testimonials, please visit our website: <http://www.NEMNET.com/ViewTestimonials.aspx>

PRIVATE INDEPENDENT SCHOOLS

Abington Friends School Agnes Irwin School American School in London Bank Street School for Children Barrie School Beauvoir School Beaver Country Day School Belmont Day School Belmont Hill School Berkeley Carroll School Birch Wathen Lenox School Boys' Latin School of MD Brearley School Breck School Brentwood Academy Brimmer and May Brooks School Buckingham Browne & Nichols School Buckingham Friends School Buckley School Bullis School Burgundy Farm Country Day School Campbell Hall Cannon School Cate School Catlin Gabel School Charlotte Latin School Chestnut Hill School Choate Rosemary Hall Convent of the Sacred Heart Dana Hall School Darlington School Delbarton School Duke School Durham Academy Dwight Englewood School Edmund Burke School Episcopal Academy Ethical Culture Fieldston School Far Brook School Far Hills Country Day School Fay School Fayerweather Street School Field School Fieldston Middle School Flint Hill School Flintridge Sacred Heart Academy Forest Ridge School of the Sacred Heart Friends Academy Friends School of Baltimore Friends Seminary Garrison Forest School Georgetown Day School Germantown Friends School Gordon School Governor's Academy Green Acres School Greene Street Friends School Groton School Harvard-Westlake School Hawken School Holton-Arms School Holy Innocents' Episcopal School Hopkins School Kent Place School King - King Low Heywood Thomas [CT] Kingswood Oxford La Jolla Country Day School Lake Forest Academy Lakeside School Langley School Latin School of Chicago Lawrenceville School Lovett School Malvern Preparatory School Meadowbrook School Miami Country Day School Milton Academy Miss Porter's School Moorestown Friends School Morristown-Beard School National Cathedral School Newark Academy Pace Academy Packer Collegiate Institute Phillips Academy Phillips Exeter Academy Pingree School Pingry School Pomfret School Providence Day School Sidwell Friends School Springside Chestnut Hill Academy

PUBLIC and CHARTER SCHOOLS

Achievement Prep Arlington Public Schools Asheville City Schools Bishop John T. Walker School for Boys Blackstone Valley Prep Mayoral Academy Boston Collegiate Charter School Boston Public Schools Breakthrough Charter Schools Brevard Public Schools Brockton Public Schools Brockton Public Schools Burlington School District Cambridge Public Schools Capital City Public Charter School Cherry Hill Public School Christina Seix Academy Clark County School District DC Public Schools Excel Academy Charter Schools Fairfax County Public Schools Gwinnett County Public Schools Hamilton Township School District Hartford Public Schools Harlem Village Academies KIPP Schools Knox County Schools Lincoln Public Schools Needham Public Schools Newton Public Schools Olentangy Local Schools Polk County Public Schools Puget Sound Educational Service District Randolph Public Schools RePublic Schools Rochester City School District San Bernardino County Superintendent of Schools San Francisco Unified School District Scholar Academies School District of South Orange & Maplewood SEED Public Charter School Springfield Public Schools TEAM Schools Ware County Public Schools Wellesley Public Schools White Bear Lake Area Schools Worcester Public Schools

COLLEGE and UNIVERSITIES

American University Arizona State University Berklee College of Music Boston College Brown University California State University Clark University College of Charleston Columbia University Cornell University Curry College Florida State University Georgia Institute of Technology Georgia Southern University Harvard University Howard University Middle School of Mathematics and Science Indiana University Johns Hopkins University Center for Talented Youth Klingenstein Center, Columbia University Lehigh University Lincoln Memorial University Michigan State University Middlebury College MIT Montclair State University New York University Northeastern University Pace University Pitzer College Purdue University Rensselaer Polytechnic Institute Rochester Institute of Technology Rutgers University Siena College Smith College Syracuse University UC SAN DIEGO

CIVIC and NON PROFIT ORGANIZATIONS

Association of Independent Schools in New England Albert G. Oliver Program Bay Area Teacher Development Collaborative Beginning with Children Foundation BELL National Boys & Girls Club of Greenwich Center for Collaborative Education City Year EdVestors FAME Fund for Advancement of Minorities Through Ed. Farm & Wilderness Foundation Independent Schools of St. Louis Teach Plus Uncommon Schools Wight Foundation Woodrow Wilson National Fellowship Foundation

For a complete listing of member organizations, please visit our website: <https://www.NEMNET.com/EmployerList.aspx>

FULL MEMBERSHIP

All Programs and Services are subject to a 5-14% Placement Fee unless otherwise approved

- Unlimited On-line Job Posting
- Unlimited access to over 2000 Minority Candidate Profiles
- Resume Forwarding for jobs posted to <http://www.NEMNET.com>
- Discounted Rates on all: NEMNET Career Fairs, Workshops, Seminars, Trainings, and Consulting Services
- On-line Employer Profile and inclusion in Employer Directory
- Direct Email access to Job Seekers [2 week run]
- Reduced and lowest Candidate Placement Fee, if applicable
- Good for 1 Year

• fee: \$1950

INDIVIDUAL RECRUITMENT SOLUTIONS

SINGLE JOB POSTING *Increase your exposure and access to qualified candidates or color.*

• fee: \$150 per listing

- Listings good for 1 Year
- Unlimited text and edits
- On-line Employer Profile and inclusion in Employer Directory

3 JOB POSTING PACKAGE *Plan ahead and save.*

• fee: \$400

- Purchase 3 Job Postings in advance and save \$50
- Post immediately or within 12 months.
- On-line Employer Profile and inclusion in Employer Directory

UNLIMITED JOB POSTING *Advertise your jobs to over 2000 qualified candidates or color.*

• fee: \$1100

- Unlimited On-line Job Posting
- On-line Employer Profile and inclusion in Employer Directory
- Good for 1 Year

CANDIDATE RESUMES *Increase your candidate pool.*

• fee: \$1100

- Unlimited On-line access to over 2000 Minority Candidate Profiles
- Screen candidates by degree, years of experience, certification, geographic preference and more
- Search only active profiles
- Inclusion in On-line Employer Directory

DIVERSITY CAREER FAIRS *Meet, interview and hire qualified candidates of color.*

Contact office for Dates and Fees

- Table and Booth
- Pre-Registered Candidate Resume Book
- 60 Days of Unlimited On-line Job Posting and Unlimited Resume Access
- Meal and Beverages for 2 Representatives
- Locations: ATLANTA • BOSTON • WASHINGTON, DC • NEWARK • PHILADELPHIA

NEMNET Service Promise:

Thank you for making NEMNET the #1 minority recruitment resource in education. If you find a service that serves as many minority candidates and charges less, we will match their fees plus give you 10% off Full Membership. Recruit with confidence!

Please complete all fields

Name of Institution/Organization: _____
 Head of Institution/Organization: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Contact Person: _____ Title: _____
 Email: _____ Telephone: _____
 Fax: _____ Web: <http://www.> _____

RECRUITMENT PROGRAMS & SERVICES

2 Ways to PAY: ONLINE at www.NEMNET.com OR by CHECK, made payable to: NEMNET • P.O. Box 6142 • West Orange, NJ • 07052

- | | | |
|--|---|-------------------|
| <input type="checkbox"/> A. Full Membership: | Fee: \$1950.00 | [\$2200.00 Value] |
| <input type="checkbox"/> B. Single Job Posting: | Fee: \$150.00 | [Per listing] |
| <input type="checkbox"/> C. 3 Job Post Package | Fee: \$400.00 | |
| <input type="checkbox"/> D. Unlimited On-line Job Posting: | Fee: \$1100.00 | |
| <input type="checkbox"/> E. Candidate Resumes: | Fee: \$1100.00 | |
| <input type="checkbox"/> F. On-line Employer Profile: | Fee: \$750.00 | [Per 12 months] |
| <input type="checkbox"/> G. Advertising Solutions: | Name _____ Duration _____ Cost _____ | |
| <input type="checkbox"/> H. Workshops & Seminars: | Please contact office for pricing & details | |

PLACEMENT FEES

When any information provided by NEMNET, NEMNET.com, NEMNET Consulting Group, NEMNET Diversity Career Fairs, NEMNET Mobile, or any other NEMNET property or agent is used in the process of recruiting, interviewing and or hiring a NEMNET candidate, a placement fee is due, if applicable. The hiring organization is the client and responsible for the placement fee [\$500 per hire]. The Placement Fee is payable 30 days after receiving a signed employment contract from the NEMNET Candidate. After 30 days of employment, all placement fees are non-refundable. NEMNET does not warrantee or guarantee employment of candidates hired through our network and service. Please see our website for the full Terms of Use.

PAYMENT INFORMATION

- ☐ I will pay by Credit Card (Fax completed form to 888.919.1112)
☐ I will pay by Check (Please send Check with form to: NEMNET P.O. Box 6142, West Orange, NJ 07052)
 Credit Card Number: _____ Exp. Month: _____ Year: 20____

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