

WEST ORANGE BOARD OF EDUCATION
Public Board Meeting December 6, 2021
6:30 P.M. Executive Session
7:30 P.M. Public Session
West Orange High School
51 Conforti Avenue

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 and November 15, 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 West Orange Board of Education will support the work of the administration to define multiple measures to assess and evaluate student achievement. Such measures will evaluate effectiveness of programs, equity and access for all students, identify achievement gaps, and be used to improve instructional delivery with student achievement presentations to the Board and community mid-year and at the end of the year.→ The West Orange Board of Education will be an active participant in monitoring and providing input into the strategic planning process which will include community input and participation. The Board will allocate the necessary and appropriate resources for the completion of the Five Year Strategic Plan by June, 2023.→ The West Orange Board of Education will provide support to the administration in its development of district resources to support students and staff with social - emotional and mental health needs throughout the school year with mid-year and end-of-year presentations to the Board and community.→ The West Orange Board of Education will direct the administration to issue Requests for Proposals (RFPs) for all of the district's major vendors, including: insurance, legal, financial, architects, transportation, etc.→ The West Orange Board of Education will seek ways to continue to improve communication between the Board and the community by relying on the work and recommendations of the Board's Public Relations Committee and consensus of the Board in developing an action plan.→ The West Orange Board of Education will strive to have effective, open, respectful, and professional communication among board members, between board members and the administration and exhibiting the highest level of boardsmanship at Board meetings by regularly participating in NJSBA trainings, meetings and workshops.→ The West Orange Board of Education supports the administration in the submission of the Preschool Expansion Grant Application to the NJ Department of Education in an effort to provide our community with public preschool opportunities and access.

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 three (3) 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, December 6, 2021 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: _____.

"(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 _____.

"(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: Settlement Agreement Student #2908088.

■ "(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: Employee Numbers 6378 and 5134.

□ "(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 sixty (60) 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 7:30 P.M.

V. PLEDGE OF ALLEGIANCE

VI. CONSIDERATION OF THE CLOSED AND PUBLIC MEETING MINUTES OF November 22, 2021
(Att. #1)

VII. STUDENT LIAISON REPORT

VIII. SUPERINTENDENT/ BOARD REPORTS

- A. HIB Report
- B. ARP ESSER III Grant Update
- C. Security Update
- D. Buildings & Grounds Update - Presentation

IX. QUESTIONS FROM THE PUBLIC ON AGENDA ITEMS

X. 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
Michele Ellingham	Roosevelt	School Counselor	Retirement 27 years	1/1/22

2. Rescissions

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

Name	Location	Position	Effective Date
Jeffrey Mazurek	WOHS	Wrestling: Assistant Coach	12/6/21

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	Effective Dates
Sheyne Clark	WOHS	Chemistry Extended Assignment Sub	Myrie-Cureton	N/A	N/A	\$200 per diem	10/11/21 - 12/13/21
Jenna McAteer	.5 Liberty / .5 Roosevelt	SAC / School Counselor Extended Assignment Sub	Sewnath	N/A	N/A	\$200 per diem	12/6/21 - 12/23/21

- 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	Effective Dates
Raquel Collins	BMELC	Paraprofessional	M Coppola Reassignment	MA	8	\$35,151 prorated	12/7/21* - 6/30/22
Alessandra Mantione	Washington	Registered Nurse	Patel	N/A	N/A	\$62,557 prorated	12/13/21 - 6/30/22
Engi Moussa	Redwood	Paraprofessional	New	BA	12	\$35,554 prorated	12/7/21 - 6/30/22

*pending Criminal History Record Check process

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

Name	Location	Position	Stipend	Effective Dates
Stephen Girard OOD	WOHS	Color Guard: Winter Instructor	\$1,530	2021-2022*

Jeffrey Mazurek	WOHS	Wrestling: Head Coach	\$11,504	2021-2022
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*start date pending Criminal History Record Check process

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

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Rahniel Simon OOD	Edison	COPE Volunteer Bully Busters Program	N/A	2021-2022

- e. Superintendent recommends approval to the Board of Education for the following substitute appointment(s) at the appropriate substitute rates for 2021-2022:

Name	Certification Code	Administrator	Teacher	Paraprofessional	Administrative Assistant	Lunch Aide	Nurse	Custodian
Giovanna Alvarez	Substitute		X	X				
Amneli Cartagena	N/A							X
Lauren Conahan	Substitute		X	X				
Verna Fraser	N/A					X		

4. Leaves of Absence:

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

Name	Location / Position	Paid Leave	Unpaid Leave with Benefits	Unpaid Leave without Benefits	Anticipated Return Date
Lauren Salvatoriello Medical	Kelly Special Education	11/8/21 - 12/3/21	N/A	N/A	12/6/21
Rosemary Tan Personal	Liberty School Nurse	11/3/21 - 11/10/21	11/11/21 - 2/3/22 amended from 11/11/21 - 11/26/21	N/A	2/4/22 amended from 11/29/21

- 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
Paul Casolaro Medical	WOHS Security	11/18/21 - 12/2/21 a.m. only	12/2/21 p.m. only - 12/20/21	N/A	12/21/21
Robert Desch Medical	Liberty Paraprofessional	11/22/21 - 12/17/21	N/A	N/A	12/20/21
Michael Housel Medical	WOHS Custodial Supervisor	11/16/21 - 1/31/22	2/1/22 - 2/11/22	N/A	2/14/22
Denise Lambert Medical	Transportation Administrative Assistant	10/14/21 - 11/10/21 12/1/21 - 12/3/21 12/28/21 - 12/29/21 amended from 10/14/21 - 11/10/21	11/11/21 - 11/30/21 12/4/21 - 12/27/21 12/30/21 - 1/2/22 amended from 11/11/21 - 11/30/21	N/A	1/3/22 amended from 11/30/21

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

Employee #	Leave Dates	Type of Leave	Anticipated Return Date
# 5134	12/6/21 - TBD	Paid Administrative Leave	TBD

5. Transfer(s):

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

Name	From	Position	To	Position	Effective Date
Michelle Coppola Voluntary	BMELC	Paraprofessional	Washington	Paraprofessional	12/13/21

6. APPROVAL OF EXAMINATION IN ACCORDANCE WITH N.J.S.A. 18A: 16-2

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools the West Orange Board of Education compels the examination of Employee ID# 6378 in accordance with N.J.S.A.18A:16-2.

B. CURRICULUM AND INSTRUCTION

1. Recommend approval of Applications for School Business requests. (Att. #2)
2. Recommend approval for field trips for the 2021-2022 school year. (Att. #3)
3. Recommend approval of the following new course proposals for 2022-2023:

New Course	Department	Grade(s)
Black Authors and Voices	ELA	11-12
Young Adult Literature and Graphic Novels	ELA	9-12

4. Recommend approval of the attached ELL programs to be implemented January 2022 through June 2022 and funded by the ESEA Grant (Title III / Title III Immigrant). (Att. #4)
5. Recommend approval of the attached Extended Day Programs to be implemented January 2022 through June 2022 and funded by the ESSER III Grant. (Att. #5)
6. Recommend approval of the attached Extended Day Programs to be implemented January 2022 through June 2022 and funded by the ESEA Grant (Title IV A). (Att. #6)
7. Recommend approval of the Memorandum of Understanding between the New Jersey Manufacturing Extension Program (NJMEP) and the West Orange High School for the Certificated Production Technician/Certified Production Technician Plus Program (CPT/CPT+), Certified Logistics Technician Program (CLT) and the Certified Manufacturing Associate Program (CMfgA).
8. Recommend approval of Dr. Akil K. Khalfani, to provide Professional Development in New Jersey

Amistad Training for Social Studies teachers in grades 4-12 in the amount of \$5,000 for the 2021-2022 school year.

C. FINANCE

a.) Special Services

1. Recommend approval for the following out of district placements for the 2021-2022 school year:

Student #	Placement	Tuition	Budgeted/Unbudgeted
1913045	Celebrate the Children	Tuition: \$74,160.00 180 days @ \$412.00/day Shared Aide: \$10,650.00 142 days @ \$75.00/day *Previously approved on 07/26/21 for: 1:1 Aide: \$27,000.00 180 days @ \$150.00/day	Budgeted
2806058	Holmstead School	Tuition: \$58,860.00 180 days @ \$327.00/day	Budgeted
1208096	Madison Board of Education	Tuition: \$16,796.00 10 months @ \$1,679.60	Unbudgeted

2. Recommend approval for the following providers for Independent Specialist Evaluations for the 2021-2022 school year:

Provider	Type of Evaluation/Service	Cost	Not to Exceed
Dr. Marilyn Kubichek	Neurological Evaluation/Report	\$650 per Evaluation	\$23,000.000 (Previously approved 7/26/21 for \$15,000.00)
Gingerbread Kidz, LLC Dr. Isabel Carotenuto	Pediatric Neurodevelopmental Evaluation/Report	\$560 per Evaluation	\$2,000.00 (Previously approved 7/26/21 for \$10,000.00)

b.) Business Office

1. Recommend approval of the 12/6/2021 Bills List:

Payroll/Benefits	\$ 5,191,614.91
Transportation	\$ 342,854.74
Tuition (Spec. Ed./Charter)	\$ 297,508.50
Instruction	\$ 70,985.37
Facilities/Security	\$ 159,437.12
Capital Outlay	\$ 89,217.48
Grants	\$ 260,551.28
Support Svcs/Co-Curricular/Athletics/Misc.	<u>\$ 222,324.23</u>
	\$ 6,634,493.63

2. Recommend approval of settlement agreement between the parents of Student #2908088 and the West Orange Board of Education as stipulated in closed session.
3. Recommend approval to void the following checks from the indicated accounts:

School Account		
Check Number	Check Amount	Description
59425	\$450.00	Membership Dues

4. Recommend approval of the calendar for the development of the 2022-2023 district budget. (Att. #7)
5. Recommend submission and acceptance of additional funds for American Rescue Plan Consolidated Grant Application, for the Project Period 3/13/20-9/30/24, in the total amount of \$7,678,232:

Grant Application	Total
ARP ESSER	\$6,887,719
Accelerated Learning Coach and Educator Support	\$656,055
Evidence Based Comprehensive Beyond the School Day	\$44,729
Evidence Based Summer Learning and Enrichment	\$44,729
NJTSS Mental Health Support Staffing	\$45,000
Total:	\$7,678,232

6. Recommend approval of Dare Romberger, Payroll Consultant, for the period 12/10/2021-3/31/2022, at an hourly rate of \$55, not to exceed \$22,000.
7. Recommend approval of EI Associates, Cedar Knolls, NJ Proposal for Water Infiltration Investigations at Mt. Pleasant School Media Center, in an amount not to exceed \$23,000. (Att. #8)

D. REPORTS

1. Superintendent recommends to the Board of Education acceptance of the HIB Report ending December 6, 2021.
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 November 22, 2021, the Superintendent reported HIB Incident Number(s) 009 to the Board; and

Whereas, on November 29, 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) 009 for the 2021-2022 school year for the reasons conveyed to the Board.”

E. MISCELLANEOUS

1. Recommendation to approve A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials 2021-2022.

XI. PETITIONS AND HEARINGS OF CITIZENS

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

XIII. NEXT BOARD MEETING to be held at 7:30 p.m. on December 20, 2021 at West Orange High School.

XIV. 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.

XV. ADJOURNMENT

**Applications for Absence for School Business 2021-2022
12-6-21**

Name	Position	School	Conference	Dates	Amount	Funded
Anna D'Elia	School Counselor	WOHS	Southern Connecticut State University's School Counselor Appreciation Program New Haven, CT	12/10/21	\$0	
Rebecca Giacomelli	Gifted & Talented Teacher	Administration Building	NJCGTP Sharing Meeting Morris Plains, NJ	1/27/22	\$0	
Rosemary PepiMartos	Grade 4 Teacher	Hazel	Moving Your Small Group Reading Instruction Beyond Guided Reading, Maximizing Every Student's Success West Orange, NJ	1/26/22	\$279.00	Local
Megan Schaller	Gifted & Talented Teacher	Administration Building	NJCGTP Sharing Meeting Morris Plains, NJ	1/27/22	\$0	
Meredith Schwartz	Health & Phys Ed Teacher	Redwood	Shape NJ Annual Convention Long Branch, NJ	2/14/22	\$149.00	Local
Kevonna Ward	Health & Phys Ed Teacher	Hazel	Shape NJ Annual Convention Long Branch, NJ	2/14/22	\$149.00	Local

Applications for Absence for School Business Extracurricular Activities 2021-2022

Taylor Calixto	Head Cheerleading Coach	WOHS	UCA High School Cheerleading Championship Orlando, FL	2/9/21 - 2/14/22	\$1,967.00	Local
Gina Piserchio	Assistant Cheerleading Coach	WOHS	UCA High School Cheerleading Championship Orlando, FL	2/9/21 - 2/14/22	\$1,467.00	Local
Ashley Rhodes	Assistant Cheerleading Coach	WOHS	UCA High School Cheerleading Championship Orlando, FL	2/9/21 - 2/14/22	\$1,467.00	Local
Stephan Zichella	Acting Director of Athletics	WOHS	UCA High School Cheerleading Championship Orlando, FL	2/9/21 - 2/14/22	\$2,335.00	Local

**West Orange School District Overnight Field Trips
2021 - 2022 School Year
December 6, 2021**

School	Grades	Course / Group	Destination	City	State
WOHS	9-12	Cheerleading	UCA High School Cheerleading Championship ESPN Wide World of Sports	Orlando	FL

ELL Programs funded by ESEA Grant (Title III / Title III Immigrant)

1. Recommend approval of the ELL Tutoring and Language Support Program for Hazel Elementary School between January 2022 through June 2022 in the amount of \$2,259.75 funded by Title III Immigrant Grant
2. Recommend approval of the ELL Literacy and Language Support Program for Kelly Elementary School between January 2022 through March 2022 in the amount of \$2,397.39 funded by Title III Immigrant Grant.
3. Recommend approval of the ELL Literacy and Language Support Program for Mt. Pleasant Elementary School between January 2022 through June 2022 in the amount of \$3,389.62 funded by Title III Funds.
4. Recommend approval of the ELL Tutoring and Language Support Program for Washington Elementary School between January 2022 through June 2022 in the amount of \$2,259.75 funded by Title III Immigrant Grant.
5. Recommend approval of the ELL Tutoring and Language Support Program for Liberty Middle School between January 2022 through June 2022 in the amount of \$9,038.99 funded by Title III Immigrant Grant.
6. Recommend approval of the ESL Family Literacy Program to provide ESL Literacy classes to the West Orange Community between January 2022 through June 2022 in the total amount of \$1,555.01 funded by Title III Grant and \$3,610.12 funded by Title III Immigrant Grant for a total amount of \$5,165.13.

Extended Day Programs Funded by ESSER III Grant

1. Recommend approval of the ELL Tutoring and Language Support Program for Roosevelt Middle School between January 2022 through June 2022 in the amount of \$6,779.24 funded by ESSER III Grant.
2. Recommend approval of the Extended Library AM Program for WOHS students between January 2022 - June 2022 in the amount of \$3,843.11 funded by ESSER III Grant.
3. Recommend approval of the Extended Library PM Program for WOHS students between January 2022 - June 2022 in the amount of \$11,529.32 funded by ESSER III Grant.
4. Recommend approval of the WOHS Afterschool Writing Center for WOHS students between January 2022 - June 2022 in the amount of \$16,933.92 funded by ESSER III Grant.
5. Recommend approval of the Grades 1-5 Math and ELA Tutorial Before and After School Program for West Orange School District students grades 1-5 between January 2022 - June 2022 in the amount of \$85,824.86, funded by ESSER III Grant.
6. Recommend approval of the K-5 Math and ELA Saturday Tutorial Program for West Orange School District students grades K-5 between February 2022 - May 2022 in the amount of \$79,057.35 funded by ESSER III Grant.
7. Recommend approval of the After School Tutorial Program for Edison Middle School between January 2022 - June 2022 in the amount of \$17,217.11 funded by ESSER III Grant.
8. Recommend approval of the After School Tutorial Program for Liberty Middle School between January 2022 - June 2022 in the amount of \$17,217.11 funded by ESSER III Grant.
9. Recommend approval of the After School Tutorial Program for Roosevelt Middle School between January 2022 - June 2022 in the amount of \$17,217.11 funded by ESSER III Grant.

Extended Day Programs Funded by ESEA (Title IV A)

1. Recommend approval of the AP Mathematics and Computer Science for all students enrolled in AP Calculus AB, AP Calculus BC, AP Statistics, and AP Computer Science-A between January 2022 and May 2022 in the amount of \$6,052.89 funded by Title IV A.
2. Recommend approval of the AP Science Support Program for all students enrolled in AP Biology, AP Physics, AP Chemistry, and AP Environmental Science between January 2022 and May 2022 in the amount of \$4,842.31 funded by Title IV A.

**WEST ORANGE BOARD OF EDUCATION
2022 – 2023 TENTATIVE BUDGET CALENDAR**

<u>Activity</u>	<u>Completion Date</u>
Analyze State Aid and Tax Levy Data	October
Create Budget Goals	October
Create Budget Calendar	December
Create and Review Budget Development Guidelines with Management Team	December
Submit Budget Increases & Staffing Requests and Supporting Materials to Superintendent's Office	January 15
Review Budget Requests with Administrative Team Members	January/February
Special Budget Meeting	January 19
Governor's Budget Address	February 23
Update Revenue Projections Based on State Aid Notices	February 25
Special Budget Meeting	March 3
Approve Preliminary Budget for County Office Review	March 14 Public Meeting, Approval of Preliminary Budget
Submit Budget to County Superintendent of Schools	On or Before March 21
Special Budget Meeting	March 28
Public Hearing on Budget	April 28
Post User-Friendly Budget on District Website	48 Hours After Public Hearing
Certify Tax Levy to the County Board of Taxation	By May 19



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19 November 2021 (**Revised 2 December 2021**)
7046-11811

Via Email (tflowers@westorangeschools.org)

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

Attention: Tonya Flowers
Business Administrator/Board Secretary

Re: **Proposal for Water Infiltration Investigations
at the Mt. Pleasant Elementary School Media Center:**

Dear Ms. Flowers:

Thank you for inviting EI Associates to prepare this proposal to provide water infiltration investigations at the Mt. Pleasant Elementary School Media Center. The District requested that EIA perform a site visit at the Mt. Pleasant Elementary School to observe the remedial work being performed in the one-story Media Center where water damage had previously been detected. EIA prepared the attached site visit report covering our observations and remediation recommendations. The first part of the recommendations includes additional testing and probing.

This proposal covers our services to assist the District to engage consultants to complete the additional testing and probing. **EIA will prepare criteria for the testing and probing and obtain quotes from consultants.** The District will contract the needed consultants directly. At the conclusion of this work, we will submit a written report describing the existing conditions and our recommendation for repairs. We will also submit a proposal to provide detailed design services for the repairs of identified issues.

We understand the scope of the District's needs and we have extensive experience in working with our school clients to implement remedial measures to correct water infiltration issues. For more than seventy-seven years EI Associates has provided professional Architectural and Engineering services for new school construction, additions, and renovation projects. We have a highly experienced and professional in-house staff of educational planners, architects, and engineers of all disciplines to support all your facility and program needs. In addition to West Orange, EI is actively assisting Districts including Summit, Scotch Plains-Fanwood, Metuchen, the Township of Union, Demarest, Tenafly, Carlstadt, Hillsborough Township, Hasbrouck Heights, and Lakewood with a variety of capital projects. We are well qualified to execute this assignment on your behalf.

SCOPE OF PROFESSIONAL SERVICES

EIA will assist the District to engage consultants to complete the following additional testing and probing at the Mt. Pleasant Elementary School:

1. Infrared roof scan to determine any wet insulation or roof decking caused by failing roofing. **EIA will prepare criteria for the testing and probing and obtain quotes from consultants.** The Consultant needed for this work will be contracted directly by the District.
2. Endoscopic scoping of the existing roof mounted ductwork to determine if it has been compromised and needs to be replaced or cleaned. **EIA will prepare criteria for the testing and probing and obtain quotes from consultants.** The Consultant needed for this work will be contracted directly by the District.
3. Test the existing mechanical heating and ventilation system to determine its functionality and ability to provide code compliant temperature, air movement, and airflow volume. NOTE: This system has been determined by EIA during previous LRFP reviews to be in need of replacement. The Consultant needed for this work will be contracted directly by the District. However, the Consultant should be directed by EIA for the pre-testing of supply, return, outside air, and exhaust. This work should be completed by a certified AABC or NEBB testing, adjusting, and balancing contractor. **EIA will prepare criteria for the testing and probing and obtain quotes from consultants.**
4. The furring along the south wall that has recently been replaced should be partially removed to permit the inspection of the masonry footing of the original school wing for possible water infiltration along this wall. Due to the grade change between the two buildings, it is possible that ground water below the upper original school wing is travelling to the south wall of the Media Center. The joint between the concrete slab of the Media Center and this wall should also be inspected for signs of water infiltration. **EIA will prepare criteria for the testing and probing and obtain quotes from consultants.** The Consultant needs to open the wall at two locations and then close the openings after inspected by EIA. This work will be contracted directly by the District or performed by District. EIA will inspect the condition of the adjacent foundation wall and Media Center slab intersection.
5. Excavate along the southwest of the Media Center wall adjacent to low retaining wall to determine if the wall below grade is properly waterproofed. **EIA will prepare criteria for the testing and probing and obtain quotes from consultants.** The Consultant needs to carefully dig the area while EIA is present and fill the hole afterwards.
6. Test for termite infestation in the existing roof deck. The Consultant is needed for a thorough investigation. **EIA will prepare criteria for the testing and probing and obtain quotes from consultants.** The Consultant needed for this work will be contracted directly by the District.
7. Scoping of the existing roof drains should be performed to determine if there are any storm lines below the Media Center concrete slab, and if so, whether their integrity has been compromised. The routing of the roof drain should be checked by EIA prior to requesting a scoping of the drains. **EIA will prepare criteria for the testing and probing and obtain quotes from consultants.** The Consultant needed for scoping if deemed necessary will be contracted directly by the District.

WORK SCOPE NOTES

The scope of services detailed above are based on the following qualifications and assumptions:

1. The budget established for our fee below is based on the assumption that the District will contract the needed Consultants directly or perform the work with in-house staff. The work by the Consultants, will be provided, and paid for by the West Orange Board of Education or will be provided by EI as additional services for an additional fee as authorized by West Orange Board of Education.
2. EI's scope of work and fee does not include design for or remediation of hazardous materials, such as asbestos. Mitigation of hazardous materials is the exclusive responsibility of the West Orange Board of Education.
3. EI's compensation proposal covers the following project expenses:
 - Travel to and from West Orange.
 - Miscellaneous copies and distribution of meeting minutes, etc., one copy per organization.
 - Normal correspondence and telephone communications.
 - Delivery of all the above documents will be via normal mail services. Overnight or express delivery will be provided at an additional charge.
5. Detailed Design, Bidding and Construction Administration Phase Services are excluded and will be covered under a separate proposal.

COMPENSATION

EI Associates proposes to provide professional services as described above in accordance with the following fee schedule. We recommend that the District budget a not to exceed amount of **\$8,000** for EIA to observe and review the testing and probing and make further recommendations.

We recommend that the District budget an additional amount of \$15,000 for consultant fees.

Our staff is available to execute this project promptly following receipt of your authorization to proceed. We trust this proposal is precisely responsive to your request. Should you require any additional information, please contact us and we will respond promptly. Thank you for this opportunity to continue to serve West Orange Public Schools.

Very truly yours,

EI ASSOCIATES
Architects &
Engineers, PA



Michael J. Wozny, AIA, LEEDAP
Vice President, Educational Projects

Att: EIA Site Visit Report, dated 3 November 2021
EI Business Terms
EI Billing Rate Schedule, dated 22 January 2021
EI Charges for Reimbursable Expenses Schedule
Cc: EI Distribution



EI ASSOCIATES
BUSINESS TERMS FOR K-12 PROJECTS

1. **PROPOSAL DURATION**
Proposals presented by EI will remain effective for a period of 30 days. EI is always willing to discuss a mutually agreeable time extension.

2. **DELAYS**
Should any project be delayed by no fault of EI Associates, then there shall be an equitable fee adjustment to cover EI Associate's unanticipated extra costs.

3. **INVOICES**
 - a. **Invoices submitted monthly will be due and payable within 30 days.**

 - b. Any invoices not paid within 30 days of receipt, will be subject to interest charged at 1-1/2% per month of the unpaid balance.

 - c. If payments are not received within 60 days of receipt, our fee will be increased by 2%. In addition, EI Associates also reserves the right to suspend services under the contract and EI Associates will not be held responsible for resulting damages. The client will be responsible for the additional costs to demobilize and remobilize.

4. **LIMITATIONS OF LIABILITY**
EI Associates and its consultants will not be responsible for the correctness or accuracy of any information supplied by parties other than EI and its consultants. The aggregate EI Associates liability for damages resulting from its errors, omissions, or other causes, shall not be in excess of its fee. EI shall not render services relating to asbestos. Owner shall indemnify EI against all liability for damages arising out of handling of asbestos and any other hazardous materials.

5. **OWNERSHIP OF DOCUMENTS**
Owner agrees not to reuse documentation prepared by EI Associates beyond the agreed upon scope of work without the written consent of EI Associates.

6. **EXPERT WITNESS TESTIMONY**
EI Associates will provide expert witness testimony services at the rate of \$800 per half day and \$1,400 per full day, plus reimbursable expenses as outlined above.

EI ASSOCIATES
CHARGES FOR REIMBURSABLE EXPENSES

Expenses incurred in the interest of the project are charged at the following rates, or if not shown, at cost plus 15%.

1. Reproduction expenses as follows:

Digital Bond First Copy – 30 x 42	\$7.98 each
Digital Bond Print – 30 x 42	\$3.50 each
Digital Bond First Copy – 24 x 36	\$5.35 each
Digital Bond Print – 24 x 36	\$2.50 each
Photocopy – 8.5 x 11	\$0.18 per sheet
Photocopy – 11 x 17	\$0.35 per sheet
Color Copy – 8.5 x 11	\$2.00 each
Color Copy – 11 x 17	\$3.00 each
CAD Color Plot – 30 x 42	\$27.00 each
CAD Color Plot – 24 x 36	\$18.00 each
CAD Check Plot – 8.5 x 11	\$2.50 per plot
CAD Check Plot – 11 x 17	\$2.75 per plot
CAD Check Plot – 15 x 21	\$3.00 per plot
Staple Prints	\$1.50 per set
Wire or GBC Punch & Bind	\$11.55 set
Acco Punch & Bind	\$8.60 per set
Acetate 8.5 x 11	\$0.75 each
Scan to Disc	\$18.00 per dwg.

2. Downward conversion of latest version of AutoCAD to earlier version @ \$75 per drawing. Retrieval of archived information: base fee \$250.
3. Bind, purge, audit and publish AutoCAD files @ \$25 per drawing.
4. Fax at \$.50 per Page.
5. Automobile travel at \$0.56 per mile. Travel involving airplanes, rental cars, hotels, etc. at cost + 15%.
6. Messenger and overnight delivery charges at cost + 15%.
7. Subconsultants such as geotechnical, surveying, asbestos remediation, and specialty consultants at cost + 25%.

EI ASSOCIATES
BILLING RATE SCHEDULE

<u>Grade</u>	<u>Title</u>	<u>Hourly Rate</u>
1	CAD Drafter Administrative Assistant	70.00
2	Technical Support	85.00
3	Engineering/Architectural Designer	100.00
4	Sr. Engineering/Architectural Designer	110.00
5	Architect/Engineer/Lead Designer	115.00
6	Project Architect/Engineer Estimator/Scheduler	130.00
7	Project Manager Manager, Estimating Sr. Project Engineer/Architect	150.00
8	Section Chief Senior Project Manager	160.00
9	Principal	185.00

Effective 21 January 2021