

**WEST ORANGE BOARD OF EDUCATION**  
**Public Board Meeting August 30, 2021**  
**6:30 P.M. Executive Session**  
**7:30 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, 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.

**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, August 30, 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 #2910114; Non-Resident Tuition Agreements (2).
- ☐ "(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 \_\_\_\_\_.
- ☐ "(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 August 16, 2021 (Att. #1)**

**VII. SUPERINTENDENT/ BOARD REPORTS**

A. Back to School Update

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

**IX. 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
Melanie Chmielewski	Redwood	Resource Room	Resignation	10/15/21*
Laura Farrington	Hazel	Resource Room	Resignation	10/14/21*
Dave Joisil	Kelly	Health & Physical Education	Resignation	8/27/21

\*or sooner as determined by the Superintendent

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

Name	Location	Position	Reason	Effective Date
Ayesha Aly Ahmed	Kelly	Paraprofessional	Reassigned	8/24/21
Andrew Mazurek	Redwood	Paraprofessional	Reassigned	8/26/21
Marcella Staropoli	Edison	Paraprofessional	Resignation	8/27/21

**2. Rescissions**

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

Name	Location	Position	Effective Date
Ariana Bauer	Roosevelt	Special Education / Mathematics	8/19/21

Erika Caceres	WOHS	School Counselor Leave Replacement	8/18/21
Cheryl Dunlap	WOHS	SkillsUSA	8/23/21
Paula Goncalves-Healey	Gregory	Administrative Assistant Summer Hours	8/18/21
Katelyn Moll	Redwood	Kindergarten Leave Replacement	8/23/21
Luis Salazar	Mt. Pleasant	Lunch Aide	8/18/21

### 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
Ayesha Aly Ahmed	Kelly	Primary Autistic Leave Replacement	Figueiras	N/A	N/A	\$180 per diem	9/1/21 - 10/29/21
Emily Boyle	Kelly	Kindergarten Leave Replacement	Rodriguez	BA	N/A	\$288 per diem	9/1/21 - 11/3/21
Angela Capuana	Mt. Pleasant	Grade 4 Leave Replacement	Battista	BA	3	\$57,681 prorated	9/13/21 - 1/31/22**
Tracy Clark	.5 Gregory / .5 Hazel	ESL Leave Replacement	Casenta	N/A	N/A	\$200 per diem	9/1/21 - 10/1/21
Kevin Oates	WOHS	Social Studies Leave Replacement	Bernard-Awumey	BA	N/A	\$288 per diem	9/13/21 - 10/15/21*
Jessica Ferguson	Gregory	Special Education Autistic	Faison	BA	9	\$60,438 prorated	9/13/21 - 6/30/22**
Andrew Mazurek	Roosevelt	STEM Leave Replacement	Ayes	N/A	N/A	\$180 per diem	9/1/21 - 11/9/21

\*pending completion of onboarding process

\*or sooner as determined by the Superintendent

\*\*pending Criminal History Record Check process

\*or until Bernard-Awumey is released from current employer

- 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
Dorothy Bennett	Mt. Pleasant	Lunch Aide	Charles reassigned	N/A	N/A	\$19.34 per hour	9/9/21 - 6/22/22*
Fiana Cooper	Mt. Pleasant	Lunch Aide	New	N/A	N/A	\$19.34 per hour	9/9/21 - 6/22/22*
Luann Grasso	Edison	Lunch Aide	New	N/A	N/A	\$19.34 per hour	9/13/21 - 6/22/22*
Samuel Rolasky	Mt. Pleasant	Paraprofessional	New	Non-Degree	3	\$28,559 prorated	9/13/21 - 6/30/22*
Lorraine Toppeta	Gregory	Lunch Aide	New	N/A	N/A	\$19.34 per hour	9/9/21 - 6/22/22*

Krysten Torres	Kelly	Paraprofessional	Moore	Non-Degree	10	\$31,681	9/1/21 - 6/30/22*
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\*pending Criminal History Record Check process

- c. Superintendent recommends approval to the Board of Education for the following additional teaching assignment(s). Step and salary may be adjusted upon ratification of collective bargaining agreement:

Name	Location	Position	Guide	Step	Salary	Effective Dates
Tracey Gordon	Roosevelt	Science Leave Replacement-Jennings	BA+15	17	\$89.41 per diem	9/1/21 - 12/23/21
Julian Rodriguez	Roosevelt	Science Leave Replacement-Jennings	BA	5	\$52.71 per diem	9/1/21 - 12/23/21

- d. Superintendent recommends approval to the Board of Education for the following additional summer assignment(s). (Att. #2)
- e. Superintendent recommends approval to the Board of Education for the following negotiated Elementary School co-curricular assignment(s). (Att. #3)
- f. Superintendent recommends approval to the Board of Education for the following negotiated Middle School Co-curricular / Team Leader assignment(s). (Att. #4)
- g. Superintendent recommends approval to the Board of Education for the following negotiated Middle School coaching assignment(s). (Att. #5)
- h. Superintendent recommends approval to the Board of Education for the following Student Teacher assignments:

Student Teacher Candidate	Affiliated University	Assigned School	Effective Dates
Emily Blum	Fairleigh Dickinson	Kelly	9/1/21 - 5/6/22

- i. 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	Para	Administrative Assistant	Lunch Aide	Nurse	Custodian
Virginia Odom	CE		X					
Patricia Toscano	Standard		X	X				
Eddy Tunis	Standard		X					
Joanne Pollara	Standard	X						
Michael Bennett	Standard	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
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Kimberly Jennings Family	Roosevelt Science	9/1/21 - 10/1/21 amended from 9/1/21 - 9/13/21	10/4/21 - 12/23/21 amended from 9/14/21 - 12/3/21	N/A	1/3/22 amended from 12/6/21
Vivian Troya Furnaguera Medical	Edison Science	9/1/21 - 1/31/22	N/A	N/A	2/1/22

- 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
Roseann Przybysz Medical	BMELC Paraprofessional	9/1/21 - 9/27/21	N/A	9/28/21 - 11/2/21	11/3/21
Monica Salazar Medical	Mt. Pleasant Lunch Aide	9/9/21 - 10/8/21	N/A	10/11/21 - 10/29/21	11/1/21

## 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
Thomas Tutalo Voluntary	Roosevelt	Paraprofessional	Redwood	Paraprofessional	9/1/21 - 11/9/21

6. Superintendent recommends approval to the Board of Education for the attached Sidebar Agreement between the West Orange Board of Education and the West Orange Education Association regarding the modified Technology position of Network, Surveillance and VoIP Coordinator being retitled to Technology and Project Manager. (Att. #6)
7. Superintendent recommends approval to the Board of Education for the following job description(s). (Att. #7)

Job Description	New	Revised
Technology and Project Manager		X from Network, Surveillance and VoIP Coordinator

8. Superintendent recommends approval to the Board of Education for 2021-2022 revised rate(s) for hourly and per diem employees/assignments. (Att. #8)
9. **Public Hearing For Superintendent's Employment Contract**

### Comments from Public on Superintendent's Employment Contract Only

**RESOLVED**, that the Board approve an amended contract of employment for Dr. J. Scott Cascone, commencing July 11, 2019 through June 30, 2024, which has been reviewed and approved by the County Executive Superintendent on August 24, 2021, in accordance with N.J.S.A. 18A:7-8(j) and in compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. (Att. #9)

## B. CURRICULUM AND INSTRUCTION

1. Recommend approval of Applications for School Business requests. (Att. #10)
2. Recommend approval of the Middle College Program Agreement between Fairleigh Dickinson University and West Orange High School for the 2021-2022 and the 2022-2023 school years.
3. Recommend approval of the New Jersey Consortium for Gifted and Talented Programs Membership for the 2021-2022 school year in the amount of \$450.00.

## 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
2706140	Bergen County Special Services SHIP Midland Park	Tuition: \$78,660.00 Out of County Fee: \$6,750.00	Budgeted
2113011	Bergen County Special Services HIP - PM Godwin	Tuition: \$64,980.00 Out of County Fee: \$6,750.00	Budgeted
1913053	Bergen County Special Services HIP - PM Godwin	Tuition: \$64,980.00 Out of County Fee: \$6,750.00	Budgeted
2111003	Winston Preparatory School	\$73,300.00	Unbudgeted
2102002	Winston Preparatory School	\$73,300.00	Unbudgeted

2. Recommend approval of the West Orange District's 2021-2022 School Nurse's Plan (Att. #11/ Att. #12).
3. Recommend approval for the following vendor to provide nursing services for the 2021-2022 school year:

ID Number	Provider	Type of Service	Cost	Not to Exceed	Budgeted/ Unbudgeted
2606148	Preferred Home Care Health Care & Nursing Services	Nursing Services	LPN \$55.00/hour	\$75,500.00	Unbudgeted

### b.) Business Office

1. Recommend approval of the 8/30/2021 Bills List:

Payroll/Benefits	\$ 147,655.28
Transportation	\$ 272,876.92
Tuition (Spec. Ed./Charter)	\$ 670,142.34
Instruction	\$ 63,251.43
Facilities/Security	\$ 542,763.19
Capital Outlay	\$ 14,999.00

Grants	\$ 98,026.16
Food Service	\$ 253,985.11
Summer Enrichment	\$ 9,124.26
Support Svcs/Co-Curricular/Athletics/Misc.	\$ 246,528.36
	<u>\$ 2,319,352.05</u>

2. Recommend approval of June 2021 transfers within the 2020-2021 budget in compliance with N.J.A.C. 6A:23-2.11(A)2. (Att. #13)

3. Secretary's Report - Acceptance and Certification - June 2021

Recommend that the West Orange Board of Education accept the Board Secretary's financial report for the month of June 2021, based upon the certification of the Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10(c) (3), that no major account or fund has been over expended, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Att. #14)

4. Report of the Treasurer of School Monies - June 2021

Recommend that the West Orange Board of Education acknowledge and accept the Report of the Treasurer of School Monies for the month of June 2021, which report is in agreement with the Secretary's Report. (Att. #15)

5. Recommend approval of the following Athletic Event Fees:

High School	
Sport Officials (Referees/Umpires)	Amount
Football - Varsity	\$101
Football - Sub Varsity	\$65
Volleyball - Varsity	\$73
Volleyball - Sub Varsity	\$48
Wrestling - Varsity	\$84
Wrestling - Sub Varsity	\$54
Swimming - Varsity	\$95**
Ice Hockey - Varsity	\$93
Ice Hockey - Sub Varsity	\$70
Basketball - Varsity	\$84
Basketball - Sub Varsity	\$60
Baseball - Varsity	\$86
Baseball - Sub Varsity	\$62
Baseball - Varsity - Pitch Counter	\$55



Softball - Varsity	\$80
Softball - Sub Varsity	\$60
Lacrosse - Varsity	\$89
Lacrosse - Sub Varsity	\$62
Track & Field - Starter - 5 Teams + up	\$112
Track & Field - 5 Teams + up	\$101
Track & Field - Starter - 4 Teams + under	\$96
Track & Field - 4 Teams + under	\$86
Soccer - Varsity	\$83
Soccer - Sub Varsity	\$60
Fencing - Varsity	\$88
Fencing - Sub Varsity	\$57
<b>Game Personnel</b>	<b>Amount</b>
Ticket Sellers/Takers	\$56/\$85.68/\$146.88 **
Crowd Control	\$56/\$85.68/\$146.88 **
Staff Parking Attendant	\$25/hour
Announcer (Varsity only)	\$56
Clock (Varsity Football)	\$80
Videographer	\$125
Scoreboard Operator	\$56/\$85.68/\$146.88 **
Site Manager	\$75/hour
Scorebook Keeper	\$56/\$85.68/\$146.88 **
Parking/Security -Non-Staff (All Sports)	\$22/hour

\* Includes \$10 for parking

\*\* \$56 per game, \$85.68 for doubleheaders, \$146.88 for tripleheaders

<b>Middle School</b>	
<b>Sport Officials (Referees/Umpires)</b>	<b>Amount</b>
Sport Official (Middle School) - 1 per game	\$94.50 (\$97.50 baseball)
Sport Official (Middle School) - 2 per game	\$63 (\$65 baseball)
<b>Game Personnel</b>	<b>Amount</b>
Crowd Control	\$56

6. Recommend acceptance of the following donations/awards:

Donor	Recipient	Donation
West Orange Rotary Club	Redwood School	32 Backpacks valued at approximately \$960
West Orange Rotary Club	Kelly School	75 Backpacks valued at approximately \$2,250
World Organization for Positive Action	Hazel School	100 Backpacks valued at approximately \$3,000
World Organization for Positive Action	Washington School	School Supplies for 140 Students valued at approximately \$700
Friendly Sons of the Shillelagh-Essex Division	Edison School	Backpacks & School Supplies valued at approximately \$1,800

7. Recommend approval to void the following stale-dated checks from the indicated accounts:

WOHS Athletic Account		
Check Number		Check Amount
2838	(1)	\$84.00
2956	(1)	\$62.00

(1) Sports Officials

8. Recommend approval of Non-Resident Tuition Agreement (Student #1502001) for the 2021-2022 school year in the amount of \$19,932.
9. Recommend approval of Non-Resident Tuition Agreement (Student C.R.) for the 2021-2022 school year in the amount of \$19,932.
10. 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	School Safety Services	\$130,350.60

**X. PETITIONS AND HEARINGS OF CITIZENS**

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

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

**XIII. 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.

#### **XIV. ADJOURNMENT**

### Additional Summer Assignments

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Catherine Lee	Hazel	Administrative Assistant Purchasing Training	\$32.86 per hour not to exceed 2.5 hours	8/19/21
Madeline Machuca	Mt. Pleasant	Administrative Assistant Purchasing Training	\$47.82 per hour not to exceed 2.5 hours	8/19/21
Megan Malia	Kelly	Administrative Assistant Purchasing Training	\$29.37 per hour not to exceed 2.5 hours	8/19/21
Dayna Martinez	Redwood	Administrative Assistant Purchasing Training	\$29.37 per hour not to exceed 2.5 hours	8/19/21
Rosa Valencia	BMELC	Administrative Assistant Purchasing Training	\$30.30 per hour not to exceed 2.5 hours	8/19/21
Dawn Brennan	Gregory	Clerical Aide Summer Assignment as assigned	\$139.65 per diem not to exceed 5 days	7/1/21 - 8/24/21
Kristen Azzato	District	Summer CST Special Education Teacher Teacher Meetings	\$39 per hour not to exceed 30 hours amended from 20 hours	7/1/21 - 8/31/21
Dia DeAngelis	District	Summer CST School Social Worker Case Management	\$66.30 per hour not to exceed 80 hours amended from 50 hours	7/1/21 - 8/31/21
Amy Drost	District	Summer CST School Psychologist Case Management	\$66.30 per hour not to exceed 225 hours amended from 200 hours	7/1/21 - 8/31/21
Jacqueline Nasisi	Preschool	Summer CST Speech Therapist Case Management	\$66.30 per hour not to exceed 50 hours amended from 30 hours	7/1/21 - 8/31/21
Miriam Negasi	Preschool	Summer CST School Psychologist Case Management	\$66.30 per hour not to exceed 25 hours amended from 15 hours	7/1/21 - 8/31/21
Dawn Ribeiro	Special Services	Supervisor Summer Work	\$500 per diem not to exceed 7 days amended from 5 days	7/1/21 - 8/24/21

Elementary School Co-Curricular Assignments  
2021-2022

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Lisa Asman	Gregory	Conflict Resolution	\$732	2021-2022
Tara Donatiello	Gregory	Conflict Resolution	\$732	2021-2022
Consuelo Brennan	Gregory	Student Council	\$732	2021-2022
Nicole Kuser	Gregory	Student Council	\$732	2021-2022
Karen Wagaman	Hazel	Conflict Resolution	\$1,464	2021-2022
Jeannie Kivlon	Hazel	Student Council	\$732	2021-2022
Jennifer Sissman	Hazel	Student Council	\$732	2021-2022
Florence Chirichiello	Kelly	Conflict Resolution	\$1,464	2021-2022
Anthony Carsillo	Kelly	Student Council	\$732	2021-2022
Amy Pacifico	Kelly	Student Council	\$732	2021-2022
Jennifer Barta	Mt. Pleasant	Conflict Resolution	\$732	2021-2022
Lisa Struncis	Mt. Pleasant	Conflict Resolution	\$732	2021-2022
Diana Ferrera	Mt. Pleasant	Student Council	\$488	2021-2022
Wendy Japaz	Mt. Pleasant	Student Council	\$488	2021-2022
Jodi Lombardy	Mt. Pleasant	Student Council	\$488	2021-2022
Rebecca Beutel	Redwood	Conflict Resolution	\$1,464	2021-2022
Danielle Sescola	Redwood	Student Council	\$1,464	2021-2022
Rene Wells	Washington	Conflict Resolution	\$1,464	2021-2022
Brandi Brennan	Washington	Student Council	\$732	2021-2022
Jennifer Tarullo	Washington	Student Council	\$732	2021-2022

**Middle School Co-Curricular / Team Leader Assignments  
2021-2022**

<b>Activity</b>	<b>Name</b>	<b>Location</b>	<b>Stipend</b>
Academically Speaking	Lisa Touzeau	Liberty	\$2,812
African & Caribbean American Student Assoc.	Stephanie Nesbitt	Liberty	\$1,464
Art Club	Lisette Villalobos	Liberty	\$1,464
Audio Visual	Lisa Touzeau	Liberty	\$2,812
Chamber Chorus	Craig Sanphy	Liberty	\$1,464
Drama: Choreographer	Kim Carissimo	Liberty	\$1,406
Drama: Director	Lisette Villalobos	Liberty	\$2,812
Drama: Music Director	Craig Sanphy	Liberty	\$1,530
Drama: Set Design/Construction	Lisette Villalobos	Liberty	\$1,406
Helping Hands	Dianne Cardinali	Liberty	\$1,464
Italian Club	Carlo Felici	Liberty	\$1,464
Jazz Band	Ryan Krewer	Liberty	\$1,464
Math Club	TBD	Liberty	\$1,464
Newspaper	Lisette Villalobos	Liberty	\$2,187
Science Club	Christina Faust	Liberty	\$1,464
Select Strings	Catherine Solino	Liberty	\$1,464
STEM	TBD	Liberty	\$1,464
Student Council	Vincent DeJesus	Liberty	\$1,406
Student Council	Alyssa Sylvester	Liberty	\$1,406
Team Leader: Grade 7	William Dowd	Liberty	\$2,812
Team Leader: Grade 7	Nancy Silva	Liberty	\$2,812
Team Leader: Grade 8	Vincent DeJesus	Liberty	\$2,812
Team Leader: Grade 8	Melissa Martino	Liberty	\$2,812
Totally Tech	Michele DeMatteo	Liberty	\$1,464
Voice	TBD	Liberty	\$1,464
Yearbook	Melissa Martino	Liberty	\$2,187
Academically Speaking	Joshua Goldfarb	Roosevelt	\$2,812
Art Club	Janis Oliver	Roosevelt	\$1,464
Audio Visual	Joshua Goldfarb	Roosevelt	\$2,812
Culture Club	Leanna Amorim	Roosevelt	\$1,464
Drama: Choreographer	Colleen Martin	Roosevelt	\$1,406
Drama: Director	Tracy Gordon	Roosevelt	\$2,812
Drama: Music Director	Colleen Martin	Roosevelt	\$1,530
Drama: Set Design/Construction	Meara Franowicz	Roosevelt	\$1,406
Environmental Club	Rebecca Kalenak	Roosevelt	\$1,464
Gender-Sexuality Alliance (GSA)	Hillary Rubenstein	Roosevelt	\$1,464
Jazz Band	Roger Bryson	Roosevelt	\$1,464
Majority Ambassadors/Peer Mediation	N/A	Roosevelt	\$1,464
Math Club	Jennifer Cataldo	Roosevelt	\$732
Math Club	Lisa Rocha	Roosevelt	\$732
Peer Tutoring	Karen Peyragrosse	Roosevelt	\$732
Peer Tutoring	Laura Santimauro	Roosevelt	\$732
Poetry	Sandra Marmolejos	Roosevelt	\$1,464
Science/Explorer's	Leanna Amorim	Roosevelt	\$732

**Middle School Co-Curricular / Team Leader Assignments  
2021-2022**

<b>Activity</b>	<b>Name</b>	<b>Location</b>	<b>Stipend</b>
Science/Explorer's	Diane Varela	Roosevelt	\$732
Select Chorus	Collen Martin	Roosevelt	\$1,464
Select Strings	Catherine Solino	Roosevelt	\$1,464
Service Club/Junior Interact	Tracy Gordon	Roosevelt	\$732
Service Club/Junior Interact	Jennifer Marino	Roosevelt	\$732
STEM	Kim Nguyen	Roosevelt	\$1,464
Strategic Gaming (Chess)	Laura Santimauro	Roosevelt	\$1,464
Student Council	Meara Franowicz	Roosevelt	\$1,406
Student Council	Tracy Nardone	Roosevelt	\$1,406
Team Leader: Grade 7	Joshua Goldfarb	Roosevelt	\$2,812
Team Leader: Grade 7	Tracy Gordon	Roosevelt	\$2,812
Team Leader: Grade 7	Laura Santimauro	Roosevelt	\$2,812
Team Leader: Grade 8	Leanna Amorim	Roosevelt	\$2,812
Team Leader: Grade 8	Tracy Nardone	Roosevelt	\$2,812
Team Leader: Grade 8	Diane Varela	Roosevelt	\$2,812
Totally Tech	Meara Franowicz	Roosevelt	\$1,464
Yearbook	Kelly McSharry	Roosevelt	\$2,187
Weight Room Club	Anthony Vitale	Roosevelt	\$1,464

# Middle School Coaching Assignments 2021-2022

Sport	Name	Location	Stipend
Baseball	Carlo Felici	Liberty	\$2,524
Baseball	Daniel Krayton	Liberty	\$2,524
Basketball: Boys	Daniel Krayton	Liberty	\$5,048
Basketball: Girls	Candice Brennan	Liberty	\$5,048
Cheerleading	Erin Smith	Liberty	\$5,048
Cross Country	William Dowd	Liberty	\$5,048
Soccer: Boys	TBD	Liberty	\$5,048
Soccer: Girls	Brian Cohen-WOHS	Liberty	\$5,048
Softball	Keith Apello	Liberty	\$5,048
Track	William Dowd	Liberty	\$2,524
Track	Erin Smith	Liberty	\$2,524
Baseball	Brian Dillon-WOHS	Roosevelt	\$5,048
Basketball: Boys	Derek Smith	Roosevelt	\$2,524
Basketball: Boys	David Perez	Roosevelt	\$2,524
Basketball: Girls	Timothy Blumkin-WOHS	Roosevelt	\$5,048
Cheerleading	TBD	Roosevelt	\$5,048
Cross Country	Samantha Cameron	Roosevelt	\$5,048
Soccer: Boys	TBD	Roosevelt	\$5,048
Soccer: Girls	Thomas Tutalo	Roosevelt	\$5,048
Softball	Robert Lomoriello-WOHS	Roosevelt	\$5,048
Track	Bridget Haine	Roosevelt	\$2,524
Track	Stacy Marcus	Roosevelt	\$2,524



**SIDEBAR AGREEMENT**

**RE: MODIFIED TECH POSITION**

This Agreement is made this \_\_\_\_\_ day of August, 2021, between the West Orange Board of Education (BOE) and the West Orange Education Association (WOEA) and modifies the existing (expired, but controlling) Collective Bargaining Agreement (CBA) between the parties in order to permit flexibility that both parties deem beneficial; and

WHEREAS over time, the position of VOIP Coordinator has amassed significant additional responsibilities, which require a skill set that substantially exceeds that needed to accomplish the original job responsibilities of the VOIP Coordinator; and

WHEREAS the BOE and WOEA agree that the title and salary associated with this position are no longer appropriate; and

WHEREAS the BOE and WOEA agree that the title and salary associated with this position are to be changed to reflect the additional responsibilities of this position and the elevated skill set needed to perform the roles associated with this position;

NOW, THEREFORE, it is AGREED as follows:

1. For the school year that started July 1, 2021, the position will be retitled and going forward will be known as Technology and Project Manager (TPM). All references in the CBA to VOIP Coordinator shall be interpreted as referring to the TPM. Successor agreements shall include TPM in the place of the VOIP Coordinator. A new job description will be prepared indicating the full scope of responsibilities of the TPM.
2. The base salary for the TPM shall be \$96,263 for the 2021-2022 school year, and this position shall continue to be subject to the longevity schedules set forth in the CBA for Techs; and
3. Nothing herein is intended to alter, amend, increase, or diminish any other terms set forth in the CBA or the rights of either the BOE or WOEA under the CBA, except as set forth herein.

WEST ORANGE BOARD OF EDUCATION

WEST ORANGE EDUCATION ASSOC

BY: \_\_\_\_\_  
Terry Trigg-Scales, President

BY: \_\_\_\_\_  
Mark C. Maniscalco, President



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

**Title:**

Technology and Project Manager

**Location:**

Central Office

**Organizational Responsibilities**

**Reports to:** Director of Technology

**Terms of Employment:**

12 Month, WOE A

**Job Goals:**

Responsible for the overall operation and support of the district's network surveillance systems, IT work orders system, access control systems, print services and communication systems, including VoIP Telephone services,

Assist the Director of Technology with the deployment of new technologies and update of current systems -- planning the system, creating cost analyses, ordering supplies, coordinating with vendors, working on or supervising the implementation of projects or separate tasks relative to district technology and operational functions.

**Qualifications:**

1. Bachelor's Degree in a computer related field in addition to the following: Cisco Call Manager and Unity Training and Experience; Genetec Security System and IP based security experience and certification.;
2. Knowledge and experience in working with IP and Analog Network cameras, Digital network surveillance systems; Cisco Infrastructure knowledge, including Cisco Unified Communications Manager and Cisco Unity/voice; and Access Control Systems;
3. Broad knowledge of network infrastructure and services including networking, *TCP/IP*, Internet services, applications, and Internet protocols;
4. Strong communication and organizational skills to take initiative and manage multiple tasks and work independently in a demanding, dynamic environment;
5. Excellent time management and organizational skills and experience with establishing guidelines in these areas for others in the organization
6. Technical ability to understand complex systems and manage cross-program dependencies
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**Performance Responsibilities:**

1. Support Technology Department projects following top-down oversight throughout entire execution to ensure success as defined by adherence to standards of scope, budget, and timeline.
2. Assist with the research, evaluation, and procurement of hardware/software
3. Manage IT work order system: monitor work orders to ensure timely delivery of services; assign IT staff as needed to ensure balanced support for all schools and projects; identify trends in work order system in order to improve processes and develop training resources to support staff with trending technology-related issues
4. Support and manage all aspects of the district's network surveillance security system and Cisco VoIP Telephony System.
5. Coordinate Network Surveillance and VoIP telephony projects with building admins, vendors and installers to get projects complete from the initial design process to final configurations.
6. Programming, configuration and support of IP based cameras and encoders on the district's network.
7. Programming, configuration and support of IP based Cisco phones and devices on the district's network, including electronic fax services and district cell and mobile hotspot services
8. Assist administration, SRO' s and security department with network surveillance systems.
9. Administration of Cisco Unified Communications Manager and Cisco Unity/voice
10. Support the district's building access control systems, ID Badging, and Raptor Visitor and Emergency Management System.
11. Administration of the district's mass communication systems: School Messenger, Contact manager, BlackBoard
12. Assist in the maintenance and management of the district's local area networks and wide area networks as needed
13. Continue updating personal technological knowledge and skills.
14. Other duties assigned by the superintendent.

**Evaluation:**

Performance will be evaluated in accordance with the Board's policy on evaluation on non-certified staff.

Board Approved Date: May 23, 2011

Revised Date: August 30, 2021

# West Orange Public Schools

## HOURLY AND PER DIEM RATES 2021-2022

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) <i>If preparing lesson plans/communicating w/parents</i> Teachers (Substitute Certificate) <i>If preparing lesson plans/communicating w/parents</i> <b>Administrators</b> Nurses Administrative Assistants Custodians	\$120.00/day \$200.00/day \$110.00/day \$180.00/day <b>\$500.00/day</b> \$250.00/day \$84.00/day \$15.00/hour	BA \$288.00 MA \$308.00	BA \$288.00 MA \$308.00
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)	<b>\$19.34 per hour</b>		
Clerical Aides (not to exceed 7 hours / day)	<b>\$19.95 per hour</b>		
Greeters	<b>\$19.95 per hour</b>		
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: 8/30/2021



**State of New Jersey**  
**DEPARTMENT OF EDUCATION**

**ESSEX COUNTY OFFICE**  
Leroy F. Smith Public Safety Building  
60 Nelson Place, 1<sup>st</sup> Floor South  
Newark, New Jersey 07102  
(973) 621-2750

**PHILIP D. MURPHY**  
*Governor*

**SHEILA Y. OLIVER**  
*Lt. Governor*

**ANGELICA ALLEN-MCMILLAN, Ed.D.**  
*Acting Commissioner*

**JOSEPH S. ZARRA**  
*Interim Executive County Superintendent*

August 24, 2021

J. Scott Cascone, Superintendent  
West Orange Public Schools  
179 Eagle Rock Avenue  
West Orange, New Jersey 07052

Dear Mr. Cascone:

I have reviewed the addendum employment contract for J. Scott Cascone, Superintendent of West Orange, in accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject are in compliance with applicable laws and regulations. Therefore, I approve the contract for a period commencing on July 11, 2019 through June 30, 2024.

If there are any changes to the terms of this contract, you will need to submit it to Joseph Zarra Executive County Superintendent, for review and approval prior to the required public notice and hearing of such changes.

**After approval, please forward a signed copy of said contract to my office.**

Sincerely,

  
Joseph S. Zarra  
Interim Executive County Superintendent

JSZ:mm

## AMENDED

### CONTRACT OF EMPLOYMENT

This Agreement, made this \_\_\_\_th day of \_\_\_\_\_ 2021, between the West Orange Board of Education in Essex County (hereinafter "the Board") with offices located at 179 Eagle Rock Avenue West Orange, New Jersey 07052 and Dr. J. Scott Cascone (hereinafter "the Superintendent").

### PREAMBLE

#### WITNESSETH:

**THIS EMPLOYMENT CONTRACT** replaces and supersedes all prior Employment Contracts between the parties hereto. Signature of this Contract constitutes assent to a rescission of any and all prior contracts, as well as agreement to the terms herein;

**WHEREAS**, the Board desires to employ the Superintendent as the Chief Education Officer of the school district; and,

**WHEREAS**, the Board desires to provide the Superintendent with a written employment contract in order to enhance administrative stability and continuity within the schools, which the Board believes generally improves the quality of its overall educational program; and,

**WHEREAS**, the Board and the Superintendent believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools; and,

**WHEREAS**, the Superintendent is the holder of an appropriate certificate as prescribed by the State Board of Education and as required by N.J.S.A. 18A:17-17.

**NOW, THEREFORE**, in consideration of the following mutual promises and obligations, the parties agree as follows:

### ARTICLE I

**EMPLOYMENT:** The Board hereby agrees to employ J. Scott Cascone as Superintendent of Schools for the period of July 11, 2019 (or as soon thereafter as he can be released from his current employment) through 11:59 p.m. June 30, 2024. The parties acknowledge that this Contract must be approved by the Essex County Executive County Superintendent in accordance with applicable laws and regulations.

### ARTICLE II

**CERTIFICATION:** The parties acknowledge that the Superintendent currently possesses the appropriate New Jersey administrative certification and school administrator endorsement (attached as Exhibit A).



If, at any time during the term of this Contract, the Superintendent's certification(s) is revoked, this Contract shall be null and void as of the date of the revocation. The Superintendent will provide official course transcripts for all earned post-secondary degrees to the Board of Education. These transcripts will be kept on file in the Board office. (Attached as Exhibit B.)

### ARTICLE III

**DUTIES:** In consideration of the employment, salary and fringe benefits established hereby, the Superintendent hereby agrees to the following:

- A. To perform faithfully the duties of Superintendent of Schools for the Board and to serve as the chief school administrator in accordance with the laws of the State of New Jersey, Rules and Regulations adopted by the State Board of Education, existing Board policies and those, which are adopted by the Board in the future. The specific job description adopted by the Board, applicable to the position of Superintendent of Schools, is incorporated by reference into this Contract, (attached as Exhibit C).
- B. To devote the Superintendent's full time, skills, labor, and attention to this employment during the term of this Contract; and further agrees not to undertake consultative work, speaking engagements, writing, lecturing, or other professional duties for compensation without written permission of the Board. Should the Superintendent choose to engage in such outside activities on weekends, on his vacation time, or at other times when he is not required to be present in the district, he shall retain any honoraria paid. The Superintendent shall notify the Board President in the event he is going to be away from the district on district business for two (2) or more days in any week through its personnel office.
- C. Any time away from the district that is not for district business must be arranged in accordance with provisions in this Contract governing time off. The Board recognizes that the demands of the Superintendent's position require his to work long and irregular hours, and occasionally may require that he attend to district business outside of the district.
- D. To assume the responsibilities for the selection, renewal, placement, removal, and transfer of personnel, subject to the approval of the Board, by recorded roll call majority vote of the full membership of the Board, and subject to applicable Board policies and directives. The Board shall not withhold its approval of any such recommendation for arbitrary or capricious reasons, all in accordance with N.J.S.A. 18A:27-4.1.
- E. To non-renew personnel pursuant to N.J.S.A. 18A:27-4.1, and to provide a written statement of reasons for non-renewal upon proper request to the employee.
- F. To study and make recommendations with respect to all criticisms and complaints, which the Board, either by committee or collectively, shall refer to him. The Superintendent shall have the right to contact the Board's attorney for legal assistance as the need arises in carrying out his duties.
- G. To assume responsibility for the administration of the affairs of the school district, including but not limited to programs, personnel, fiscal operations, and instructional programs. All duties and responsibilities therein will be performed and discharged by the Superintendent, or by staff, at the Superintendent's direction.
- H. To have a seat on the Board and have the right to speak (but not vote) on all issues before the Board in accordance with applicable law. The Superintendent shall attend all regular

and special meetings of the Board, (except where a Rice notice has been served upon the Superintendent notifying him that his employment will be discussed in closed session, and the Superintendent had not requested that the meeting be conducted in public, or where the Superintendent has a conflict of interest), and all committee meetings thereof, and shall serve as advisor to the Board and said committees on all matters affecting the school district.

- I. To suggest, from time to time, regulations, rules, policies, and procedures deemed necessary for compliance with law and/or for the well-being of the school district.
- J. To perform all duties incident to the Office of the Superintendent and such other duties as may be prescribed by the Board from time to time. The Superintendent shall, at all times, adhere to all applicable federal and state statutes, rules, regulations, and executive orders, as well as district policies and regulations.

#### **ARTICLE IV**

##### **SALARY AND BENEFITS:**

- A. Any adjustment in salary made during the life of this Employment Contract shall be in the form of an amendment and shall become part of this Employment Contract, but it shall not be deemed that the Board and the Superintendent have entered into a new employment contract.

1. Salary. The Board shall provide the following salary as part of the Superintendent's compensation:

a. Salary. The Board shall pay the Superintendent an annual salary of One Hundred Ninety Thousand Six Hundred Twenty Five dollars (\$190,625.00) for the period of July 11, 2019 through June 30, 2021. Effective July 1, 2021 and each July 1<sup>st</sup> thereafter during the term of this agreement, the Superintendent will receive a two percent (2%) increase to his salary. This annual salary rate shall be paid to the Superintendent in accordance with the schedule of salary payments in effect for other certified administrators.

b. The Superintendent's salary for any term of this Contract shall not be reduced during the term of this agreement except in accordance with N.J.S.A. 18A:17-20.2.

2. Notwithstanding the foregoing, no salary increase of any kind will take effect on midnight July 1, 2024 (the final day of this Contract) unless the parties have agreed to a contract extension and that extension has been approved by the Essex County Executive County Superintendent. The terms of the extension will govern all increases to take effect after July 1, 2024. Any renewal, extension, or modification of this Contract shall comply with the notice provisions of P.L.2007, c. 53, The School District Accountability Act and N.J.A.C. 6A:23A-3.1, et seq.

- B. Sick leave. The Superintendent shall receive twelve sick days annually. Unused sick leave days shall be cumulative in accordance with the provisions of Title 18A. Upon



retirement and notice to the Board, unused sick days will be reimbursed, at the rate of 1/260 of the Superintendent's then-existing annual salary up to a maximum of \$15,000.00. Reimbursement for sick days shall be consistent with the law in effect at the time this Contract is signed. Such compensation shall be payable only at the time of retirement from a state or locally administered retirement system, and shall be based on accrued but unused sick leave credited on the date of retirement. Accumulated unused sick leave compensation shall not be paid to the Superintendent's estate or beneficiaries in the event of death prior to retirement.

1. The Board shall provide the Superintendent with an initial sick leave bank of Twenty-four (24) days. The Superintendent shall be permitted to utilize the days in the bank only after he has exhausted any earned sick leave. The number of days in the sick leave bank shall be reduced annually by the number of accumulated but unused days remaining at the end of each school year. Any sick leave days remaining in the initial sick leave bank shall not be eligible for reimbursement upon retirement.

C. Professional Development and Membership.

1. The Superintendent shall be entitled to membership, at the Board's expense for professional dues in the following professional associations: NJASA, AASA, and the Essex County Administrators Association and/or other organizations deemed important by the Superintendent and the Board within the limit set in the annual budget, not to exceed \$3,000.00.
2. The Superintendent also shall be entitled to reimbursement for expenses incurred for attendance at professional conferences and similar expenses which he may incur while discharging the duties of Superintendent in accordance with P.L. 2007, c. 53, the School District Accountability Act and affiliated regulations. (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7, et seq.). Such reimbursement shall comply with all applicable provisions of state and federal statutory and regulatory provisions and guidance, including OMB circulars and with board policy, and shall not exceed \$1500.00 annually.
3. The Superintendent shall be entitled to attend the annual NJSBA/NJASA/NJASBO Workshop and Convention and the annual conference of the NJASA. Reimbursement or payment for such expenses shall be made in accordance with P.L. 2007, c. 53, the School District Accountability Act and affiliated regulations, OMB circulars and Board policies which amount shall not exceed \$2,000.00 annually.
4. The Superintendent shall attend the School Administrator's Residency Program/New Superintendents' Academy (SARP) at district expense. Reimbursement or payment for such expenses shall be made in accordance with P.L. 2007, c. 53, the School District Accountability Act and affiliated regulations, OMB circulars and Board policies which amount shall not exceed \$2,000.00 annually.

- D. Professional Publications. The Superintendent may subscribe to appropriate educational and/or professional publications within the limit set by the annual school budget.

E. Health Benefits:

1. The Board shall provide the Superintendent with individual or family health benefits coverage provided by the Board to its professional administrative staff. This coverage shall include Medical, Prescription, and Dental. The Superintendent shall pay the premium costs for all such coverages at the Tier IV rates set forth in Chapter 78, P.L. 2011 and implementing regulations. Such limitation shall in no way link this Contract with any agreement collectively negotiated with district employees. The premium shall be paid by the Superintendent through payroll deductions.

F. Vacation Leave:

1. The Superintendent shall be entitled to an annual vacation of Twenty-Two (22) working days per year. All of the vacation days shall be available for the Superintendent's use on July 1<sup>st</sup> of each year of the Contract. During the first year of employment (2019-2020 school year), the Superintendent can only take up to five (5) vacation days during July and August, 2019, with prior notice to the Board President.
2. The Superintendent shall take his vacation time after giving the Board President reasonable notice. School vacations do not constitute time off for the Superintendent, unless he uses his leave time. The Superintendent may take vacation days during the school year, upon notice to the Board President. The Superintendent is expected to attend to the business of the district as required for the smooth and efficient operation of the school district. The Superintendent shall document the use of accrued vacation days with the Personnel Director.
3. The Board encourages the Superintendent to take his full vacation allotment each year; however, not more than five (5) vacation days may be carried over by the Superintendent from school year to school year. All days carried over must be used in the next year, or those days not taken will be forfeited. In the event of retirement, all unused vacation days shall be paid at the Superintendent's per diem rate (1/260) up to a maximum of 27 (22 + 5).
4. In the event that the Superintendent's Contract is terminated prior to its expiration or at conclusion of same, unused vacation time shall be paid on a pro-rated basis. In the event this Contract is not renewed, earned but unused vacation time will be paid at the Superintendent's daily rate of pay, based upon a 260-day work year, following his last day of employment. However, at the Board's discretion, should termination or non-renewal occur, the Board reserves the right to require the Superintendent to use his full vacation entitlement.<sup>[1]</sup><sub>SEP</sub>

G. Holiday Leave. The Superintendent shall be entitled to eighteen (18) holidays granted to other administrators in the district.

F. Personal Leave. The Superintendent shall be entitled to three (3) personal days, to attend to personal business during the school day, with full pay during the work year. Personal days may be taken during the school year with prior notice to the Board President. As much advance notice as possible will be given. Personal day usage shall be reflected on time-off

slips filed with the Board Secretary. Personal days are non-cumulative and non-reimbursable.

- G. Mileage Reimbursement. The Superintendent shall be paid an allowance of \$200 per month as reimbursement for use of his vehicle in performance of his duties. There will be no additional reimbursement of mileage allowance paid, except for travel outside of New Jersey.
- H. Equipment. The Superintendent shall, at his option, be provided a cell phone or paid a reasonable allowance of \$50.00 per month as reimbursement for use of his cell phone in performance of his duties. The Superintendent shall be entitled to a new computer and tablet that shall remain the property of the West Orange Board of Education. Such equipment shall be compliant with district telecommunications and other platforms to insure efficiencies.
- I. Attendance Record. The Superintendent shall be responsible for filing a time-off slip, in advance of the time off, as set forth herein, or immediately upon his return to the district in the event of an unplanned absence, with the Board Secretary [or with the designated staff member in charge of maintaining district attendance records] each time any leave is taken. The Superintendent and Board President shall periodically review the Superintendent's attendance record to assure correctness.
- J. Professional Liability. The Board agrees that it shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his individual capacity or in his official capacity as agent and/or employee of the Board, provided the incident, which is the subject of any such demand, claim, suit, action or legal proceeding, arose while the Superintendent was acting within the scope of his employment. If, in the good faith opinion of the Superintendent, a conflict exists in regard to the defense of any claim, demand or action brought against him, and the position of the Board in relation thereto, the Superintendent may engage his own legal counsel, in which event the Board shall indemnify the Superintendent for the costs of his legal defense. The Board further agrees to cover the Superintendent under the Board's liability insurance policies, including employment practices liability coverage, in the minimum amount of \$1 million.

## **ARTICLE V**

### **ANNUAL EVALUATION**

- A. The Board shall evaluate the performance of the Superintendent at least once a year in accordance with statutes, regulations and Board policy relating to Superintendent Evaluation. Each annual evaluation shall be in writing and shall represent a majority of the Board. A copy of the evaluation shall be provided to the Superintendent, and the Superintendent and the Board shall meet to discuss the findings. The Board may meet in closed session to discuss the evaluation and the Superintendent's performance where a Rice notice has been served upon the Superintendent, giving notice that the Superintendent's employment will be discussed in closed session, and the Superintendent has not requested that the meeting be conducted in public. The evaluations shall be based



upon the criteria adopted by the Board, the goals and objectives of the district, which shall include encouragement of student achievement, the responsibilities of the Superintendent as set forth in the job description for the position of Superintendent, the district's placement on the NJQSAC continuum (with respect to those DPRs that are within the Superintendent's control), and such other criteria as the State Board of Education shall by regulation prescribe. In the event that the Board determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing, and in reasonable detail, the specific instances of unsatisfactory performance. The evaluation shall include specific recommendations for improvement in all instances where the Board deems performance to be unsatisfactory. The Superintendent shall have the right to respond in writing to the evaluation; this response shall become a permanent attachment to the Superintendent's personnel file upon the Superintendent's request. On or before June 1st of each year of this Employment Contract, the Superintendent and the Board shall meet to review the evaluation format and to mutually determine the evaluation format to be used in the subsequent school year.

The final draft of the annual evaluation shall be adopted by the Board by June 30 of each year of this Contract. The Superintendent shall propose a schedule for evaluation for the next year to the Board President by the annual organization meeting each year.

- B. Within sixty (60) days of the execution of this Employment Contract, the parties shall meet to establish the district's goals and objectives for the ensuing school year. Said goals and objectives shall be reduced to writing and shall be among the criteria by which the Superintendent is evaluated, as hereinafter provided. On, or prior to, June 1 of each succeeding school year, the parties will meet to establish the district's goals and objectives for the next succeeding school year, in the same manner and with the same effect as heretofore described.
- C. The parties also agree that the Board shall not hold any discussions regarding the Superintendent's employment, unless the Superintendent is given written notice at least 48 hours in advance. In addition, the Board shall not hold any discussions with regard to the Superintendent's performance, or that may adversely affect the Superintendent's employment, in public session, unless the Superintendent requests that such discussions be held in public session, pursuant to the Open Public Meetings Act.

## **ARTICLE VI**

### **TERMINATION OF EMPLOYMENT CONTRACT**

- A. This Contract shall terminate, the Superintendent's employment will cease, and no compensation shall thereafter be paid, under any one of the following circumstances:
  - 1. failure to possess/obtain proper certification;
  - 2. revocation or suspension of the Superintendent's certificate, in which case this contract shall be null and void as of the date of revocation, as required by N.J.S.A. 18A:17-15.1;

3. forfeiture under N.J.S.A. 2C: 51-2;
  4. mutual agreement of the parties;
  5. notification in writing by the Board to the Superintendent, at least one-hundred and twenty (120) calendar days prior to the expiration of this Contract, of the Board's intent not to renew this Contract; or
  6. misrepresentation of employment history, educational credentials, professional credentials, or criminal background.
- B. In the event the Superintendent is arrested and charged with a criminal offense, which could result in forfeiture under N.J.S.A. 2C: 51-2, the Board reserves the right to suspend him pending resolution of the criminal charges. Such suspension shall be with pay prior to indictment, and may be with or without pay, at the Board's discretion, subsequent to indictment, unless the Board certifies contractual tenure charges.
- C. Nothing in this Contract shall affect the Board's rights with regard to suspension under N.J.S.A. 18A:6-8.3 and applicable case law.
- D. The Superintendent may terminate this Employment Contract upon at least ninety (90) calendar days' written notice to the Board, filed with the Board Secretary, of his intention to resign.
- E. The Superintendent shall not be dismissed or reduced in compensation during the term of this Contract, except as authorized by paragraphs B. and C., supra, and N.J.S.A. 18A:17-20.2, provided, however, that the Board shall have the authority to relieve the Superintendent of the performance of his duties in accordance with N.J.S.A. 18A:27-9, so long as it continues to pay his salary and benefits for the duration of the term. The parties understand that any early termination must comply with the provisions of P.L. 2007, c. 53, the School District Accountability Act.
- F. In the event the parties agree to terminate this Contract prior to its expiration date, in accordance with N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2, and to relieve the Superintendent from the actual performance of his duties, upon the approval of the Commissioner of Education, the Board shall compensate the Superintendent for either three (3) months' salary times the number of years remaining on this Contract or the remaining salary due to completion of this Contract, not to exceed twelve (12) months, minus compensation from any and all other employment. It is understood that the Superintendent must make a good faith effort to find employment elsewhere as soon as possible and prior to the expiration date of the within Contract. The salary received by the Superintendent in any such employment shall be deducted from the payments made to the Superintendent by the Board.

## **ARTICLE VII**

### **RENEWAL - NON RENEWAL**

Upon consent of the parties and prior approval of the Executive County Superintendent, this Employment Contract shall automatically renew for a term of five (5) calendar years, expiring June 30, 2029 unless either of the following occurs:

- A. the Board by contract reappoints the Superintendent for a different term allowable by law;
- B. the Board notifies the Superintendent in writing, prior to February 1, 2024, that he will not be reappointed at the end of the current term, in which case his employment as Superintendent shall cease upon the expiration of this Contract; or
- C. in accordance with such laws and regulation that would require nullification of this Contract.

## **ARTICLE VIII**

### **COMPLETE AGREEMENT**

This Contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

## **ARTICLE IX**

### **SAVINGS CLAUSE**

If, during the term of this Contract, it is found that a specific clause of the Contract is illegal under federal or state law, the remainder of the Employment Contract is not affected by such a ruling and shall remain in full force.

## **ARTICLE X**

### **RELEASE OF PERSONNEL INFORMATION PERSONNEL RECORDS**

The Superintendent shall have the right, upon request, to review the contents of his personnel file and to receive copies at Board expense of any documents contained therein. He shall be entitled to have a representative accompany him during such review. At least once every year, the Superintendent shall have the right to indicate those documents and/or other materials in his file that he believes to be obsolete or otherwise inappropriate to retain; and, upon final approval of the Board, such documents identified by him shall be destroyed.

No material derogatory to the Superintendent's conduct, service, character, or personality shall be placed in his personnel file unless he has had an opportunity to review the material. The

Superintendent shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Superintendent shall also have the right to submit a written answer to such material.

**IN WITNESS WHEREOF**, the parties have set their hands and seals to this Employment Contract effective on the day and year first above written.

SUPERINTENDENT \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. J. Scott Cascone

WITNESS: \_\_\_\_\_

BOARD OF EDUCATION OF THE WEST ORANGE SCHOOL DISTRICT

PRESIDENT \_\_\_\_\_ Date: \_\_\_\_\_  
Terry Trigg-Scales

WITNESS: \_\_\_\_\_

**Applications for Absence for School Business 2021-2022**  
**8-30-21**

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Conference</b>	<b>Dates</b>	<b>Amount</b>	<b>Funded</b>
Tara Donatiello	School Counselor	Gregory	NJ School Counselor Association Fall Conference Edison, NJ	10/8/21	\$109.00	Local
Rebecca Giacopelli	G&T Teacher	Administration Building	New Jersey Consortium for Gifted and Talented Programs (NJCGTP) Annual Program Overview Meeting Virtual	9/21/21	\$450.00*	Local
Karen Miola	Reading Specialist	Gregory	Wilson Just Words Virtual	9/17/21	\$289.00	Local
Dr. Tamika Pollins	Director of Assessment Accountability and Intervention	Administration Building	New Jersey Consortium for Gifted and Talented Programs (NJCGTP) Annual Program Overview Meeting Virtual	9/21/21	\$450.00*	Local
Lou Quagliato	Director of Fine Arts	Administration Building	New Jersey Administrators (NJMAA) Workshop / Round Table and Executive Board Meetings at Rutgers Club Piscataway, NJ	9/10/21, 10/1/21, 11/12/21, 12/3/21, 1/7/22, 2/4/22, 3/4/22, 4/1/22, 5/6/22, 6/3/22	\$0	
Megan Schaller	G&T Teacher	Administration Building	New Jersey Consortium for Gifted and Talented Programs (NJCGTP) Annual Program Overview Meeting Virtual	9/21/21	\$450.00*	Local

\* Group Rate



**WEST ORANGE SCHOOLS**  
**Student Support Services Department**

**NURSING SERVICES PLAN 2021-2022**

This nursing services plan provides certified school nurse staffing recommendations sufficient to provide services to students in all of its buildings as outlined in N.J.A.C. 6A:16-2.3 (b) through (d); by utilizing a staffing model for the delivery of school services based on severity coding, in conjunction with The National Association of School Nurses and Healthy People 2010 recommendations for staffing ratios. The certified school nurse has the educational preparation to develop and administer a comprehensive school health plan, provide individualized health education, and is familiar with New Jersey Administrative Code requirements, educational law and the implications for school nursing practice. The school nursing certification process (N.J.A.C. 6A:9-13.3) provides specialized knowledge and skills over and above those required for licensure as a registered nurse. Properly credentialed healthcare professionals, including registered nurses and licensed practical nurses employed in school settings must function solely within the scope of their respective practice acts (N.J.S.A. 45:11). Pursuant to N.J.S.A. 18A:40-3.3, the district may hire licensed practical nurses to provide specialized care to individual students. The LPNs hired to provide individualized care may not provide services to the general student population.

Students have increasingly complex needs for nursing care at school. Severity coding is a method for providing appropriate staffing to aggressively manage any health problems that are likely to compromise readiness to learn on a daily basis. Certain health conditions are unpredictable such as severe asthma, requiring immediate assessment and the provision of treatment by a registered nurse at any time during a school day.

**A Staffing Model for the Delivery of School Health Services Severity Coding Definitions**

**1. Nursing Dependent:**

Nursing dependent students require 24 hours a day, frequently one-to-one, skilled nursing care for survival. Many students are dependent on technological devices for breathing, for example, a child on a respirator, and/or needing continuous nursing assessment and intervention. Without the effective use of medical technology and nursing availability, the student would experience irreversible damage or death. Before a student enters school, a certified school nurse will complete a nursing assessment of the student and determine an appropriate plan of care.

**Staffing requirement for nursing dependent student:**

Immediate availability of the nurse (registered nurse or licensed practical/vocational nurse as determined by the certified school nurse) within audible and visual range of the student. The student has been assessed by the certified school nurse prior to the assignment of duties to any caregiver. These students must also have appropriately assigned personnel available during transport to and from school. Personnel may include licensed and unlicensed personnel. Appropriate delegatory principles must be adhered to (N.J.A.C. 13:37-6.2).

## **2. Medically Fragile:**

Medically fragile students have complex health care needs and may encounter life-threatening emergencies requiring the skill and judgment of a professional nurse. An individualized health care plan (IHCP) and individualized emergency care plan (IECP) is developed by the certified school nurse. This is complete, current, and available at all times to personnel on a need-to-know basis. These students must also have appropriately assigned personnel available during transport to and from school. Personnel may include licensed and unlicensed personnel. Appropriate delegatory principles must be adhered to (N.J.A.C. 13:37-6.2).

Examples:

- Students with a severe seizure disorder, requiring medications that can be administered only by a nurse within four minutes of the beginning of seizure activity,
- Unstable and/ or newly diagnosed type 1 diabetes with frequent blood sugar monitoring and unscheduled insulin injections.

### Staffing requirement for medically fragile students:

Medically fragile students require a full-time nurse in the building at all times. The nurse is quickly and easily available and the student must be assessed by the certified school nurse prior to the assignment/delegation of duties to other caregivers.

## **3. Medically Complex:**

Medically complex students have unstable physical and/or social-emotional conditions that require daily treatments and close monitoring by a professional registered nurse. Life-threatening events are often unpredictable. Limited treatments, Epi-pen delegation, monitoring and reporting of current signs and symptoms can be delegated to appropriately trained personnel by the CSN. Appropriate delegatory principles must be adhered to (N.J.A.C. 13:37-6.2).

Examples:

- Students with anaphylactic allergies
- Moderate to severe asthma; inhaler at school

### Staffing requirement for the medically complex student:

Medically complex students may not require the presence of a certified school nurse on a daily basis, provided the appropriate assessment and subsequent appropriate IHCPs/IECP's are written. Assignments for care follow prudent decision-making. Medically complex students may eventually be classified as medically fragile, if their condition requires more intensive monitoring and treatment. If an Epi-pen delegate is not available, and/or the severely asthmatic student is in an elementary school (unable to self-administer their inhaler), the certified school nurse must be present.

## **4. Health Concerns:**

The student's physical and/or social-emotional condition is currently uncomplicated and predictable. Monitoring is appropriately scheduled per the nursing assessment, which is at least, but not limited to, once a school year. IHCPs may be appropriate per diagnosis.

Examples:

- Dental disease
- Headaches, migraines

Staffing requirement:

If delegation is appropriate, the certified school nurse must be available for supervision.

Statutory Authority:

N.J.A.C. Chapter 16, 6A: 16-2.1(b) Certified school nurse-duties specific.

N.J.A.C. Chapter 16, 6A: 16-2.3(b) Role of the certified school nurse

**Ratios for a Staffing Model Based on the Severity of Health Conditions**

Certified School Nurses help facilitate learning for all students, especially those with asthma, food allergies, seizure disorders, obesity, vision and hearing difficulties, dental problems, psychological, neurologically-based behavioral problems, and those requiring prescribed medication for acute or chronic conditions. The need for an adequate ratio of school nurses has never been more clear than during the recent H1N1 (Swine flu) outbreak (NASN, 2009). Staffing ratios based on the severity of student health conditions promote academic success.

The National Association of School Nurses and Healthy People 2010 recommends that districts should employ at least one nurse per 750 students, with variations depending on the community and students with special health needs (Brous, 2008). Schools with very high percentages of students with special health needs would require more intensive ratios of nurses to students as delineated below in the staffing model based on the severity of health conditions. Examples of the ratios are; "1 nurse per 225 students when students require daily professional nursing services or interventions, and 1 nurse per 125 students when students have complex health needs" (Role, 2008 p. 1054).

The Student-to-School Nurse Ratio Improvement Act of 2009 (H.R. 2730), introduced by Rep. Carolyn McCarthy on June 4, 2009, has the support of at least fifty national and state organizations (see Appendix A). The recommendations for staffing in the Nursing Service Plan serve to improve and maintain the health and safety of our staff and students. The approved Nursing Services Plans for the last few years clearly substantiate that West Orange High School requires an additional Certified School Nurse to meet the minimum requirement for safe and effective health management for the students and staff.

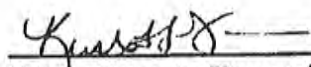
**Key points:**

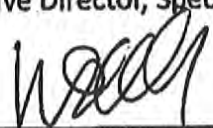
The current economic environment presents the possibility of further reductions in school nursing positions and supports. Student health services have become more important to economically depressed families, creating an increase in the volume and frequency of student visits. The resulting ever-widening disparity in the severity of student health care needs and diminishing resources at school will negatively impact educational outcomes as well as causing deleterious economic consequences for the District. An increasing number of parents cannot afford to miss the opportunity to attend work in order to stay home and care for their sick children and cannot afford to pay for sick child care. The presence of students

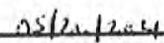
increasing number of parents cannot afford to miss the opportunity to attend work in order to stay home and care for their sick children and cannot afford to pay for sick child care. The presence of students with contagious illnesses masked by antipyretics, such as Advil, also poses a risk to medically fragile students, and augments the need for intensive nursing follow up.

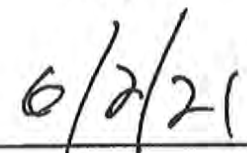
In previous years, District Nurses were able to leave their buildings to provide routine coverage for the administration of medications in other buildings, if there was not a substitute school nurse available. The dramatic increase in the severity of student health conditions and high volume of health office visits for illnesses and injuries has made it impossible to safely leave our buildings at any time during the day. Leaving an ill student in one building, to attend to another student can be construed as professional misconduct (N.J.S.A 45:1-21(e)). Currently, there are days when many District Nurses skip lunch and do not have any breaks due to the high volume of student visits for routine and emergency care. It would not be safe to leave the medically fragile, dependent or complex students in the buildings, because there is an increased likelihood that an emergency situation could arise in the absence of the Nurse. School staff, and the students themselves, may not recognize the early signs of anaphylaxis or severe low blood sugar before it becomes a life-threatening emergency. Cases of anaphylaxis, which have resulted in fatalities in the school setting, were caused by a delay rather than the lack of administration of epinephrine, as one would think. The presence of the appropriate level of certified school nursing support is absolutely essential for every school at all times to maintain the health and safety of the students and staff. A certified school nurse cannot immediately respond to emergencies without being present in the building.

The summary data from each school in the district supports the need for full time certified school nurses in each building.

  
\_\_\_\_\_  
Kristin Gogerty-Fitzgerald,  
Executive Director, Special Services

  
\_\_\_\_\_  
Dr. Michael Kelly, DO, School Physician

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date



**BETTY MADDALENA EARLY LEARNING CENTER**  
**School Nurse: Linda Connolly-Schoner**

**I. School Information**

Grade Levels Served	Pre K- age 5
Number of Students	51
Number of Students with Serious Medical Involvement	10

**II. Medical Information**

<b>Level 1 Nursing Dependent</b>	<b>Level II Medically Fragile</b>	<b>Level III Medically Complex</b>	<b>Level IV Health Concerns</b>
Number of Students:0	Number of Students:8	Number of Students:0	Number of Students:2
	List disorder and number of each: Asthma-2 Anaphylaxis-3 Seizures-3	List disorder and number of each:	List disorder and number of each: Renal disease-1 Eczema-1

**III. Daily Treatment Information**

Number of Daily Medications:	1
Number of PRN Medications:	3
Number of Daily Treatments:	0
Average Daily Number for Illness/First Aid:	9
Number of Health Classes/Week *List classes	0

#### IV. Required Nursing Services

Required Nursing Services	Number of Students Served	Number of Referrals
Audiometric Screenings	51	38
Vision Screenings	51	38
Blood Pressure Screenings	51	0
Height & Weight Screenings	30	0
Maintenance of Student Health Records	51	0
Immunization Records Reviewed	51	0
Scoliosis Screenings	0	0
CST Health Summary	0	0
BSI Health Summary	0	0

#### Special Concerns:

Students start at BMELC when they turn 3 years old. If found eligible for Special Education and Related Services, students will begin attending throughout the school year.

Emails, phone calls to parents, and calls to doctor's offices are made to obtain all medical documentation needed for the student to start at BMELC.

This school year, the School Nurse had to refer about 38 students for vision and hearing screenings. The OAE Hearing Screener and the Vision Spot Screener are essential tools for the preschool population. Many of our students have no language or very limited language skills. Without the Vision spot screener and the OAE Hearing Screener the students are not able to communicate the necessary information. With the Vision Spot Screener and the OAE Hearing Screener the student does not need to speak and the results are much more accurate. Both screening machines are shared by all the schools.

Assessing and documenting the injuries of staff and students can be time consuming. Due to the age of our students, the School Nurse contacts every parent with any injury that happens at school. For staff injuries, the School Nurse calls workmans compensation and records the incident. The workmans compensation forms are complex and are required in a timely fashion in order to speed up the processing time.

There are two student's with EpiPens and Benadryl. One student with an Inhaler and one student with diazepam Rectal gel for seizures. These students require coverage for field trips.

EpiPen delegates need to be trained with signs and symptoms as well as injection of EpiPen administration.

Health screening is securing compliance with immunization requirements and are time consuming tasks. Parental compliance with sharing documentation of necessary health information can be difficult to obtain. New student registration is also challenging as parents often overlook the necessary health information and feel that the process is complete once they meet with the registrar. This makes procuring health information both time-consuming and difficult as some resist or feel it is no longer needed, or feel that they can simply bring their child to school and ignore the required documentation.

COVID-19 planning, preparation and staff instruction is extremely time consuming due to frequent updates and changes requiring excessive amounts of time each day to remain current. Screenings for COVID-19 symptoms and excluding those who exhibit them is an ongoing daily exercise requiring patience as parents are very stressed about managing illness in their homes. Follow-up for staff and students who have been either named as a close contact or tested positive is intense. This often occurs after school hours and can utilize an excessive amount of time. The need to confer with others and then document all outcomes adds to this.

One full-time certified school nurse is required to meet the needs of the Betty Maddalena Early Learning Center population, as well as needed coverage for the health office.

It is a state requirement that nurses complete IHP for all medically challenged students before the first day of school. In order to do this the nurse must prepare student charts and enter information such as immunizations and physical exams for new students. Due to the unknown medical needs of students, any needed medication should be noted and paperwork completed prior to the students beginning school. Due to the need for documentation to be entered into our system before the beginning of the school year, additional time is needed before school begins.

**EDISON MIDDLE SCHOOL**  
**School Nurse: Elizabeth Ramos**

**I. School Information**

Grade Levels Served	6
Number of Students	543
Number of Students with Serious Medical Involvement	85

**II. Medical Information**

<b>Level 1 Nursing Dependent</b>	<b>Level II Medically Fragile</b>	<b>Level III Medically Complex</b>	<b>Level IV Health Concerns</b>
Number of Students: 0	Number of Students: 29	Number of Students 56	Number of Students: 67
	List disorder and number of each: Diabetes:1 Epilepsy : 5 Moderate-severe: Asthma:7 Anaphylaxis: 11 Severe Depression-2 Prader-Willi Syndrome-1 Von Willebrand Disease:1 Severe depression (hospitalization) 1	List disorder and number of each: Mild asthma-45 Migraine headaches-3 Moderate Anxiety/ Depression-4 Concussion:2 Turner Syndrome:1 PTSD/Anxiety/ADHD/ Depression/Schizophrenia:1	List disorder and number of each: Seasonal allergies take meds-29 glomerulonephritis:1 ADHD-on meds-12 Convergence insufficiency :1 Autism 2 Tourette's syndrome 1 Mild allergies:21

**III. Daily Treatment Information**

Number of Daily Medications:	0
Number of PRN Medications:	29



Number of Daily Treatments:	1
Average Daily Number for Illness/First Aid:	4-5 Covid 19-restrictions
Number of Health Classes/Week *List classes	0 Exceptions are staff instruction on COVID19 Protocols, risk management prevention, constant changes to recommendations; staff instruction in diabetes, asthma, anaphylaxis and seizures; epi-pen instruction for delegees

#### IV. Required Nursing Services

Required Nursing Services	Number of Students Served	Number of Referrals
Audiometric Screenings	12	0
Vision Screenings	81	8
Blood Pressure Screenings	68	1
Height & Weight Screenings	36	14
Maintenance of Student Health Records	543	0
Immunization Records Reviewed	543	0
Scoliosis Screenings	0	0
CST Health Summary	8	2
BSI Health Summary	0	0

#### Special Concerns:

Edison Middle School is a very unique population since it combines students from all over the diverse district and they are all in the same grade-level, some of whom have complex health care needs or other health concerns, and many from low-income families which present additional challenges. Many require referrals for medical, psychological & dental health care. All of the students need the new required immunizations (N.J.A.C. 8:57-4) Tdap (Tetanus, Diphtheria and Pertussis) and Meningococcal vaccinations at age 11. Furthermore, all students need these updated state mandated immunizations upon entering 6th grade or upon their

eleventh birthday. The nurse must spend a significant amount of time everyday communicating with parents and healthcare providers via phone, letters, email to assist parents in obtaining immunizations and documentation in a timely manner. This is very time consuming with repeated follow-up calls and letters to parents/guardians until they comply. As needed the nurse must follow-up with health care providers, as well as the health department to ensure compliance with state law. Many parents are faced with financial constraints, insurance issues, work responsibilities, etc., that pose a challenge in providing the documentation as requested. The certified school nurse must screen, assess, plan and provide ongoing health care interventions to all students and staff in her building on an ongoing basis as needs arise and change. The school nurse must then constantly evaluate her interventions and continue to make sure the students can learn in the least restrictive environment while having their healthcare needs met properly in an ongoing manner. The development of Individualized Health Care Plans (IHCP's) and Emergency Care Plans (ECP's) are prepared and implemented by the certified school nurse for each student with acute or chronic health concerns and updated as needed throughout the school years as needs change..All documentation is recorded on SNAP software as it is received as well on a daily basis.

There were approximately 18 I&RS and Child Study Team referrals, which required hearing and vision screening, in addition to the routine screenings that are performed annually. Whenever there are children referred to the I&RS committee for medical reasons, the nurse must attend to provide medical guidance to the team and parents. In order to prepare the instructional staff to manage the various health issues of their students, it is necessary to carve out time for planning and instructing those who would be responsible for them. Instruction in diabetes, asthma, epilepsy, CPR and epi-pen administration is necessary for student safety. Also state requirements, administrators also need to be instructed in EpiPen /glucagon administration. In addition, in order to find sufficient designees for those with severe food allergies, the staff needs specific information on those students who are in their classrooms with food or other allergies. Scheduling time for instructing the necessary staff in anaphylaxis as well as other medical concerns is difficult with all of the other pressing responsibilities and meetings that the teaching staff has at the beginning of the year.

Ongoing teaching students and parents about management of their diabetes, seizures, asthma as well many others to help them understand and best manage their condition with the least amount of complications. Notifying parents about their child's medical incidents/mishaps at school is also a time consuming but extremely necessary process as there are questions and information that needs to be imparted, as well as referrals for follow-up care as needed.

COVID-19 planning, preparation and staff instruction is extremely consuming, and due to frequent updates and changes require excessive amounts of time each day to remain current. This information also needs to be disseminated to administration and staff to ensure the building is compliant with all guidance. All positive cases must be documented in several reports for district, county and state Screening for COVID-19 symptoms and excluding those who exhibit them is an ongoing daily process. Helping parents understand the latest CDC and district recommendations and policies as well as how to manage the symptoms and follow up needed.. Follow-up for staff and students who have been either named as a close contact or tested positive is intense. This often occurs after school hours and can utilize an excessive amount of time. The need to confer with others and then document all outcomes adds to this.

The 2021-2022 school year will also be a challenging time since COVID-19 restrictions and recommendations are constantly changing and many aspects are still unknown. Projected to have over 500 students enrolled all in person (projected) while still in a pandemic era will present many challenges in the health office and throughout the school.

One full-time certified school nurse is required to meet the needs of the Edison Middle School School population, as well as needed coverage for the health office. Nursing support would help facilitate medical follow up and avoid serious problems. It is a state requirement that nurses complete IHP for all medically challenged students before the first day of school as well as be familiar with all student health concerns before the first day of school. In order to do this the nurse must review student charts as well as discuss health concerns with all elementary school nurses. Since all students are new to the school every year, many hours are dedicated at the beginning of every school year to orient to the new students and their healthcare needs. Due to the unknown medical needs of students, any needed medications and orders should be retrieved and completed prior to the students beginning school. Due to the need for documentation to be entered into our system before the beginning of the school year, additional time is needed before school begins. Also additional coverage health screening would be beneficial to the Edison Middle School population.

**GREGORY ELEMENTARY SCHOOL**  
**School Nurse: Rosalie Dudkiewicz**

**I. School Information**

Grade Levels Served	K-5
Number of Students	450
Number of Students with Serious Medical Involvement	13

**II. Medical Information**

<b>Level 1 Nursing Dependent</b>	<b>Level II Medically Fragile</b>	<b>Level III Medically Complex</b>	<b>Level IV Health Concerns</b>
Number of Students: 0	Number of Students:48	Number of Students: 13	Number of Students:143
0	36 students with an allergy to food. Anaphylactic allergies to many food groups requiring an epi auto injector and additional planning precautions. 4 students with seizure precautions. 3 are on diastat and need monitoring 2 diabetic students who has a monitor and needs frequent glucose evaluations and monitor for hypoglycemia and hyperglycemia 1 student with sickle cell disease. 2 students with a heart condition	List disorder and number of each: 2 diabetic students, one newly diagnosed) frequent glucose monitoring and accurate coverage: 1 severe disorder osteoporectic disease 5 students who need treatments prior to gym class and need to be monitored after gym class ADHD 5 students who have behavioral issues	Headaches 3 students who have chronic headaches 1 student with dental issues 3 students with obesity issues 75 students with Asthma 25 medications in school Food allergy: 36 students, 19 on EPI- pen PRN.

### III. Daily Treatment Information

Number of Daily Medications:	5
Number of PRN Medications:	43
Number of Daily Treatments:	6
Average Daily Number for Illness/First Aid:	34 to 40
Number of Health Classes/Week *List classes	0

### IV. Required Nursing Services

Required Nursing Services	Number of Students Served	Number of Referrals
Audiometric Screenings	272	2
Vision Screenings	272	4
Blood Pressure Screenings	450	0
Height & Weight Screenings	450	0
Maintenance of Student Health Records	450	0
Immunization Records Reviewed	275	5
Scoliosis Screenings	91	0
CST Health Summary	23	0
BSI Health Summary	45	0

#### Special Concerns:

The most pressing concern for the coming school year will be continued implementation of the Department of Education guidelines for maintaining adequate infection control, surveillance and data management necessitated by the COVID-19 pandemic. Collaboration and planning will be necessary to implement the guidelines, and maintain the required amounts of personal protective equipment.

Staff educational programs on diabetes, seizure disorders, asthma, anaphylaxis and bloodborne pathogens must be provided annually to ensure staff and student safety. Staff



education is also provided on an individual basis regarding children with special health concerns.

The implementation of Janet's Law requires planned drills and practice throughout the School year. We currently have nineteen students with Epinephrine auto-injectors who will require coverage for field trips and school-sponsored events. Evaluation of foods for numerous classroom celebrations are referred to the school nurse to assure compliance with State mandated nutritional guidelines.

It continues to be imperative to maintain compliance with state-mandated screenings and physical examinations, immunization requirements specified by the Center for Disease Control, and to complete the mandatory state and other agency reports. There is an increased number of children referred to Intervention and Referral Services (I & RS). Children with visual and hearing deficits are known to have a difficult time participating in the educational process. The twenty referrals for the lack of compliance with mandated vaccination and physical examination requirements are a clear indicator of the ongoing necessity to promote better access to medical care. Timely medical interventions contribute to improved school performance. Working collaboratively with state and local agencies on disaster-preparedness is essential. Teaching parents and students about asthma management for our 75 students diagnosed with asthma is also a necessity. One full-time nurse is required to meet the needs of the Gregory School population. Additional nursing support will facilitate the provision of critical health services such as compliance with State mandated screenings; and allow for the administrative time necessary to promote access to essential medical care. It should be noted that a Registered Nurse will be appointed to Gregory Elementary School. The Registered Nurse appointed to Gregory Elementary School will work in consultation and collaboration with a certificated School Nurse within the district to ensure the following: promote health and safety in the school environment; provide health services to students, faculty and staff; and assist with the teaching of sound health practices.

**HAZEL ELEMENTARY SCHOOL**  
**School Nurse: Patience Allotey**

**I. School Information**

Grade Levels Served	K-5
Number of Students	311
Number of Students with Serious Medical Involvement	19

**II. Medical Information**

<b>Level 1 Nursing Dependent</b>	<b>Level II Medically Fragile</b>	<b>Level III Medically Complex</b>	<b>Level IV Health Concerns</b>
Number of Students:	Number of Students:	Number of Students	Number of Students:
ADHD 1 HTN 1 Migraine 1 Nose bleed 1 Congenital disorder (1 kidney) 1	List disorder and number of each: Asthma 47 Seizure 1 ADHD 1 Allergy 49	List disorder and number of each:  Seizure 1 Arthritis 1 Hearing impairment 2 Vision impairment 4 Skin Eczema 4 Glaucoma 1 Obesity 1 Thyroid 1 Lactose intolerance 1 Congenital disorder clubfoot 1	List disorder and number of each: Medication allergies: Amoxicillin 6

**III. Daily Treatment Information**

Number of Daily Medications:	0
Number of PRN Medications:	13
Number of Daily Treatments:	0
Average Daily Number for Illness/First Aid:	10
Number of Health	0

Classes/Week *List classes	exceptions are teacher instruction on infection prevention; delegated staff instruction, anaphylaxis; epi-pen instruction for delegees: staff instruction on COVID precautions and policies
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#### IV. Required Nursing Services

Required Nursing Services	Number of Students Served	Number of Referrals
Audiometric Screenings	0	0
Vision Screenings	New students 69	
Blood Pressure Screenings	New students 69	
Height & Weight Screenings	New students 69	
Maintenance of Student Health Records	311	
Immunization Records Reviewed	311	
Scoliosis Screenings	0	0
CST Health Summary		
BSI Health Summary		

#### Special Concerns:

It should be noted that newly transferred students and economically disadvantaged students often require referrals for medical, psychological & dental health care. They may also require multiple follow-up conversations between nurse and parent, primary care physician, or other government agencies to ensure the safety and well being of the student while at home or in school. At times, there are language barriers which also prolongs the process of acquiring the necessary documents or vaccines. The documentation that is necessary to accompany the student between schools, other districts and countries can also consume a considerable amount of time.

There were I&RS and Child Study Team referrals, which required hearing and vision screening in addition to the routine screenings that are performed annually. Whenever there are children referred to the I&RS committee for medical reasons, the nurse must attend to provide medical guidance to the team and parents. Pediculosis screening is performed as needed throughout the year. These screenings are performed multiple times on the students who have been identified as having pediculosis, as well as those students in either their class or a sibling's class. We also have one additional student with seizure disorder who remained virtual and one



student diagnosed with ADHD who attended in-person. Additionally there were students with asthma who required assessment, monitoring and treatment at times of illness exacerbation. There are nineteen students with seasonal allergies, who require care for flare-ups and symptom management.

Instruction in epipen administration is necessary for student safety. Also due to new state requirements, administrators also need to be instructed in glucagon administration. In addition, in order to find sufficient designees for those with severe food allergies, the staff needs specific information on those students who are in their classrooms with food or other allergies. Scheduling time for instructing the necessary staff in anaphylaxis as well as other medical concerns is difficult with all of the other pressing responsibilities and meetings that the teaching staff has at the beginning of the year.

Health screenings and securing compliance with immunization requirements are time consuming tasks due to the lack of appropriate health care in the past and frequent relocation of some students. Additionally parental compliance with sharing documentation of necessary health information can be difficult to obtain. Kindergarten and new student registration is also challenging as parents often overlook the necessary health information and feel that the process is complete once they meet with the registrar. This makes procuring health information both time-consuming and difficult as some resist or feel it is no longer needed, or feel that they can simply bring their child to school and ignore the required documentation.

Assessment of staff members and recording their medical issues/injuries also consumed a significant amount of time. The referral and workman's compensation forms are complex, yet are required in a timely fashion in order to speed up the processing time. This process needs to be further streamlined in order to save time for all concerned parties.

Teaching students and parents about asthma and its management is an ongoing necessity. Additionally, providing parents with updates on immunizations and health information concerning their child/children consumes a great deal of time during the year. Notifying parents about their child's unfortunate accidents in school is also a time consuming but extremely necessary process as there are questions and information that needs to be imparted, as well as referrals if follow-up care is needed.

COVID-19 planning, preparation and staff instruction is extremely consuming, and due to frequent updates and changes require excessive amounts of time each day to remain current. This information also needs to be disseminated to administration and staff to ensure the building is compliant with all guidance. Screening for COVID-19 symptoms and excluding those who exhibit them is an ongoing daily exercise requiring patience as parents are very stressed about managing illness in their homes. Follow-up for staff and students who have been either named as a close contact or tested positive is intense. This often occurs after school hours and can utilize an excessive amount of time. The need to confer with others and then document all outcomes adds to this. Nursing support would help facilitate medical follow up and avoid serious problems. It is a state requirement that nurses complete IHP for all medically challenged students before the first day of school. In order to do this the nurse must prepare student charts and enter information such as immunizations and physical exams for new students. Due to the unknown medical needs of students, any needed medications should be noted and paperwork completed prior to the students beginning school. Due to the need for

documentation to be entered into our system before the beginning of the school year, additional time is needed before school begins. Also additional coverage for emergency or administrative days and health screening would be beneficial to the Hazel population.

**KELLY ELEMENTARY SCHOOL**  
**School Nurse: Nancy Feldman**

**I. School Information (Data from the 2020-2021 school year)**

Grade Levels Served	K-5
Number of Students	472
Number of Students with Serious Medical Involvement	Approx 35 students (to date), may change when school opens hybrid

**II. Medical Information**

<b>Level 1 Nursing Dependent</b>	<b>Level II Medically Fragile</b>	<b>Level III Medically Complex</b>	<b>Level IV Health Concerns</b>
Number of Students: 5-7	Number of Students: 2-4	Number of Students: 40	Number of Students: 15
Approx 5-7 students unable to care for self in an emergency: <b>Diabetes:</b> Type 1 - insulin dependent: 2 students (possibly 3 students for 21-22) <b>Epilepsy:</b> 1 student 20-21, with possibly 2-4 students for 21-22	List disorder and number of each: <b>Cancer:</b> 2 students (pending updated medical information, treatment, medications, etc.)	List disorder and number of each: <b>Allergies:</b> 87 <b>Anaphylaxis:</b> approx 40 students <b>Asthma:</b> approx 47	List disorder and number of each: <b>ADHD:</b> 11-5 with documented diagnosis, # of those students receiving medication during school - 6 students

**III. Daily Treatment Information**

Number of Daily Medications: ADHD, ADD, eye Rx, insulin, inhalers, etc.	Number of Daily Medications: 6-8 students (ADHD, ADD, eye Rx, insulin, inhalers, etc.) Past years average 6-8 students
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	receiving daily meds. Estimated this number will be increased for 21-22.
Number of PRN Medications: (Insulin, inhalers, Epinephrine, migraines, headache, etc.)	Past years average: 40+ students
Number of Daily Treatments:	Past years average: 2-4 students/day
Average Daily Number for Illness/First Aid:	Average: 25 students/day, various during flu and allergy season where numbers of students increase
Number of Health Classes/Week *List classes	PRN as per teacher's request and yearly for 4&5 grade hygiene/puberty, k-3 dental

#### IV. Required Nursing Services

Required Nursing Services	Number of Students Served	Number of Referrals
Audiometric Screenings	Approx 20 students (CST re-evals and I&RS)	4
Vision Screenings	Approx 20 students (CST re-evals and I&RS)	5
Blood Pressure Screenings	Projected average: 200 students	Past referral approx 5
Height & Weight Screenings	Projected average: 200 students	Past referral approx 5
Maintenance of Student Health Records	476 students (current health records)	300
Immunization Records Reviewed	250 students	Past referral/followup 241 (includes all Kindergarten students, new

		transfers, 4th grade physicals and 5th grade immunization update requirement
Scoliosis Screenings	Projected 4th grade: 80 students	Past referral 6-10 per year
CST Health Summary	All students recommended for evaluations screened and documented on summary	Approx. 6-10 referrals made for follow-up
BSI Health Summary	All students recommended for evaluations screened and documented on summary	Approx. 6-10 referrals made for follow-up
Annual Staff Training (Epilepsy/seizures, asthma, communicable disease transmission/blood borne pathogens, anaphylaxis/epi-pen/auvi-q, diabetes)	Entire staff (first day of school)	0 referrals made, all staff trained
Maintenance of AED and Epi-pen emergency supply box	Monthly check of all AED machines and updated Epi-pen (not expired) school building access	Re-ordering of expired supplies done annually (AED pads, AED batteries, EPI-pens, etc.)
Annual Reports (Immunization Compliance, Workman's Compensation/accident, TB, Scoliosis)	All Students, any work related injuries	N/A
Annual West Orange Health Department Audit (immunization compliance)	Any requested data needed for Health Department Data (typically all Kindergarten, 1st grade and new out of district transfers)	N/A

### Special Concerns:

**Time constraints:** Procuring required documentation (immunizations, updated physical exam, follow up to referrals such as cardio, neuro, medication, vision, hearing, etc.) is time consuming, often requiring multiple attempts through phone calls, emails, US postal service, etc. to obtain NJ State mandated information/documentation for just one student. In addition, submitting medical data into the school nursing software, SNAP is also time consuming; on average it takes 40 minutes to input both the immunization records and physical exam information into SNAP for each student. For example, this school year, 68 kindergarten students were inputted into



SNAP, taking approximately 45 hours. For kindergarten and new registrations, this information is vital and NJ State mandated. It is imperative as much data is obtained and documented in the SNAP program ***prior to the first day of school.***

The nurse must have knowledge of any life threatening health concerns like allergies, diabetes, asthma, etc. before that student steps foot into the school building. Once all the medical information is obtained and then documented, the nurse must contact the parent/guardian to explain the district's policy and protocol for keeping and administering medication at school. Specific documentation is required by law to administer medication at school. These forms must be filled out by both the parent/guardian and the physician. Once these forms are completed, the parent/guardian must set up an appointed time with the nurse to physically deliver the medical documentation along with the prescribed medication to the school nurse. Medication is not permitted to be brought to school by the student on the elementary level for safety reasons. The nurse along with the parent/guardian reviews the doctor's orders, verifies the forms are completed and signed off correctly, the name on the prescription matches the student's name, the name of the medication and dosage is correct and matches the doctor's order and the medication has not expired. Once this is done, the school nurse must then inform each staff member involved with that particular student of their health concern and action plan associated with the medical condition. A "health concern" list is created and disseminated to every staff member that is involved with that particular student, ASAP. This would include a classroom teacher, and support staff, the lunch aides and cafeteria staff, custodial staff, etc. on an as needed basis. Some students are involved with multiple staff members on an ongoing basis, like OT, speech, as well as music, art, LMC, PE, etc. This responsibility is considered "time sensitive" as well as time consuming. For each student who has a health concern, the nurse is required to create an Individualized Health Care Plan (*prior to the student's first day of school*). Staff is then notified of the IHP for them to review, similar to an IEP. One new student, with health concerns, could take approximately 2 hours to process completely for their health and safety.

Due to the amount of time it takes to process one (1) health folder, the district should provide at least two (2) days, preferably more to the school nurse, prior to the first day of school, to enable the health office to be up and running safely.

**COVID-19 Concerns:** This past year has been unique on many different levels, and has demanded additional time to be taken within the health office due to COVID-19. The imperative COVID-19 updates, information dissemination and multiple follow up is monumental and must be done in "real time." This year, the School Nurse indicated that she has worked everyday of the week, on weekends, and during the evening to assure policies and procedures were implemented appropriately. Communication is ongoing: phone calls, emailing staff, emailing parents, contacting administration and physicians, contact tracing, WOHD follow-up, maintaining documentation, etc., to name a few. Consideration in the time needed to provide nursing services to address this added health crisis is imperative.

**Mandated Screenings:** During the time school was closed, and during hybrid, approx. 20 I&RS and Child Study Team referrals were made requiring hearing and vision screening. NJ State annual mandates (as per NJ State School Nurse Association June 2018):

- Vision screening annually grades K-2, 4, 6, 8, 10.
- Hearing screening annually grades K-3, 7, 11.

- Blood Pressure, Height and Weight annually grades K-12.
- Monitoring and documenting annual physical exams (required Kindergarten, new registrations and 4th grade)

Due to the school schedule thus far, and CDC social distance recommendations, meeting the NJ State mandates for screening has been a challenge for this school year. The district has limited (only one hearing and one vision) "no response" screening machine for the entire district. The district is in need of updated and multiple "no response" hearing and vision screening devices for the school nurses to use. Due to COVID-19 proximal distance recommendations, contactless equipment should be ordered to allow screenings done as safely as possible.

Students who are deemed in need of follow up, multiple screenings may be necessary, as well as time spent on contacting parents, the teacher, CST member, contact to medical professionals may be warranted, etc. Some situations warrant "ongoing follow up" until resolved, such as with pediculosis (head lice) or scabies (parasitic skin disorder where the mites burrow under the skin); both conditions are contagious.

### **Medication Concerns:**

**Anaphylaxis:** Approximately 40 students

Those students who require an epi-pen kept at school need additional nursing consideration and attention. Teaching and reinforcing **allergy** awareness and prevention to both the student and staff is done throughout the year. The staff must be made aware of the student's allergy and how to prevent, identify and manage an anaphylactic emergency. Trained delegates are obtained on a voluntary basis for specific students in case of medical emergency. Delegates are required for field trip coverage.

**Epilepsy/seizures:** Approximately 3-5 students

Students with a diagnosis of **epilepsy/seizure disorder** also need specific nursing consideration, assessment and ongoing monitoring. The school nurse is required to train staff regarding the various types of seizures, medication information (daily and emergency medication such as rectally administered Diastat), recognizing a seizure, what to do and what **not** to do for someone who may be having a seizure, the appropriate response to the emergency, etc. Students with epilepsy may have physical restrictions and limitations due to the type of seizure, i.e. restricted from climbing on play equipment, strobe lighting limitations, dietary restrictions, etc. Staff must be made aware of all of this.

**Asthma:** Approximately 47 students with diagnosis, approx 30 with medications kept in the health office.

Those students diagnosed with **asthma** may require ongoing education regarding trigger prevention, medication administration and management, while nursing assessments, the monitoring and the treatment as needed is required.

**\*\*Type 1 Diabetes:** Kelly School is composed of a large percentage of special needs students who require extra time and assistance as well as complex and serious medical conditions/concerns. We are the largest elementary school in the district, currently with only one certified school nurse.

Kelly School has two (2) **Type 1 Diabetic** students, 2 diabetic staff members and another student with Type 1 diabetes entering Kindergarten in the Fall, 2021. The certified school nurse is required to train staff regarding recognizing and intervening in life saving protocols for diabetic emergencies i.e. hypoglycemia and hyperglycemia. Training for emergency first aid (severe hypoglycemia) in the preparation and administration of glucagon and/or administration of Basqsimi (nasal powder spray) is also required. The approximate time it takes to safely manage



one diabetic individual is lengthy, ongoing, unpredictable and immediate! It can realistically take over 30 minutes or more to address one diabetic intervention. A diabetic student may require multiple interventions in one day. Currently there is only one certified school nurse assigned to Kelly School. Once there are 3 diabetic students attending school, it is unsustainable for one school nurse to be expected to manage the other 2 diabetic students as well as all the other students and staff in the school building. The management of a diabetic student is both scheduled and unpredictable, especially with the younger population. They cannot independently manage their own health care. They need assistance in assessing blood glucose levels, determining if they need insulin, calculating dosage of insulin, when they should eat, how to calculate carbohydrates, etc. Medication management is needed for snacks, lunch and anytime blood glucose is out of normal range. It is impossible for any one individual to manage the multitude of daily tasks within a school day along with 3 diabetics without substantial risk. Having only one certified school nurse under these circumstances is a medical liability and untenable. It poses a consequential risk for all involved within the Kelly School community.

**\*\*I am strongly advising the West Orange School District to hire the additional RN staffing appropriately needed for Kelly School to provide direct care to the 3 diabetic students to help offset an imminent medical, possible life threatening catastrophe.**

**Staff training** is required by the certified school nurse to address all the above mentioned health concerns as well as developing the "Emergency Action Team", maintaining the CPR-AED certifications of the Emergency Action Team members as well as biannual scheduling of "emergency drills". The Certified school nurse is a member and contributor of the Pandemic Response Team, trains epi-pen delegates for specific students with life threatening allergies, diabetes and glucagon training for diabetic emergencies.

**Staff Needs:** Kelly School certified school nurse oversees, assesses and documents employee medical concerns (2 diabetics requiring insulin), medical issues and work related injuries. The certified school nurse is responsible for responding to building emergencies, obtaining emergency first aid assistance, making referrals for follow up and documenting work related injuries/incidences. Workman's Compensation paperwork is the responsibility of the certified school nurse. The required forms must be completed in a timely fashion, and forwarded to the appropriate district departments and district W.C. insurance company. This is a complex process requiring nursing assessment, emergency management, referrals, and the completion of workman compensation insurance forms all of which is a time consuming responsibility; done in "real time".

**Recommendations:**

- Additional nursing support staff, extra time during the summer to prepare for September opening
- District opportunities for nursing specific professional development
- Contactless equipment to meet the NJ State Mandated annual screenings
- Substitute nurse/s to assist in the screening of students to meet state mandates
- Time allotted for COVID-19 related update education, processing school based concerns/contact tracing, etc.



**LIBERTY MIDDLE SCHOOL**  
**School Nurse: Rosemarie Tan**

**I. School Information**

Grade Levels Served	7 & 8th grade
Number of Students	555
Number of Students with Serious Medical Involvement	36

**II. Medical Information**

<b>Level 1 Nursing Dependent</b>	<b>Level II Medically Fragile</b>	<b>Level III Medically Complex</b>	<b>Level IV Health Concerns</b>
Number of Students:1	Number of Students:34	Number of Students:197	Number of Students:273
Type 1 Diabetes Mellitus-1	List disorder and number of each:  Severe food allergies on emergency Rx -27  Environmental allergy on emergency Rx - 0  Asthma on nebulizer -0  Seizure disorder - 3  Hemophilia - 1 Sickle Cell Disease - 3	List disorder and number of each:  Food allergies, no Rx indicated - 39  Environmental allergies -48  Anxiety Disorder with complex issues - 8  Thyroid Disorder - 3  Psychiatric Disorder/ Depression - 7  Asthma - 88  Other developmental disorder (motor incoordination & delay, auditory processing DO, etc.) -2	List disorder and number of each:  ADD/ ADHD - 30 Autism/ ASD - 4 History Seizure Disorder - 4  Heart murmur - 6  Other Behavior disorder (OCD, Tics, etc.) - 7  Migraine headaches - 5  Juvenile arthritis -0  Glasses/ vision deficit - 169 History food allergy - 4  Frequent Epistaxis - 3  Religious exemption - 7

		Other blood disorder (anemia, neutropenia, etc - 1  Cardiac condition- 1	Hearing deficit/ Ear stenosis - 3  Learning disability (dyspraxia, etc.) - 2  History cardiac surgery - 3  Scoliosis - 7  Obesity - 7  Dermatology issue (vitiligo, eczema, etc.) - 6  Other endocrine Disorder- 2  Chronic fatigue - 1  Sleep disorder - 1  Sickle cell trait - 2
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### III. Daily Treatment Information

Number of Daily Medications:	1 hybrid
Number of PRN Medications:	6 hybrid
Number of Daily Treatments:	1 hybrid
Average Daily Number for Illness/First Aid:	6 hybrid
Number of Health Classes/Week *List classes	Staff training for Epipen and Glucagon delegates.

#### IV. Required Nursing Services

Required Nursing Services	Number of Students Served	Number of Referrals
Audiometric Screenings	122 remote/ 154 hybrid - 7th graders Hybrid learning started in late February, screenings were as per I & RS and CST request; health screenings for 7th graders will be initiated after 8th grade screenings.	1
Vision Screenings	173 remote/106 hybrid - 8th graders; Hybrid started in late February, screenings were done per I & RS, CST request; 8th grade screenings started late April.	20
Blood Pressure Screenings	295 remote/ 260 hybrid Hybrid learning started in late February, screenings in full PPE will be initiated to follow social distancing and masking restrictions after other screenings are completed.	0
Height & Weight Screenings	295 remote/ 260 hybrid Hybrid learning started in late February, screenings were done as per I & RS or CST request; health screenings for 7th graders will be initiated after 8th grade screenings.	0
Maintenance of Student Health Records	295 remote/ 260 hybrid Hybrid learning started in late February, screenings were done as per I & RS and CST request; health screenings for 7th graders will be initiated after 8th grade screenings. Documentation of screening results will be recorded into SNAP, and printed A-45 document to each student's medical record.	0
Immunization Records Reviewed	23 new students	6

Scoliosis Screenings	122 remote/ 154 hybrid - 7th graders Hybrid learning started in late February; scoliosis screenings for 7th graders will be initiated after 8th and 7th grade's health screenings are completed.	0
CST Health Summary	28	2
BSI Health Summary	0	0

### Special Concerns:

Due to the COVID-19 pandemic every situation is managed differently at this time, special considerations must be strictly followed to ensure that COVID-19 restrictions are observed with social distancing, masking, etc. especially with the students' health screenings/ assessments, nursing care, physical examination/ evaluation, teacher/ staff meetings, I & RS team meetings, 504 team meetings, health office visits, etc.

The school started its hybrid in-person learning in late February after a full remote start for the current 2020-2021 school year; with the remote learning starting much earlier when the district/ schools suddenly shut down at the start of the March 13, 2020 pandemic. Training for emergency medication of Epipen and Glucagon delegates (principal and security officer were trained) was completed in September in the event the school moved to the hybrid in-person learning platform. The necessary preparation in the physical set-up of the health office and the school environment for the hybrid in-person learning was prepared early in September and finalized prior to the late February hybrid cohort start.

During the district's/ schools' remote learning since the March 2020 pandemic shutdown, students' absences were monitored from PowerSchool, from staff reports via email of student's illness, and from parent reports of absence due to illness. Phone calls/ emails to parents/ guardians were made for students' absences/ illnesses or restrictions, with the teaching staff, and administration notified/ updated via the email notification.

The Liberty Middle School hybrid cohort schedule for 7th and 8th grade classes starts at 8:10 am and ends at 1:00 pm, with a 10 minute break between classes, and no lunch period or an advisory class. Students are placed in 4 cohorts, and each cohort attends school for two days every other week. With the 40 minute duration of each class period at 7 periods of academic and related art classes, difficulty arises when pulling students from their classes for health screenings while the health office continues to attend to each students' visits in the health office. If a student is with illness symptoms, he/she is directed/ accompanied to the isolation room after notification by the teacher. If the student's presenting symptoms are deemed COVID-19 related symptoms after history taking/ interview and assessment/ evaluation, parent/ guardian is notified, instructed on quarantine measures and school protocol, and is recommended for COVID-19 PCR testing, and the student is advised pick- up by parent.



With students' health screenings, the available waiting time before the start of class at 8:10 am is utilized; and at 8:06 am students are sent to their first period respective classes. Health screenings are spaced between cohorts outside the health office hallway still following and observing the pandemic restrictions of social distancing and masking. Eighth graders were screened first with vision, height and weight, and blood pressures are screened later for significant BMI risk. With blood pressure screenings, the school nurse utilizes a full PPE due to social distancing restrictions. Other students were pulled/ seen for health screenings from related arts classes with the approval of administration and their teachers. And other students are called from their class to stop by the health office for health screenings after their class utilizing the 10 minute in between classes schedule. For failed screenings, parents/ guardians are notified, and a referral sent home with the child.

COVID-19 cases are monitored and reported using the COVID-19 online monitoring tool separately for staff and students, as well as updating the district COVID dashboard, and the submission of the NJ survey for positive cases in the school building as needed.

Prior preparation of medical documentation and diabetic supplies submission and review for completion were requested before the diabetic student's hybrid clearance. The diabetic student on her hybrid cohort schedule was continuously monitored for signs and symptoms of hypoglycemia and hyperglycemia while attending in-person learning, and measures/ treatment provided as needed.

The school year 2021-2022 brings a lot of uncertainties as New Jersey continues to monitor the current COVID-19 pandemic. While it was declared by the government officials that school will be fully open for the upcoming school year, the question on how to fully manage all 555 students in the school building will be a great challenge especially with considering the guidelines of social distancing restrictions, how to get students grouped in lunches in the cafeteria, bathroom usage, assemblies, sports participation with the pre-participation medical screenings and physicals, sports game events, after school clubs/ activities, health screenings, etc.

Due to above mentioned nursing services and the current COVID-19 pandemic circumstances, Liberty Middle School's population is best served with a full-time school nurse dedicated in monitoring any communicable disease outbreak, enforcing medical restrictions as per the NJDOH and CDC guidelines, serving the school's medically dependent and its multiple complex school population's conditions and needs, as well as keeping and maintaining health preventive measures in place, and serving as the health officer liaison between the school and the community.



**MT. PLEASANT ELEMENTARY SCHOOL****School Nurse: Brianna Grasso****I. School Information**

Grade Levels Served	K-5
Number of Students	344
Number of Students with Serious Medical Involvement	0

**II. Medical Information**

<b>Level 1 Nursing Dependent</b>	<b>Level II Medically Fragile</b>	<b>Level III Medically Complex</b>	<b>Level IV Health Concerns</b>
Number of Students: 0	Number of Students: 0	Number of Students: 136	Number of Students: 14
N/A	List disorder and number of each: N/A	List disorder and number of each: <ul style="list-style-type: none"><li>● ADHD (6)</li><li>● Allergy (82)</li><li>● Asthma (42)</li><li>● Seizure disorder (6)</li></ul>	List disorder and number of each: <ul style="list-style-type: none"><li>● Skin disorder (5)</li><li>● Hearing disorder (2)</li><li>● Sickle Cell (1)</li><li>● Gaucher (1)</li><li>● Migraine (1)</li><li>● Sensory Integration Disorder (1)</li><li>● Hypothyroidism (1)</li><li>● Cardiovascular disorder (2)</li></ul>

**III. Daily Treatment Information**

Number of Daily Medications:	0 (due to hybrid/virtual learning & COVID-19 pandemic)
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Number of PRN Medications:	1 (due to hybrid/virtual learning & COVID-19 pandemic)
Number of Daily Treatments:	0 (due to hybrid/virtual learning & COVID-19 pandemic)
Average Daily Number for Illness/First Aid:	Varies - especially due to COVID-19 pandemic & hybrid/virtual learning.
Number of Health Classes/Week *List classes	0 Ensures staff members complete yearly required trainings & assists as needed (infection control, diabetes, seizures, anaphylaxis, COVID-19 policies/procedures, etc.)

#### IV. Required Nursing Services

Required Nursing Services	Number of Students Served	Number of Referrals
Audiometric Screenings	30	0
Vision Screenings	30	4
Blood Pressure Screenings	Pending due to COVID-19	Pending due to COVID-19
Height & Weight Screenings	Pending due to COVID-19	Pending due to COVID-19
Maintenance of Student Health Records	362	Includes incoming students for 2021-2022 school year
Immunization Records Reviewed	362	Includes incoming students for 2021-2022 school year
Scoliosis Screenings	Pending due to COVID-19	Pending due to

		COVID-19
CST Health Summary	344 Students in entire school	11 Referred to CST
BSI Health Summary	344 Students in entire school	12 Referred to BSI through I&RS

#### Special Concerns:

- Staff education is offered/completed yearly regarding diabetes, seizure disorders, asthma, anaphylaxis, & blood-borne pathogens to ensure the safety of all staff & students.
- Classroom individualized emergency plans & healthcare plans are provided accordingly.
- Epinephrine auto-injector & Glucagon delegate trainings are completed as needed.
- Maintain adequate health records including state mandated Health screenings & immunization/physical examination requirements.
- Continue to follow up with students & parents/guardians regarding appropriate referrals based off of health screening results, required immunization/physical examinations, & Health Office visits, as needed.
- Student & parent/guardian education regarding health concerns (health conditions, nutrition, activity, hygiene, etc.) is ongoing throughout the school year.
- Management of student health records (health conditions, medications, etc.) are kept up-to-date & proper documentation is completed.
- COVID-19 has required an extensive amount of time from the school nurse regarding policies, procedures, quarantine/isolation guidelines, contact tracing, etc.
  - Upcoming considerations to keep in mind: vaccine roll-outs, constantly changing guidelines, safety protocols, etc.
- Self-contained classrooms at Mt. Pleasant Elementary School require frequent assistance from the School Nurse for students with Autism & other sensory/speech disorders (especially during the COVID-19 pandemic)
- Due to the self-contained classrooms & various students throughout the building with verbal/behavioral issues, it would be helpful to have access to the specialized hearing/vision screening tools to help streamline the process/make records more accurate for these students with special needs.
  - The district has limited tools for all schools – possible consider purchasing additional tools for all nurses to be able to benefit
  - These specialized tools can also help to limit prolonged “close exposure” between the School Nurse & student during screenings which is valuable during the COVID-19 pandemic.

- Management of COVID-19 pandemic, student health records, student health management, health/safety education, & routine Health Office visits demonstrates the absolute need for a full time, onsite School Nurse.
- Additional approved time for the School Nurses prior to the first day of school would be helpful to review/prepare physical examinations/immunization requirements as well as prepare health concerns lists & complete any Individualized Health Plans (IHPs) required for the upcoming school year.

**REDWOOD ELEMENTARY SCHOOL**  
**School Nurse: Oluwakemi Aborisade**

**I. School Information**

Grade Levels Served	K-5
Number of Students	465
Number of Students with Serious Medical Involvement	122

**II. Medical Information**

<b>Level 1 Nursing Dependent</b>	<b>Level II Medically Fragile</b>	<b>Level III Medically Complex</b>	<b>Level IV Health Concerns</b>
Number of Students: 0	Number of Students: 56	Number of Students: 3	Number of Students:122
0	List disorder and number of each: Asthma: 20 Anaphylaxis: 33 Seizure: 3	List disorder and number of each:  ADHD: 3	List disorder and number of each:  Anxiety : 1 Head injury: 1 Nose bleed: 2

**III. Daily Treatment Information**

Number of Daily Medications:	0
Number of PRN Medications:	4
Number of Daily Treatments:	3-7 (during covid)
Average Daily Number for Illness/First Aid:	
Number of Health Classes/Week *List classes	Exceptions are teachers instruction on infection prevention, staff

	instructions in asthma, anaphylaxis and seizures, epi-pen instruction for delegates : staff instruction on COVID precautions and policies
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#### IV. Required Nursing Services

Required Nursing Services	Number of Students Served	Number of Referrals
Audiometric Screenings	303	29
Vision Screenings	303	29
Blood Pressure Screenings	303	0
Height & Weight Screenings	300	0
Maintenance of Student Health Records	465	10
Immunization Records Reviewed	450	0
Scoliosis Screenings	0	0
CST Health Summary	8	2
BSI Health Summary	10	2

#### Special Concerns:

Currently we have four Kindergarten classes, as well as grades two through five, three classes for grades one and three. Additionally, the following self-contained classes are at Redwood Elementary School included two Intellectual Disabilities and one Behavioral Disabilities class. Redwood School is the only barrier-free elementary school in the district; therefore students with mobility concerns may be expected.

The students' population is one that requires multiple follow up conversations between the nurse and parents, primary care physicians or other government agencies to ensure the safety and well-being of the students while in school as well as at home.

I&RS and child study team referrals require vision and hearing screening in addition to the routine screenings that are performed annually, the nurse is also expected to attend the I&RS to provide necessary medical guidance to the Child study Team and parents when needed.

A great number of visits require more than a bandaid, it also involves checking students for pediculosis, and checking of the siblings if in school, assessing students with fall, injuries and making the necessary calls to the parents when needed. Allergies, asthma and seizures are big concerns in the school premises. Obtaining updated medical records for the school year is an



ongoing struggle as parents are constantly being reminded to bring a copy in for proper care of students while in the school premises.

Instructional staff are prepared to manage the various health issues of their students by carving out time to plan and instruct on individual student's health issues as well as developing and reviewing emergency plans with them. Instruction in diabetes, asthma, epilepsy, CPR and epi-pen administration is necessary for student safety, staff needs specific information on those students who are in their classrooms with food or other allergies. The scheduling of time for instructing the staff is difficult with all of the other pressing responsibilities and meetings that the teaching staff has at the beginning of the year.

Health screenings and securing compliance with immunization requirements are time consuming tasks, due to various reasons which include parents not having updated immunization records in the past and frequent relocation of some students. Parental compliance with sharing necessary documentation of health information of their child can also be difficult. Kindergarten and new student registration are also challenging as parents often overlook the health information, thinking that the registration process is complete after meeting with the registrar. Constant monitoring students' compliance with the revised New Jersey State mandate for immunization/vaccinations N.J.A.C.8:57-4. Students from out of country are often non immunized or under immunized and there are often language barriers, assistance is given to parents regarding referring to MDs or health department. COVID-19 planning, preparation and staff instruction is extremely consuming and due to frequent updates and changes, excessive amounts of time each day to remain current is required. Information obtained is disseminated to administration and staff to ensure the building is compliant with all guidance. Screening for COVID-19 symptoms and excluding those with symptoms is an ongoing daily exercise requiring patience. Follow-up for staff and students who have been either named as a close contact or tested positive is intense. This often occurs after school hours and can utilize an excessive amount of time. In light of COVID-19, having a non-responsive hearing and visual screening equipment will be beneficial to my school and the district as a whole.

One full time School Nurse is required to meet the needs of the Redwood population, as well as needed coverage for the health office. Assistance to fulfill all the screening requirements such as vision, hearing, scoliosis and vital signs would be beneficial to Redwood. The screening of special education students can be difficult, as some cannot follow instructions, and oftentimes responses from referral notes sent home are not received. In light of COVID-19, we need to have contact less screening equipment; this will be beneficial to the special education students as well as the rest of students. Therefore I request for nonresponsive hearing and visual screening equipment.



**ROOSEVELT MIDDLE SCHOOL**  
**School Nurse: Eleonora Ackerman**

**I. School Information**

Grade Levels Served	6th (self-contained only), 7th, 8th
Number of Students	476
Number of Students with Serious Medical Involvement	0

**II. Medical Information**

<b>Level 1 Nursing Dependent</b>	<b>Level II Medically Fragile</b>	<b>Level III Medically Complex</b>	<b>Level IV Health Concerns</b>
Number of Students - 0	Number of Students - 0	Number of Students-91	Number of Students-34
	List disorder and number of each:	List disorder and number of each:  Food allergies requiring epinephrine auto-injector (about 20); Seizure disorder (7); Diabetes (IDDM) (0); Asthma/Asthma history (about 52); Sickle cell/Thalassemia (4); Cardiac disorder/Cardiac history (8)	List disorder and number of each:  Depression/Anxiety (6); ADHD (18); Tourette's Syndrome (2); Eating disorder (3); Headaches / Migraines (2); Juvenile rheumatoid arthritis (1); Irritable bowel (2)

### III. Daily Treatment Information

Number of Daily Medications:	None at this time given remote instruction through 2/2021 and optional hybrid scheduling after.
Number of PRN Medications:	Number is significantly lower than during a typical school year due to remote instruction through 2/2021 and optional hybrid scheduling after.
Number of Daily Treatments:	None at this time given remote instruction through 2/2021 and optional hybrid scheduling after.
Average Daily Number for Illness/First Aid:	Minimal daily illness/first aid visits at this time given remote instruction through 2/2021 and optional hybrid scheduling after.
Number of Health Classes/Week *List classes	N/A

### IV. Required Nursing Services

Required Nursing Services	Number of Students Served	Number of Referrals
Audiometric Screenings	Screenings completed per staff request throughout the school year. Screenings of students to begin in late April 2021 with consideration given to appropriate COVID-19 precautions.	0
Vision Screenings	Screenings completed per staff request throughout the school year. Screenings of students to begin in late April 2021 with consideration given to appropriate COVID-19 precautions.	15
Blood Pressure Screenings	Screenings of students to begin in late April 2021 with consideration given to appropriate COVID-19 precautions.	0
Height & Weight Screenings	Screenings of students to begin in late April 2021 with consideration given to	0

	appropriate COVID-19 precautions.	
Maintenance of Student Health Records	476	N/A
Immunization Records Reviewed	About 50	24
Scoliosis Screenings	Screenings of appropriate students begin in late April 2021 with consideration given to COVID-19 precautions.	0
CST Health Summary	Conducted as requested.	N/A
BSI Health Summary	Conducted as requested.	N/A

#### Special Concerns:

- ❖ COVID-19 education, monitoring, implementation of district policies and regulations, and related activities took up a significant amount of time during the 2020-2021 school year. COVID-19 related activities included, but were not limited to: assessment of student symptoms, providing guidance to families and staff regarding district policies, following up on any reports of student illness or travel, ensuring that students adhered to appropriate quarantine and isolation protocols, wellness checks, and providing families with resources such as locations of free testing facilities. Collaboration and communication was maintained with school administration, Special Services, school physician Dr. Kelly, the district transportation department, and the West Orange Health Department. Appropriate COVID-19 dashboards were completed for the West Orange Public Schools, the West Orange Health Department, and the New Jersey Department of Education. Contact tracing implemented as needed. Education on COVID-19 symptoms and mitigation strategies provided to students and staff throughout the school year and reinforced as needed.
- ❖ Utilization of the nursing process included assessment, planning, implementation, and evaluation of daily and ongoing student health concerns. Additional responsibilities include documentation of health concerns in SNAP, maintaining open lines of communication with parents and staff members, and ongoing health education to promote student health literacy.
- ❖ Monitoring with counseling for students with health concerns including but not limited to diabetes, asthma, seizure disorder, anaphylaxis/allergy, and mental health concerns was provided as needed.
- ❖ Conducting appropriate mandated yearly health screenings including height, weight, blood pressure, vision, hearing, and scoliosis. Charting of all results from mandated yearly screenings on A-45 and in SNAP, parents/guardians are notified of any referrals. Screenings conducted with adherence to COVID-19 safety protocols such as appropriate mask use, frequent disinfection of supplies, and physical distancing.

- ❖ Though middle school sports were cancelled for this school year due to COVID-19, during a typical school year, responsibilities include oversight of sports physical processes involving school physicians, coaches, and nurses. Typically, approximately 140 student athletes have their sports physical completed during the annual district physician session within the school, about 230 students submit sports physicals during the school year. Each sports physical is reviewed by nursing for completeness and additional documentation is requested for students with health concerns prior to being forwarded to the district physician for clearance. Medical referrals are made for those students who are not medically cleared to participate in sports, follow-up letters are sent and medical documentation must be obtained prior to athletic participation. Additional responsibility for documenting and charting sports physicals on A-45 and electronically in SNAP for three sports seasons. Collaboration with coaches of sports activities via email, Google Docs, and RSchool to ensure all appropriate paperwork is completed prior to sports participation; ensuring communication between health office and coaches of any student injuries/health concerns.
- ❖ Continuous monitoring to ensure student compliance with revised New Jersey State mandates for immunizations/vaccinations N.J.A.C. 8:57-4. Charts of students with provisional acceptance related to missing immunizations are reviewed at least monthly. Updated letters specifying missing immunizations are given to students to keep parents informed of immunizations that are still needed for state compliance. Parents/guardians of students who fail to comply with state laws are notified that their child will be excluded from school unless documentation of vaccine administration is received within a set time frame. Collaboration with the student's physician and the West Orange Department of Health are integrated into this process. The West Orange Department of Health audits student health charts on a yearly basis for immunization compliance.
- ❖ Maintaining and continuously updating information about students with health concerns and communicating via Google Docs/Roosevelt Faculty Lounge with faculty members in order to ensure the safety of our students while maintaining appropriate privacy protections. Faculty members are updated on the health needs of their students within FERPA privacy guidelines.
- ❖ Review of records of transfer students, which necessitates contact with previous schools of attendance to obtain immunization records and critical health information, is an ongoing and mandated task throughout the year. In addition, medical records for those students transferring out of the district are processed and sent to the appropriate facility.
- ❖ Participation in staff meetings, I&RS and 504 meetings, CST determination meetings, team meetings, and IEP and IHP reviews as scheduled. Conduct vision and hearing screenings as needed for CST staff.
- ❖ Collaborating with school staff including guidance, student assistance counselor, and administration with regard to referring students for concerns found in the adolescent population, such as anxiety, interpersonal relationship issues, family dynamics, eating disorders, nutrition related issues, mood disorders (such as depression), suicidal ideation and/or attempts, self-mutilation, pregnancy, reproductive health, sexual identity issues,

and abuse (sexual, physical and emotional) to appropriate in-school and out-of school resources.

- ❖ Collaborating with outside agencies including but not limited to the West Orange Department of Health, New Jersey State Department of Health, New Jersey Department of Children and Families, along with other health care providers as necessary.
- ❖ Medical information and contacts regarding those students who are placed on home instruction (both at home and in-patient facilities) are coordinated through the health office.
- ❖ Train faculty volunteers at RMS regarding epinephrine autoinjector administration for anaphylaxis (as per state guidelines).
- ❖ Follow-up regarding mandated Bloodborne Pathogens training (as per state guidelines).
- ❖ Coordination and maintenance of health office equipment and inventory including, to but not limited to, EpiPens and AED's. Responsibilities include maintaining a list of expiration dates (for EpiPens and AED pads/batteries) and monitoring for relevant recalls/product issues.
- ❖ Maintaining a list of expiration dates for student epinephrine autoinjectors and medications, as well as communicating with parents regarding relevant expiration dates.
- ❖ Coordination of skilled nursing coverage, especially for students with diabetes, asthma, anaphylaxis risk, seizure disorder, or other health concerns for field trips as needed.
- ❖ Participation in 10 post contractual mandatory district nurses meetings and 10 mandatory faculty meetings.
- ❖ Mandatory participation in continuing education units in order to maintain renewal of professional nursing license/school nurse certification, and continuing professional education hours in the State of New Jersey.



**ST. CLOUD ELEMENTARY SCHOOL**  
**School Nurse: Shena Brown**

**I. School Information**

Grade Levels Served	K-5
Number of Students	390
Number of Students with Serious Medical Involvement	277

**II. Medical Information**

<b>Level 1 Nursing Dependent</b>	<b>Level II Medically Fragile</b>	<b>Level III Medically Complex</b>	<b>Level IV Health Concerns</b>
Number of Students: <b>0</b>	Number of Students: <b>0</b>	Number of Students <b>7</b>	Number of Students: <b>193</b>
	List disorder and number of each:	List disorder and number of each: Asthma - 2 Severe allergies - 5 Seizure DO - 1	List disorder and number of each: Allergy seasonal- 32 Allergy - food - 64 Asthma - 36 Bleeding disorder - 6 Cancer - 1 Genitourinary disorder -1 Migraine - 3 Bowel disorder - 2 Neurological disorder - 2 Nutritional restrictions - 2 Skin Disorder -12 Speech disorder - 2 Hyperthyroidism -1 Vision impairment - 29

**III. Daily Treatment Information**

Number of Daily Medications:	0
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Number of PRN Medications:	0
Number of Daily Treatments:	0
Average Daily Number for Illness/First Aid:	n/a
Number of Health Classes/Week *List classes	0 Exceptions are teacher instruction on bloodborne pathogens; staff instruction in diabetes, asthma, anaphylaxis and seizures; epi-pen instruction for delegees: staff instruction on COVID precautions and policies

#### IV. Required Nursing Services

Required Nursing Services	Number of Students Served	Number of Referrals
Audiometric Screenings	16	0
Vision Screenings	15	3
Blood Pressure Screenings	0	0
Height & Weight Screenings	0	0
Maintenance of Student Health Records	390	0
Immunization Records Reviewed	442	15
Scoliosis Screenings	0	0
CST Health Summary	15	1
BSI Health Summary	0	0

#### Special Concerns:

There are several transient students attending St. Cloud School, some of whom have complex health care needs or other health concerns. These low-income or newly transferred students often require referrals for medical, psychological & dental health care. They may also require multiple follow up conversations between nurse and parent, primary care physician, or other

government agencies to ensure the safety and well being of the student while at home or in school. There are at times language barriers which also prolong the process of acquiring the necessary documents or vaccines. The documentation that is necessary to accompany the student between schools/other districts\countries can also consume a considerable amount of time.

There were approximately fifteen I&RS and Child Study Team referrals, which required hearing and vision screening, in addition to the routine screenings that are performed annually. Whenever there are children referred to the I&RS committee for medical reasons, the nurse must attend to provide medical guidance to the team and parents. Pediculosis screening is performed as needed throughout the year. These screenings are performed multiple times on the students who have been identified as having pediculosis, as well as those students in either their class or a sibling's class. Mandated screenings utilize a significant amount of time both in scheduling as we have to consider class schedules, and performing due to the limitations of outdated practices. Newer technology alleviates the need for close contact with this as well as assisting with accuracy and time taken from academics.

Additionally, there were students with asthma who required assessment, monitoring and treatment at times of illness exacerbation. Students with seasonal allergies, who require care for flare-ups and symptom management, which can occur multiple times a day can consume a significant amount of time during seasonal flare-ups. Due to bowel/bladder control issues, several students have needed periodic assistance and management for incontinence, as well as extensive conversations with parents who are understandably upset and overwhelmed with this issue.

In order to prepare the instructional staff to manage the various health issues of their students, it is necessary to carve out time for planning and instructing those who would be responsible for them. Instruction in diabetes, asthma, epilepsy, CPR and epi-pen administration is necessary for student safety. Also due to new state requirements, administrators also need to be instructed in glucagon administration. In addition, in order to find sufficient designees for those with severe food allergies, the staff needs specific information on those students who are in their classrooms with food or other allergies. Scheduling time for instructing the necessary staff in anaphylaxis as well as other medical concerns is difficult with all of the other pressing responsibilities and meetings that the teaching staff has at the beginning of the year.

Health screenings and securing compliance with immunization requirements are time consuming tasks, due to the lack of appropriate health care in the past and frequent relocation of some students. Additionally parental compliance with sharing documentation of necessary health information can be difficult to obtain. Kindergarten and new student registration is also challenging as parents often overlook the necessary health information and feel that the process is complete once they meet with the registrar. This makes procuring health information both time-consuming and difficult as some resist or feel it is no longer needed, or feel that they can simply bring their child to school and ignore the required documentation.

Assessment of staff members and recording their medical issues/injuries also consumed a significant amount of time. The referral and workman's compensation forms are complex, yet are required in a timely fashion in order to speed up the processing time. This process needs to be further streamlined in order to save time for all concerned parties.

Teaching students and parents about diabetes, seizures, as well as asthma and its management is an ongoing necessity. Additionally, providing parents with updates on immunizations and health information concerning their child/children consumes a great deal of time during the year. Notifying parents about their child's unfortunate accidents in school is also a time consuming but extremely necessary process as there are questions and information that needs to be imparted, as well as referrals for follow-up care as needed.

COVID-19 planning, preparation and staff instruction is extremely consuming, and due to frequent updates and changes, require excessive amounts of time each day to remain current. This information also needs to be disseminated to administration and staff to ensure the building is compliant with all guidance. Screening for COVID symptoms and excluding those who exhibit them, is an ongoing daily exercise requiring patience as parents are very stressed about managing illness in their homes. Follow-up and contact tracing for staff and students who have been either named as a close contact or tested positive is intense. This often occurs after school hours and can utilize an excessive amount of time. The need to confer with others and then document all outcomes adds to this.

One full-time certified school nurse is required to meet the needs of the St. Cloud School population, as well as needed coverage for the health office. Nursing support would help facilitate medical follow up and avoid serious problems. Additional screening tools for vision and hearing would help facilitate this process for all schools. It is a state requirement that nurses complete IHP for all medically challenged students before the first day of school. In order to do this the nurse must prepare student charts and enter information such as immunizations and physical exams for new students. Due to the unknown medical needs of students, any needed medications should be noted and paperwork completed prior to the students beginning school. Due to the need for documentation to be entered into our system before the beginning of the school year, additional time is needed before school begins. Also additional coverage for emergency or administrative days and health screening would be beneficial to the St. Cloud population

**WASHINGTON ELEMENTARY SCHOOL**

School Nurse: Janis Lewis

**I. School Information**

Grade Levels Served	PreK-5
Number of Students	397
Number of Students with Serious Medical Involvement	84

**II. Medical Information**

<b>Level 1 Nursing Dependent</b>	<b>Level II Medically Fragile</b>	<b>Level III Medically Complex</b>	<b>Level IV Health Concerns</b>
Number of Students: 0	Number of Students: 13	Number of Students: 83	Number of Students: 14
	List disorder and number of each: Severe Asthma-0 Anaphylaxis-12 Diabetes-1	List disorder and number of each: Asthma-38 Allergy-42 Bleeding Disorder-3	List disorder and number of each: Mild Asthma-3 Eczema-7 Nutritional-4

**III. Daily Treatment Information**

Number of Daily Medications:	0
Number of PRN Medications:	2
Number of Daily Treatments:	0
Average Daily Number for Illness/First Aid:	10
Number of Health Classes/Week	0

*List classes	
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#### IV. Required Nursing Services

Required Nursing Services	Number of Students Served	Number of Referrals
Audiometric Screenings	37	54
Vision Screenings	35	42
Blood Pressure Screenings	39	62
Height & Weight Screenings	44	81
Maintenance of Student Health Records	418	12
Immunization Records Reviewed	418	25
Scoliosis Screenings	0	3
CST Health Summary	24	24
BSI Health Summary	0	0

**Special Concerns:** These numbers reflect the COVID-19 Hybrid/Remote school year. The Registered Nurse appointed to Washington Elementary School will work in consultation and collaboration with a certificated School Nurse within the district to ensure the following: promote health and safety in the school environment; provide health services to students, faculty and staff; and assist with the teaching of sound health practices.

**WEST ORANGE HIGH SCHOOL ELEMENTARY SCHOOL**  
**School Nurse: Denise Werzen, Elmer Daniels**

**I. School Information**

Grade Levels Served	9-12
Number of Students	2162
Number of Students with Serious Medical Involvement	274

**II. Medical Information**

<b>Level 1 Nursing Dependent</b>	<b>Level II Medically Fragile</b>	<b>Level III Medically Complex</b>	<b>Level IV Health Concerns</b>
Number of Students: 50	Number of Students: 199	Number of Students: 33	Number of Students: 9
ADHD 15 Anxiety 10 Autistic (Self Contained) 6 Depression 6 Heart murmur 3 Migraine 10	List disorder and number of each: Asthma 96 Allergy 94 TBI (Concussion) 7 Sickle Cell Trait 2	List disorder and number of each: Seizure 18 Sickle Cell Disease 5 Juvenile Rheumatoid Arthritis 2 T2DI 3 TD2M 4 Catheterization 1	List disorder and number of each:  Hemophilia 2 Cancer 3 Cardiac 4

**III. Daily Treatment Information**

Number of Daily Medications:	0
Number of PRN Medications:	0
Number of Daily	0



Treatments:	
Average Daily Number for Illness/First Aid:	2
Number of Health Classes/Week *List classes	0 Exception: Staff Instruction as Delegates (EpiPen /Auvi Q) Glucagon Training on Infection prevention Universal Precautions and Covid 19 Preventions

#### IV. Required Nursing Services

Required Nursing Services	Number of Students Served	Number of Referrals
Audiometric Screenings	0	0
Vision Screenings	Sports Physicals 609	0
Blood Pressure Screenings	Sports Physicals 609	0
Height & Weight Screenings	Sports Physicals 609	0
Maintenance of Student Health Records	2162	0
Immunization Records Reviewed	91	0
Scoliosis Screenings	0	0
CST Health Summary	15	3
BSI Health Summary	0	0

#### Special Concerns:

There are students who have complex health disparities that need to be monitored and reviewed for any health accommodations to be implemented. Medications that need to be administered during school hours have to be updated, documented and tracked.

(I&RS) meetings, CST referrals need medical expertise to be tracked, monitored and referred for warranted health services. The WOHS CSN's have participated in fifteen I&RS meetings to date. (Screening information needed for I&RS referrals health history, Vision, Hearing, Height, Weight and health disparities and injuries documented).

Gift of Sight Certificates are issued for those students (Lower socioeconomic) who need vision care.

The certified School Nurses work in concert with our school physician Dr. Michael Kelly, Students PCP, WODOH, and with other community resources (i.e.: Zufall Public Health) for (Dental, Physical & Mental Health), our Student Assistant Counselors: Amadeo Cirichello & Jacklyn Headlam for Mental Health, LGBTQ and Bullying health disparities.

The WOHS certified School Nurses have plentiful resources that assist students with health related needs both in a hybrid and remote educational setting.

The WOHS certified School Nurse tracks and maintains the COVID 19 Dashboard and reports all documented active cases to the NJ State DOHE&W and the local WODOH. The WO School District adheres to the CDC guidelines for prevention of transmission of COVID 19 and is a key stakeholder on the WOHS Pandemic Response Team.

The certified School Nurse must draft and Document (IHP's) Individual Healthcare Plans for all students with health disparities.

The A-45 mandated compliance documentation for all students immunizations, physical examinations and other vital health records is a time consuming task which needs to be continuously updated. The A-45 has now been implemented using SNAP (School Nurse Application Program) software, the (EMR) Electronic Medical Record. The implementation of SNAP has made documentation and storage of all medical data more expedient and its encrypted integration with other stakeholders have proven auspicious.

Employees that procure injuries must be documented using the Workman Compensation software PMA Care 24.

All student sports physical data must be imported into SNAP on a weekly basis.

Diabetic students who have Type 1 Diabetes Mellitus and Type 2 Diabetes Insipidus have to be monitored and tracked daily so that their A1C levels remain close to their projected Endocrine glucose target range.

The WOHS certified School Nurses head the Emergency Response Team which covers emergency triage (CPR, AED, Anaphylactic, Seizures, Illness & Injury).

Delegate training for EpiPen ,Auvi Q and Glucagon are time consuming tasks which must be done on a yearly basis.

During the 2020-2021 school year, WOHS has implemented a virtual health office which has made the communication between staff and students about students' medical concerns more expedient to procure and can be modified on a real time basis.

The WOHS certified School Nurses works in concert with the two certified athletic trainers Eugene Paltianos and Ashley Sivo, tracking and monitoring athletes' health disparities and injuries. Concussions (Traumatic Brain Injuries) are a major concern and these athletes are monitored closely so that when a Return to Play format is completed and they are asymptomatic for any TBI's they can safely return to Sports and Physical Education activities.



Transfers for the month of June 2021 within the 2020-2021 budget in compliance with N.J.A.C. 6A:23-2.11(A)2.

#	Account Number	Account Name	Amount	Account Number	Account Name	Amount
1	11-000-100-561	Tuition-Oth. LEA Reg. Ed.	\$17,500	11-000-100-562	Tuition-Oth. LEASp. Ed.	\$7,000
	11-000-216-320	Purch. Prof. Related Svc.	\$56,000	11-000-100-569	Tuition-Other	\$121,500
	11-000-291-270	Health Benefits	\$166,930	11-000-211-100	Salary-Attendance	\$20,000
	11-000-218-390	Purch. Prof. Svc. District	\$11,182	11-000-218-104	Salary-Guidance Elem.	\$37,328
				11-000-218-199	Vacation Payout	\$14,216
				11-000-218-105	Salary-Guidance MS/WOHS	\$3,570
				11-000-252-100	Salary-Tech	\$28,731
				11-214-100-101	Salary-Autism Teachers	\$5,200
				11-240-100-101	Salary-Bilingual Teachers	\$14,067
2	11-000-217-320	Extraord. Purch. Prof. Svc.	\$45,000	11-000-219-390	CST-Prof./Tech. Svc.	\$45,000
3	11-000-221-104	Salary-Curr. Writing	\$975	11-000-221-102	Salary-Supervisors	\$3,500
	11-000-221-580	Improve. Instr. Travel	\$4,505	11-000-221-105	Salary-Improve. Instr. Secy	\$597
				11-000-221-176	Salary-Technology Coaches	\$1,383
4	11-000-230-110	Salary-Other	\$7,337	11-000-230-105	Salary-Supt. Office Secy	\$7,337
5	11-000-230-334	Arch./Engineering Svc.	\$2,500	11-000-230-332	Audit Fees	\$2,500
6	11-000-230-590	Liability Insurance	\$1,700	11-000-230-592	Legal Ads	\$1,700
7	11-000-240-590	Misc. Purch.-Graduation	\$7,000	11-000-240-600	Graduation Exp.	\$7,000
8	11-000-270-161	Salary-Trans. Drivers	\$17,750	11-000-270-160	Salary-Trans. Reg. Ed.	\$3,225
				11-000-270-199	Unused Vacation Payout	\$14,525
9	11-201-100-106	Salary-ID Aides	\$8,640	11-201-100-101	Salary-ID Teachers	\$8,640
10	11-209-100-101	Salary-BD Teachers	\$526	11-209-100-106	Salary-BD Aides	\$526



Transfers for the month of June 2021 within the 2020-2021 budget in compliance with N.J.A.C. 6A:23-2.11(A)2.

#	Account Number	Account Name	Amount	Account Number	Account Name	Amount
11	11-402-100-440	Ath./Facility Rental	\$6,200	11-402-100-420	Ath.-Clean/Repair/Maint.	\$6,200
12	11-422-200-100	Salary-Sum. Sch. Sup. Svc.	\$100	11-422-100-101	Salary-Summer Institute	\$100
13	11-401-100-440	Co-Curricular Rentals	\$10,751	11-800-330-500	Community Program YMCA	\$10,751
14	12-140-100-730	Equipment Music	\$29,000	12-402-100-730	Equipment Athletics	\$29,000
15	11-000-270-518	Trans. Svc.-ESC Sp. Ed.	\$129,104	12-000-400-450	Security/COPS Grant	\$547,237
	11-000-266-420	Security Cont. Svcs.	\$22,620	11-000-270-580	Trans. Travel	\$1,073
	11-000-266-610	Security Supplies	\$21,291			
	11-000-291-260	Workers Comp.	\$180,000			
	11-000-291-270	Health Benefits	\$195,295			

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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
General Fund - Fund 10  
Interim Balance Sheet  
For 12 Month Period Ending 06/30/2021

ASSETS AND RESOURCES

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

101	Cash in bank		\$19,752,284.94
102-107	Cash and cash equivalents		\$65,942.34
116	Capital reserve Account		\$333,140.75
118	Investments - Cur. Exp. Emergency Rsrv.		\$664,428.93
	Accounts receivable:		
132	Interfund	\$581,000.00	
141	Intergovernmental - State	\$6,906,006.77	
153,154	Other (net of est uncollectible of \$_____)	\$144,348.47	\$7,631,355.24
	Other Current Assets		\$21,578.00

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

301	Estimated Revenues	158,535,928.00	
302	Less Revenues	(162,871,713.92)	
			(\$4,335,785.92)
	Total assets and resources		\$24,132,944.28



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
General Fund - Fund 10  
Interim Balance Sheet  
For 12 Month Period Ending 06/30/2021

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LIABILITIES AND FUND EQUITY

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

421	Accounts Payable	\$701,649.79
	Other current liabilities including Net Assets	\$9,802,493.49

TOTAL LIABILITIES

\$10,504,143.28

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FUND BALANCE

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

753	Reserve for Encumbrances - Current Year	\$1,034,911.17
754	Reserve for Encumbrance - Prior Year	\$6,000.00
	Reserved fund balance:	
761	Capital reserve account -	\$572.96
604	Add: Increase in capital reserve	\$1,000,010.00
307	Less: Budg w/d from Capital Rsrv Elgbl. Cost	(\$697,680.00)
		\$302,902.96
769	Restricted Balance for Unemployment Fund	\$402,793.98
580	Unemployment Trust Liability	\$126,904.42
		\$126,904.42
607	Add: Increase in Emergency Reserve	\$664,404.00
		\$664,404.00
601	Appropriations	162,004,900.45
602	Less : Expenditures	154,180,607.07
603	Encumbrances	\$1,040,911.17 (155,221,518.24)
		\$6,783,382.21

Total Appropriated

\$9,321,298.74

--- U n a p p r o p r i a t e d ---

770	Unreserved Fund Balance -	\$7,971,906.26
303	Budgeted Fund Balance	(\$3,664,404.00)

TOTAL FUND BALANCE

\$13,628,801.00

TOTAL LIABILITIES AND FUND EQUITY

\$24,132,944.28

=====

West Orange Board of Education  
General Fund - Fund 10  
Interim Balance Sheet  
For 12 Month Period Ending 06/30/2021

## RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	162,004,900.45	155,221,518.24	\$6,783,382.21
Revenues	(158,535,928.00)	(162,871,713.92)	\$4,335,785.92
	<u>\$3,468,972.45</u>	<u>(\$7,650,195.68)</u>	<u>\$11,119,168.13</u>

## Change in Capital Reserve accounts:

604 Plus - Increase in reserve \$1,000,010.00  
307 Less: Eligible Withdrawal (\$697,680.00)

## Change in Tuition Reserve accounts:

## Change in Emergency Reserve account:

607 Plus - Increase in reserve \$664,404.00

Subtotal Reserve Adjustments	<u>\$966,734.00</u>	<u>\$966,734.00</u>	
Less: Adjust for prior year encumb.	<u>(\$771,302.45)</u>	<u>(\$771,302.45)</u>	
Budgeted Fund Balance	<u>\$3,664,404.00</u>	<u>(\$7,454,764.13)</u>	<u>\$11,119,168.13</u>

## Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$3,664,404.00	(\$7,454,764.13)	\$10,992,263.71
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
Fund 19 (Restricted FEMA Block Grants)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	<u>\$3,664,404.00</u>	<u>(\$7,454,764.13)</u>	<u>\$11,119,168.13</u>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
GENERAL FUND - FUND 10  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 12 Month Period Ending 06/30/2021

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	142,039,889.00	142,436,266.67		(\$396,377.67)
3XXX	From State Sources	\$16,273,330.00	\$20,129,891.00		(\$3,856,561.00)
4XXX	From Federal Sources	\$222,709.00	\$295,004.45		(\$72,295.45)
53XX	From Sale or Compensation for loss of F/A		\$10,551.80		(\$10,551.80)
TOTAL REVENUE/SOURCES OF FUNDS		158,535,928.00	162,871,713.92		(\$4,335,785.92)
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$49,522,359.92	\$47,913,912.19	\$6,603.71	\$1,601,844.02
11-2XX-100-XXX	Special Education - Instruction	\$15,584,925.00	\$14,997,222.91	\$99.52	\$587,602.57
11-230-100-XXX	Basic Skills - Remedial Instruction	\$2,697,025.00	\$2,645,896.26	\$0.00	\$51,128.74
11-240-100-XXX	Bilingual Education - Instruction	\$1,503,421.00	\$1,477,235.86	\$0.00	\$26,185.14
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$637,763.00	\$452,136.23	\$0.00	\$185,626.77
11-402-100-XXX	School-Spons. Athletics - Instruction	\$1,628,640.60	\$1,427,063.88	\$0.00	\$201,576.72
11-4XX-100-XXX	Other Instrc. Programs - Instruction	\$21,013.00	\$20,921.95	\$0.00	\$91.05
11-4XX-200-XXX	Other Supplemental/At Risk Pto grams	\$8,641.00	\$8,318.80	.00	\$322.20
11-800-330-XXX	Community Services Programs	\$40,751.00	\$40,750.90	\$0.00	\$0.10
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	\$10,228,920.00	\$10,128,045.76	\$0.00	\$100,874.24
11-000-211-XXX	Attendance and Social Work Services	\$262,612.00	\$253,020.86	\$0.00	\$9,591.14
11-000-213-XXX	Health Services	\$1,542,728.00	\$1,345,551.49	\$269.93	\$196,906.58
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$2,198,202.00	\$2,120,028.52	\$1,653.00	\$76,520.48
11-000-217-XXX	Other Support Serv - Students Extra Srvc	\$204,085.00	\$133,503.25	\$0.00	\$70,581.75
11-000-218-XXX	Guidance	\$3,498,204.25	\$3,460,969.16	\$1,032.93	\$36,202.16
11-000-219-XXX	Child Study Teams	\$4,215,301.71	\$4,074,358.20	\$54,904.55	\$86,038.96
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$2,230,478.57	\$2,223,947.32	\$0.00	\$6,531.25
11-000-222-XXX	Educational Media Serv/School Library	\$1,341,221.56	\$1,313,407.70	\$0.00	\$27,813.86
11-000-223-XXX	Instructional Staff Training Services	\$295,144.00	\$100,680.39	\$2,400.00	\$192,063.61
11-000-230-XXX	Supp. Serv.-General Administration	\$2,092,932.99	\$1,947,137.26	\$25,989.50	\$119,806.23
11-000-240-XXX	Supp. Serv.-School Administration	\$6,063,609.49	\$5,874,854.50	\$4,337.37	\$184,417.62
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$3,434,733.00	\$3,371,132.42	\$18,399.49	\$45,201.09
11-000-261-XXX	Require Maint. for School Facilities	\$2,914,995.03	\$2,751,646.75	\$85,237.80	\$78,110.48
11-000-262-XXX	Custodial Services	\$10,048,328.51	\$9,397,562.56	\$166,919.74	\$483,846.21
11-000-263-XXX	Care and Upkeep of Grounds	\$1,065,149.39	\$899,277.75	\$0.00	\$165,871.64
11-000-266-XXX	Security	\$1,073,960.50	\$908,821.52	\$39,323.13	\$125,815.85
11-000-270-XXX	Student Transportation Services	\$10,484,850.79	\$8,678,631.85	\$59.90	\$1,806,159.04
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$24,773,898.49	\$24,526,783.63	\$37,595.39	\$209,519.47
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		159,613,894.80	152,492,819.87	\$444,825.96	\$6,676,248.97

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
GENERAL FUND - FUND 10  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 12 Month Period Ending 06/30/2021

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$335,141.00	\$226,803.55	\$31,468.15	\$76,869.30
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$1,788,864.65	\$1,194,046.65	\$564,617.06	\$30,200.94
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$2,124,005.65	\$1,420,850.20	\$596,085.21	\$107,070.24
10-000-100-56X Transfer of Funds to Charter Schools	\$267,000.00	\$266,937.00	.00	\$63.00
TOTAL GENERAL FUND EXPENDITURES	162,004,900.45	154,180,607.07	\$1,040,911.17	\$6,783,382.21

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
GENERAL FUND - FUND 10  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 12 Month Period Ending 06/30/2021

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
1210 Local Tax Levy	141,491,179.00	141,491,179.00	.00
1310 Tuition from Individuals	\$27,000.00	\$10,292.00	\$16,708.00
1320 Tuition from LEAs Within State	\$290,210.00	\$197,057.40	\$93,152.60
1910 Rents and Royalties	\$75,000.00	\$9,557.50	\$65,442.50
1920 Private Contributions		\$740.00	(\$740.00)
1XXX Miscellaneous	\$156,500.00	\$727,440.77	(\$570,940.77)
TOTAL	142,039,889.00	142,436,266.67	(\$396,377.67)
--- STATE SOURCES ---			
3121 Categorical Transportation Aid	\$3,033,009.00	\$3,033,009.00	.00
3131 Extraordinary Aid	\$1,500,000.00	\$4,919,856.00	(\$3,419,856.00)
3132 Categorical Special Education Aid	\$4,159,988.00	\$4,159,988.00	.00
3176 Equalization	\$5,563,980.00	\$5,563,980.00	.00
3177 Categorical Security	\$1,866,353.00	\$1,866,353.00	.00
3190 Other Unrestricted State Aid	\$150,000.00	\$211,410.00	(\$61,410.00)
3256 Securing our Children's Future Bond Act		\$375,295.00	(\$375,295.00)
TOTAL	\$16,273,330.00	\$20,129,891.00	(\$3,856,561.00)
--- FEDERAL SOURCES ---			
4200 Federal Grants including Medicaid Reimbursement	\$222,709.00	\$270,314.65	(\$47,605.65)
4210 FFCRA/SEMI and ARRA/SEMI Revenue		\$24,689.80	(\$24,689.80)
TOTAL	\$222,709.00	\$295,004.45	(\$72,295.45)
--- OTHER FINANCING SOURCES ---			
53XX Sale or Compensation for loss of F/A		\$10,551.80	(\$10,551.80)
TOTAL	\$0.00	\$10,551.80	(\$10,551.80)
TOTAL REVENUES/SOURCES OF FUNDS	158,535,928.00	162,871,713.92	(\$4,335,785.92)



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 12 Month Period Ending 06/30/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$2,348,658.00	\$2,256,578.28	.00	\$92,079.72
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$16,421,716.00	\$15,892,996.00	.00	\$528,720.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$10,965,874.00	\$10,845,816.01	.00	\$120,057.99
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$15,552,670.00	\$15,435,136.57	.00	\$117,533.43
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$43,764.00	\$33,918.48	\$0.00	\$9,845.52
11-150-100-320 Purchased Prof.-Ed. Services	\$66,000.00	\$56,265.32	.00	\$9,734.68
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$978,188.00	\$944,311.44	.00	\$33,876.56
11-190-100-320 Purchased Prof.-Ed. Services	\$142,419.00	\$21,150.00	.00	\$121,269.00
11-190-100-340 Purchased Technical Services	\$6,749.00	\$3,379.51	.00	\$3,369.49
11-190-100-500 Other Purch. Serv. (400-500 series)	\$861,940.00	\$784,939.89	\$1,142.50	\$75,857.61
11-190-100-610 General Supplies	\$1,989,986.92	\$1,558,765.48	\$5,461.21	\$425,760.23
11-190-100-640 Textbooks	\$98,500.00	\$73,055.81	.00	\$25,444.19
11-190-100-800 Other Objects	\$45,895.00	\$7,599.40	.00	\$38,295.60
TOTAL	\$49,522,359.92	\$47,913,912.19	\$6,603.71	\$1,601,844.02
--- SPECIAL EDUCATION - INSTRUCTION ---				
Cognitive - Mild:				
11-201-100-101 Salaries of Teachers	\$825,511.00	\$825,508.84	\$0.00	\$2.16
11-201-100-106 Other Salaries for Instruction	\$640,369.00	\$636,188.46	.00	\$4,180.54
11-201-100-610 General Supplies	\$3,648.00	\$3,274.31	.00	\$373.69
11-201-100-800 Other Objects	\$5,800.00	.00	.00	\$5,800.00
TOTAL	\$1,475,328.00	\$1,464,971.61	\$0.00	\$10,356.39
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	\$2,244,574.00	\$2,220,871.99	\$0.00	\$23,702.01
11-204-100-106 Other Salaries for Instruction	\$1,047,165.00	\$1,040,964.45	.00	\$6,200.55
11-204-100-610 General Supplies	\$17,853.00	\$10,571.23	.00	\$7,281.77
TOTAL	\$3,309,592.00	\$3,272,407.67	\$0.00	\$37,184.33
Behavioral Disabilities:				
11-209-100-101 Salaries of Teachers	\$170,465.00	\$170,116.75	\$0.00	\$348.25
11-209-100-106 Other Salaries for Instruction	\$74,146.00	\$74,145.76	.00	\$0.24
11-209-100-610 General supplies	\$13,610.00	\$3,719.95	\$99.52	\$9,790.53
TOTAL	\$258,221.00	\$247,982.46	\$99.52	\$10,139.02
Multiple Disabilities:				
11-212-100-101 Salaries of Teachers	\$118,080.00	\$109,608.52	\$0.00	\$8,471.48
11-212-100-106 Other Salaries for Instruction	\$309,938.00	\$292,238.46	.00	\$17,699.54
11-212-100-610 General supplies	\$6,125.00	.00	.00	\$6,125.00
TOTAL	\$434,143.00	\$401,846.98	\$0.00	\$32,296.02
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$5,355,202.00	\$5,303,178.60	\$0.00	\$52,023.40



West Orange Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 12 Month Period Ending 06/30/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
11-213-100-106 Other Salaries for Instruction	\$1,044,789.00	\$961,391.43	.00	\$83,397.57
11-213-100-610 General supplies	\$15,411.00	\$9,120.67	.00	\$6,290.33
<b>TOTAL</b>	<b>\$6,415,402.00</b>	<b>\$6,273,690.70</b>	<b>\$0.00</b>	<b>\$141,711.30</b>
<b>Autism:</b>				
11-214-100-101 Salaries of Teachers	\$678,959.00	\$673,855.89	\$0.00	\$5,103.11
11-214-100-106 Other Salaries for Instruction	\$1,196,330.00	\$1,115,188.01	.00	\$81,141.99
11-214-100-610 General Supplies	\$49,246.00	\$37,356.57	.00	\$11,889.43
11-214-100-800 Other Objects	\$400.00	.00	.00	\$400.00
<b>TOTAL</b>	<b>\$1,924,935.00</b>	<b>\$1,826,400.47</b>	<b>\$0.00</b>	<b>\$98,534.53</b>
<b>Preschool Disabilities - Part-Time:</b>				
11-215-100-101 Salaries of Teachers	\$280,412.00	\$269,514.62	\$0.00	\$10,897.38
11-215-100-106 Other Salaries for Instruction	\$271,988.00	\$228,294.47	.00	\$43,693.53
<b>TOTAL</b>	<b>\$552,400.00</b>	<b>\$497,809.09</b>	<b>\$0.00</b>	<b>\$54,590.91</b>
<b>Preschool Disabilities - Full-Time:</b>				
11-216-100-101 Salaries of Teachers	\$409,224.00	\$403,172.40	\$0.00	\$6,051.60
11-216-100-106 Other Salaries for Instruction	\$470,491.00	\$422,256.99	.00	\$48,234.01
11-216-100-600 General Supplies	\$15,889.00	\$13,592.24	.00	\$2,296.76
<b>TOTAL</b>	<b>\$895,604.00</b>	<b>\$839,021.63</b>	<b>\$0.00</b>	<b>\$56,582.37</b>
<b>Home Instruction:</b>				
11-219-100-101 Salaries of Teachers	\$208,300.00	\$159,127.09	\$0.00	\$49,172.91
11-219-100-320 Purchased Prof.-Ed. Services	\$111,000.00	\$13,965.21	.00	\$97,034.79
<b>TOTAL</b>	<b>\$319,300.00</b>	<b>\$173,092.30</b>	<b>\$0.00</b>	<b>\$146,207.70</b>
<b>TOTAL SPECIAL ED - INSTRUCTION</b>	<b>\$15,584,925.00</b>	<b>\$14,997,222.91</b>	<b>\$99.52</b>	<b>\$587,602.57</b>
<b>--- Basic Skills/Remedial-Instruction ---</b>				
11-230-100-101 Salaries of Teachers	\$2,680,887.00	\$2,642,167.43	\$0.00	\$38,719.57
11-230-100-610 General Supplies	\$16,138.00	\$3,728.83	.00	\$12,409.17
<b>TOTAL</b>	<b>\$2,697,025.00</b>	<b>\$2,645,896.26</b>	<b>\$0.00</b>	<b>\$51,128.74</b>
<b>--- Bilingual Education-Instruction ---</b>				
11-240-100-101 Salaries of Teachers	\$1,461,440.00	\$1,461,434.84	\$0.00	\$5.16
11-240-100-610 General Supplies	\$32,251.00	\$15,801.02	.00	\$16,449.98
11-240-100-640 Textbooks	\$9,730.00	.00	.00	\$9,730.00
<b>TOTAL</b>	<b>\$1,503,421.00</b>	<b>\$1,477,235.86</b>	<b>\$0.00</b>	<b>\$26,185.14</b>
<b>--- School spons.cocurricular activities-Instruction ---</b>				
11-401-100-100 Salaries	\$479,435.00	\$395,771.98	.00	\$83,663.02
11-401-100-500 Purchased Services (300-500 series)	\$52,799.00	\$9,472.50	.00	\$43,326.50
11-401-100-600 Supplies and Materials	\$66,450.00	\$44,537.75	.00	\$21,912.25
11-401-100-800 Other Objects	\$39,079.00	\$2,354.00	.00	\$36,725.00
<b>TOTAL</b>	<b>\$637,763.00</b>	<b>\$452,136.23</b>	<b>\$0.00</b>	<b>\$185,626.77</b>
<b>--- School sponsored athletics-Instruct. ---</b>				
11-402-100-100 Salaries	\$1,161,963.00	\$1,065,801.54	.00	\$96,161.46

West Orange Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 12 Month Period Ending 06/30/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
11-402-100-500 Purchased Services (300-500 series)	\$268,353.70	\$190,073.35	.00	\$78,280.35
11-402-100-600 Supplies and Materials	\$159,778.90	\$158,519.30	.00	\$1,259.60
11-402-100-800 Other Objects	\$38,545.00	\$12,669.69	.00	\$25,875.31
<b>TOTAL</b>	<b>\$1,628,640.60</b>	<b>\$1,427,063.88</b>	<b>\$0.00</b>	<b>\$201,576.72</b>
--- Summer school - Instruction ---				
11-422-100-101 Salaries of Teachers	\$21,013.00	\$20,921.95	\$0.00	\$91.05
<b>TOTAL</b>	<b>\$21,013.00</b>	<b>\$20,921.95</b>	<b>\$0.00</b>	<b>\$91.05</b>
--- Summer school - support services ---				
11-422-200-100 Salaries	\$8,641.00	\$8,318.80	.00	\$322.20
<b>TOTAL</b>	<b>\$8,641.00</b>	<b>\$8,318.80</b>	<b>\$0.00</b>	<b>\$322.20</b>
<b>TOTAL SUMMER SCHOOL</b>	<b>\$29,654.00</b>	<b>\$29,240.75</b>	<b>\$0.00</b>	<b>\$413.25</b>
--- Community Serv. Programs/Operations. ---				
11-800-330-500 Purchased Services (300-500 series)	\$40,751.00	\$40,750.90	.00	\$0.10
<b>TOTAL</b>	<b>\$40,751.00</b>	<b>\$40,750.90</b>	<b>\$0.00</b>	<b>\$0.10</b>
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	\$5,157.00	.00	.00	\$5,157.00
11-000-100-562 Tuition to Other LEAs within State Special	\$856,039.00	\$831,840.70	.00	\$24,198.30
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$58,518.00	\$41,968.10	.00	\$16,549.90
11-000-100-564 Tuition to Co.Voc. School Dist.-spec.	\$42,044.00	\$38,308.30	.00	\$3,735.70
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$302,335.00	\$285,486.00	.00	\$16,849.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$8,648,975.00	\$8,618,618.19	.00	\$30,356.81
11-000-100-569 Tuition - Other	\$315,852.00	\$311,824.47	.00	\$4,027.53
<b>TOTAL</b>	<b>\$10,228,920.00</b>	<b>\$10,128,045.76</b>	<b>\$0.00</b>	<b>\$100,874.24</b>
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$187,593.00	\$178,268.75	.00	\$9,324.25
11-000-211-300 Purchased Prof. & Tech. Svc.	\$74,170.00	\$74,163.34	.00	\$6.66
11-000-211-600 Supplies and Materials	\$849.00	\$588.77	.00	\$260.23
<b>TOTAL</b>	<b>\$262,612.00</b>	<b>\$253,020.86</b>	<b>\$0.00</b>	<b>\$9,591.14</b>
--- Health services ---				
11-000-213-100 Salaries	\$1,385,736.00	\$1,247,445.75	.00	\$138,290.25
11-000-213-300 Purchased Prof. & Tech. Svc.	\$94,994.00	\$54,597.80	.00	\$40,396.20
11-000-213-500 Other Purchd. Serv. (400-500 series)	\$6,150.00	\$334.95	.00	\$5,815.05
11-000-213-600 Supplies and Materials	\$52,608.00	\$42,488.79	\$269.93	\$9,849.28
11-000-213-800 Other Objects	\$3,240.00	\$684.20	.00	\$2,555.80
<b>TOTAL</b>	<b>\$1,542,728.00</b>	<b>\$1,345,551.49</b>	<b>\$269.93</b>	<b>\$196,906.58</b>
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$1,682,325.00	\$1,654,715.56	.00	\$27,609.44
11-000-216-320 Purchased Prof. Ed. Services	\$490,450.00	\$451,829.50	\$1,653.00	\$36,967.50
11-000-216-580 Travel	\$1,000.00	\$699.00	.00	\$301.00
11-000-216-600 Supplies and Materials	\$24,427.00	\$12,784.46	.00	\$11,642.54

West Orange Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 12 Month Period Ending 06/30/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$2,198,202.00	\$2,120,028.52	\$1,653.00	\$76,520.48
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$92,685.00	\$72,982.00	.00	\$19,703.00
11-000-217-320 Purchased Prof. Ed. Services	\$111,400.00	\$60,521.25	.00	\$50,878.75
TOTAL	\$204,085.00	\$133,503.25	\$0.00	\$70,581.75
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$2,901,449.00	\$2,901,068.02	.00	\$380.98
11-000-218-105 Sal Sec. & Clerical Asst.	\$365,516.00	\$363,669.35	.00	\$1,846.65
11-000-218-199 Unused Vac Payment to Term/Ret Staff	\$14,216.00	\$14,215.23	.00	\$0.77
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$182,627.50	\$169,057.22	.00	\$13,570.28
11-000-218-500 Other Purchased Services (400-500 series)	\$1,400.00	.00	.00	\$1,400.00
11-000-218-600 Supplies and Materials	\$31,545.75	\$12,009.34	\$1,032.93	\$18,503.48
11-000-218-800 Other Objects	\$1,450.00	\$950.00	.00	\$500.00
TOTAL	\$3,498,204.25	\$3,460,969.16	\$1,032.93	\$36,202.16
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$3,583,066.00	\$3,561,053.45	.00	\$22,012.55
11-000-219-105 Sal Sec. & Clerical Asst.	\$420,397.00	\$417,818.20	.00	\$2,578.80
11-000-219-320 Purchased Prof. - Ed. Services	\$60,200.00	\$44,657.50	.00	\$15,542.50
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$83,743.00	\$27,344.95	\$54,904.55	\$1,493.50
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$10,000.00	\$2,279.83	\$0.00	\$7,720.17
11-000-219-600 Supplies and Materials	\$57,595.71	\$20,904.27	.00	\$36,691.44
11-000-219-800 Other Objects	\$300.00	\$300.00	.00	.00
TOTAL	\$4,215,301.71	\$4,074,358.20	\$54,904.55	\$86,038.96
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$1,864,125.57	\$1,864,121.88	.00	\$3.69
11-000-221-104 Salaries Other Prof. Staff	\$65,479.00	\$65,478.20	.00	\$0.80
11-000-221-105 Sal Sec. & Clerical Asst.	\$88,587.00	\$88,586.04	.00	\$0.96
11-000-221-176 Sal. Facilitators, Math, Literacy Coaches	\$205,385.00	\$205,384.20	.00	\$0.80
11-000-221-500 Other Purchased Services (400-500 series)	\$2,495.00	\$209.00	.00	\$2,286.00
11-000-221-600 Supplies and Materials	\$3,250.00	\$79.00	.00	\$3,171.00
11-000-221-800 Other Objects	\$1,157.00	\$89.00	.00	\$1,068.00
TOTAL	\$2,230,478.57	\$2,223,947.32	\$0.00	\$6,531.25
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$1,210,210.00	\$1,191,340.13	.00	\$18,869.87
11-000-222-300 Purchased Prof. & Tech Svc.	\$16,473.00	\$13,967.50	.00	\$2,505.50
11-000-222-500 Other Purchased Services (400-500 series)	\$3,932.00	.00	.00	\$3,932.00
11-000-222-600 Supplies and Materials	\$110,331.56	\$107,837.07	.00	\$2,494.49
11-000-222-800 Other Objects	\$275.00	\$263.00	.00	\$12.00
TOTAL	\$1,341,221.56	\$1,313,407.70	\$0.00	\$27,813.86
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$33,000.00	\$32,047.19	.00	\$952.81
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$106,603.00	\$42,102.20	.00	\$64,500.80



West Orange Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 12 Month Period Ending 06/30/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-223-500 Other Purchased Services (400-500 series)	\$108,481.00	\$22,231.00	\$2,400.00	\$83,850.00
11-000-223-600 Supplies and Materials	\$7,760.00	.00	.00	\$7,760.00
11-000-223-800 Other Objects	\$39,300.00	\$4,300.00	.00	\$35,000.00
<b>TOTAL</b>	<b>\$295,144.00</b>	<b>\$100,680.39</b>	<b>\$2,400.00</b>	<b>\$192,063.61</b>
--- Support services-general administration ---				
11-000-230-100 Salaries	\$630,280.00	\$619,591.94	\$0.00	\$10,688.06
11-000-230-331 Legal Services	\$313,788.00	\$272,825.73	.00	\$40,962.27
11-000-230-332 Audit Fees	\$83,300.00	\$65,713.50	\$17,500.00	\$86.50
11-000-230-334 Architectural/Engineering Services	\$11,000.00	\$5,000.00	.00	\$6,000.00
11-000-230-339 Other Purchased Prof. Svc.	\$171,792.00	\$147,165.00	\$8,190.00	\$16,437.00
11-000-230-340 Purchased Tech. Services	\$8,000.00	\$1,200.00	.00	\$6,800.00
11-000-230-530 Communications/Telephone	\$361,116.00	\$345,528.18	.00	\$15,587.82
11-000-230-585 BOE Other Purchased Prof. Svc.	\$5,750.00	\$841.85	.00	\$4,908.15
11-000-230-590 Other Purchased Services	\$446,060.00	\$439,884.21	\$0.00	\$6,175.79
11-000-230-610 General Supplies	\$11,757.99	\$4,965.84	\$299.50	\$6,492.65
11-000-230-630 BOE In-House Training/Meeting Supplies	\$4,250.00	\$3,230.79	.00	\$1,019.21
11-000-230-890 Misc. Expenditures	\$18,489.00	\$14,377.47	.00	\$4,111.53
11-000-230-895 BOE Membership Dues and Fees	\$27,350.00	\$26,812.75	.00	\$537.25
<b>TOTAL</b>	<b>\$2,092,932.99</b>	<b>\$1,947,137.26</b>	<b>\$25,989.50</b>	<b>\$119,806.23</b>
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$4,203,533.69	\$4,116,894.36	.00	\$86,639.33
11-000-240-105 Sal Secr. & Clerical Asst.	\$1,647,956.00	\$1,585,134.85	.00	\$62,821.15
11-000-240-199 Unused Vac Payment to Term/Ret Staff	\$52,822.00	\$52,820.47	.00	\$1.53
11-000-240-300 Purchased Prof. & Tech. Svc.	\$4,000.00	\$3,500.00	.00	\$500.00
11-000-240-500 Other Purchased Services (400-500 series)	\$41,580.07	\$31,543.89	.00	\$10,036.18
11-000-240-600 Supplies and Materials	\$109,967.73	\$84,525.93	\$4,337.37	\$21,104.43
11-000-240-800 Other Objects	\$3,750.00	\$435.00	.00	\$3,315.00
<b>TOTAL</b>	<b>\$6,063,609.49</b>	<b>\$5,874,854.50</b>	<b>\$4,337.37</b>	<b>\$184,417.62</b>
--- Central Services ---				
11-000-251-100 Salaries	\$1,537,772.00	\$1,529,293.11	.00	\$8,478.89
11-000-251-199 Unused Vac Payment to Term/Ret Staff	\$28,000.00	\$27,234.48	.00	\$765.52
11-000-251-330 Purchased Prof. Services	\$85,305.00	\$69,187.06	\$6,600.00	\$9,517.94
11-000-251-340 Purchased Technical Services	\$77,871.00	\$75,460.50	\$1,499.99	\$910.51
11-000-251-592 Misc Pur Serv (400-500 series )	\$57,178.00	\$45,863.85	.00	\$11,314.15
11-000-251-600 Supplies and Materials	\$25,750.00	\$20,009.15	\$299.50	\$5,441.35
11-000-251-89X Other Objects	\$7,670.00	\$6,115.86	.00	\$1,554.14
<b>TOTAL</b>	<b>\$1,819,546.00</b>	<b>\$1,773,164.01</b>	<b>\$8,399.49</b>	<b>\$37,982.50</b>
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$1,311,800.00	\$1,309,003.24	.00	\$2,796.76
11-000-252-199 Unused Vac Payment to Term/Ret Staff	\$19,034.00	\$18,951.64	.00	\$82.36
11-000-252-340 Purchased Technical Services	\$164,883.00	\$153,979.00	\$10,000.00	\$904.00
11-000-252-500 Other Pur Serv. (400-500 series )	\$2,000.00	\$400.93	.00	\$1,599.07
11-000-252-600 Supplies and Materials	\$115,405.00	\$114,788.60	.00	\$616.40
11-000-252-800 Other Objects	\$2,065.00	\$845.00	.00	\$1,220.00

West Orange Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 12 Month Period Ending 06/30/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$1,615,187.00	\$1,597,968.41	\$10,000.00	\$7,218.59
TOTAL Cent. Svcs. & Admin IT	\$3,434,733.00	\$3,371,132.42	\$18,399.49	\$45,201.09
---				
Required Maint. for School Facilities ---				
11-000-261-420 Cleaning, Repair & Maint. Svc	\$2,225,011.28	\$2,124,643.94	\$78,226.60	\$22,140.74
11-000-261-610 General Supplies	\$670,483.75	\$613,389.81	\$7,011.20	\$50,082.74
11-000-261-800 Other Objects	\$19,500.00	\$13,613.00	.00	\$5,887.00
TOTAL	\$2,914,995.03	\$2,751,646.75	\$85,237.80	\$78,110.48
---				
Custodial Services ---				
11-000-262-1XX Salaries	\$4,459,463.62	\$4,390,591.95	\$0.00	\$68,871.67
11-000-262-107 Salaries of Non-Instructional Aids	\$607,132.00	\$482,647.59	.00	\$124,484.41
11-000-262-199 Unused Vac Payment to Term/Ret Staff	\$70,604.00	\$70,595.28	.00	\$8.72
11-000-262-300 Purchased Prof. & Tech. Svc.	\$417,136.00	\$249,604.80	\$165,935.20	\$1,596.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$241,000.00	\$205,682.32	\$286.25	\$35,031.43
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$540,833.00	\$531,092.57	.00	\$9,740.43
11-000-262-444 Lease Purch Paymts - Energy Saving	\$771,756.00	\$771,755.51	.00	\$0.49
11-000-262-490 Other Purchased Property Svc.	\$103,010.00	\$83,216.47	.00	\$19,793.53
11-000-262-520 Insurance	\$255,581.00	\$254,842.73	.00	\$738.27
11-000-262-580 Travel	\$3,000.00	.00	.00	\$3,000.00
11-000-262-610 General Supplies	\$897,141.89	\$873,248.79	\$698.29	\$23,194.81
11-000-262-621 Energy (Natural Gas)	\$543,000.00	\$513,715.80	.00	\$29,284.20
11-000-262-622 Energy (Electricity)	\$1,096,621.00	\$947,719.46	.00	\$148,901.54
11-000-262-626 Energy (Gasoline)	\$36,200.00	\$17,580.79	.00	\$18,619.21
11-000-262-8XX Other Objects	\$5,850.00	\$5,268.50	\$0.00	\$581.50
TOTAL	\$10,048,328.51	\$9,397,562.56	\$166,919.74	\$483,846.21
---				
Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$577,186.39	\$511,871.51	.00	\$65,314.88
11-000-263-199 Unused Vac Payment to Term/Ret Staff	\$713.00	\$712.48	.00	\$0.52
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$426,250.00	\$358,230.20	.00	\$68,019.80
11-000-263-610 General Supplies	\$61,000.00	\$28,463.56	.00	\$32,536.44
TOTAL	\$1,065,149.39	\$899,277.75	\$0.00	\$165,871.64
---				
Security ---				
11-000-266-100 Salaries	\$689,342.00	\$677,526.46	.00	\$11,815.54
11-000-266-300 Purchased Prof. & Tech. Svc.	\$15,370.00	.00	.00	\$15,370.00
11-000-266-420 Cleaning, Repair, & Maintenance Serv.	\$135,076.53	\$43,478.17	\$34,230.00	\$57,368.36
11-000-266-610 General Supplies	\$234,171.97	\$187,816.89	\$5,093.13	\$41,261.95
TOTAL	\$1,073,960.50	\$908,821.52	\$39,323.13	\$125,815.85
TOTAL Oper & Maint of Plant Services	\$15,102,433.43	\$13,957,308.58	\$291,480.67	\$853,644.18
---				
Student transportation services ---				
11-000-270-107 Salaries of Non-Instructional Aids	\$449,204.60	\$371,747.46	.00	\$77,457.14
11-000-270-160 Sal Pupil Trans (Bet Home & Sch)-reg	\$478,386.95	\$478,366.08	.00	\$20.87

West Orange Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 12 Month Period Ending 06/30/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-270-161 Sal Pupil Trans(Bet Home & Sch)-Sp Ed	\$564,842.88	\$538,778.51	.00	\$26,064.37
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$69,600.00	\$18,562.05	.00	\$51,037.95
11-000-270-199 Unused Vac Payment to Term/Ret Staff	\$34,501.00	\$34,499.74	.00	\$1.26
11-000-270-350 Management Fee - ESC Transp. Prog.	\$110,566.00	\$99,341.69	.00	\$11,224.31
11-000-270-390 Other Purch. Prof. & Tech Svc.	\$36,038.00	\$19,156.13	.00	\$16,881.87
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$150,446.36	\$44,462.74	.00	\$105,983.62
11-000-270-443 Lease Purch Payments - School Buses	\$168,078.00	\$165,659.28	.00	\$2,418.72
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$3,917,422.00	\$3,835,407.46	.00	\$82,014.54
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$253,189.00	\$53,376.10	.00	\$199,812.90
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$24,665.00	.00	.00	\$24,665.00
11-000-270-515 Contract Svc (Sp Ed.)-joint agreements	\$51,660.00	\$20,793.05	.00	\$30,866.95
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$2,979,477.00	\$2,377,846.36	.00	\$601,630.64
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$918,000.00	\$493,227.20	.00	\$424,772.80
11-000-270-580 Travel	\$2,000.00	\$2,000.00	.00	.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$88,492.00	\$88,492.00	.00	.00
11-000-270-610 General Supplies	\$9,200.00	\$2,128.73	.00	\$7,071.27
11-000-270-615 Transportation Supplies	\$170,682.00	\$28,396.27	\$59.90	\$142,225.83
11-000-270-800 Misc. Expenditures	\$8,400.00	\$6,391.00	.00	\$2,009.00
<b>TOTAL</b>	<b>\$10,484,850.79</b>	<b>\$8,678,631.85</b>	<b>\$59.90</b>	<b>\$1,806,159.04</b>
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$3,060.00	\$3,056.10	.00	\$3.90
11-XXX-XXX-220 Social Security Contributions	\$1,689,087.00	\$1,677,179.56	.00	\$11,907.44
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$2,466,924.00	\$2,466,923.64	.00	\$0.36
11-XXX-XXX-248 Other Retirement - Deferred PERS	\$73,989.00	\$73,989.00	.00	.00
11-XXX-XXX-249 Other Retirement Contrb. - Regular	\$92,681.00	\$74,873.25	.00	\$17,807.75
11-XXX-XXX-250 Unemployment Compensation	\$100,000.00	\$100,000.00	.00	.00
11-XXX-XXX-260 Workman's Compensation	\$284,489.00	\$236,858.47	.00	\$47,630.53
11-XXX-XXX-270 Health Benefits	\$18,570,517.00	\$18,520,566.67	.00	\$49,950.33
11-XXX-XXX-280 Tuition Reimbursement	\$298,991.49	\$261,396.10	\$37,595.39	.00
11-XXX-XXX-290 Other Employee Benefits	\$884,650.00	\$838,151.84	.00	\$46,498.16
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$309,510.00	\$273,789.00	.00	\$35,721.00
<b>TOTAL</b>	<b>\$24,773,898.49</b>	<b>\$24,526,783.63</b>	<b>\$37,595.39</b>	<b>\$209,519.47</b>
Total Undistributed Expenditures	\$87,969,355.28	\$83,509,360.89	\$438,122.73	\$4,021,871.66
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	159,613,894.80	152,492,819.87	\$444,825.96	\$6,676,248.97
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	159,613,894.80	152,492,819.87	\$444,825.96	\$6,676,248.97



West Orange Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 12 Month Period Ending 06/30/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Regular programs-instruction				
12-130-100-730 Grades 6-8	\$3,700.00	.00	.00	\$3,700.00
12-140-100-730 Grades 9-12	\$53,711.00	\$8,285.95	.00	\$45,425.05
Special education - instruction				
12-4XX-100-730 School-spons. & oth instr prog	\$96,089.00	\$40,426.73	\$28,624.00	\$27,038.27
12-000-252-730 Admin. Info. Tech.	\$162,859.00	\$159,312.72	\$2,844.15	\$702.13
12-000-263-730 Undist. Exp.-Care and Upkeep of Grnds	\$14,681.00	\$14,681.00	.00	.00
12-000-266-730 Undist. Exp.-Security	\$4,101.00	\$4,097.15	.00	\$3.85
Undist. Exp. - Non-instructional Services				
TOTAL	\$335,141.00	\$226,803.55	\$31,468.15	\$76,869.30
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$8,500.00	\$8,500.00	.00	.00
12-000-400-450 Construction Services	\$1,665,373.65	\$1,070,555.65	\$564,617.06	\$30,200.94
12-000-400-896 Assmt for Debt Service on SDA Funding	\$114,991.00	\$114,991.00	.00	.00
Sub Total	\$1,788,864.65	\$1,194,046.65	\$564,617.06	\$30,200.94
TOTAL	\$1,788,864.65	\$1,194,046.65	\$564,617.06	\$30,200.94
TOTAL CAPITAL OUTLAY EXPENDITURES	\$2,124,005.65	\$1,420,850.20	\$596,085.21	\$107,070.24

West Orange Board of Education  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 12 Month Period Ending 06/30/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
10-000-100-56X Transfer of Funds to Charter Schls.	\$267,000.00	\$266,937.00	.00	\$63.00
TOTAL GENERAL FUND EXPENDITURES	162,004,900.45	154,180,607.07	\$1,040,911.17	\$6,783,382.21

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
General Fund - Fund 10

For 12 Month Period Ending 06/30/2021

I, Tonya Flowers, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

  
Board Secretary/Business Administrator

8/25/21  
Date

8/24 11:41am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 12 Month Period Ending 06/30/21

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ASSETS AND RESOURCES

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

101	Cash in bank		\$280,964.03
	Accounts receivable:		
153,154	Other (net of estimated uncollectible of \$____)	\$5,000.00	
		<u>                    </u>	\$5,000.00

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

301	Estimated Revenues	\$9,597,252.39	
302	Less Revenues	(\$4,429,504.93)	
		<u>                    </u>	\$5,167,747.46
			<u>                    </u>
	Total assets and resources		\$5,453,711.49

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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 12 Month Period Ending 06/30/21

LIABILITIES AND FUND EQUITY

--- LIABILITIES ---

421	Accounts Payable	\$342,000.96
	Other current liabilities	\$581,999.60
TOTAL LIABILITIES		\$924,000.56

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$70,245.53
758	Reserve Fund Balance - Student Activities	\$268,088.21
601	Appropriations	\$9,597,252.39
602	Less: Expenditures	\$5,335,629.67
603	Encumbrances	\$70,245.53 (\$5,405,875.20)
		\$4,191,377.19
TOTAL FUND BALANCE		\$4,529,710.93
TOTAL LIABILITIES AND FUND EQUITY		\$5,453,711.49

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 12 Month Period Ending 06/30/21

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
<hr/>				
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$160,040.01	\$160,040.01		.00
2XXX From Intermediate Sources	\$158,663.38	\$55,060.92		\$103,602.46
3XXX From State Sources	\$732,820.00	\$732,820.00		.00
4XXX From Federal Sources	\$8,545,729.00	\$3,481,584.00		\$5,064,145.00
<hr/>				
TOTAL REVENUE/SOURCES OF FUNDS	\$9,597,252.39	\$4,429,504.93		\$5,167,747.46
<hr/>				
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<hr/>				
LOCAL PROJECTS:				
Other Local Projects (001-199)	\$182,434.52	\$70,407.71	\$69,020.02	\$43,006.79
Student Activity Fund (475)	\$136,268.87	\$124,420.31	.00	\$11,848.56
<hr/>				
TOTAL LOCAL PROJECTS	\$318,703.39	\$194,828.02	\$69,020.02	\$54,855.35
<hr/>				
STATE PROJECTS:				
Nonpublic textbooks	\$87,482.00	\$85,358.83	.00	\$2,123.17
Nonpublic auxiliary services	\$8,727.00	\$4,254.96	.00	\$4,472.04
Nonpublic handicapped services	\$239,116.00	\$167,582.12	.00	\$71,533.88
Nonpublic nursing services	\$146,370.00	\$146,370.00	.00	.00
Nonpublic School Programs	\$251,125.00	\$233,840.35	\$985.51	\$16,299.14
<hr/>				
TOTAL STATE PROJECTS	\$732,820.00	\$637,406.26	\$985.51	\$94,428.23
<hr/>				
FEDERAL PROJECTS:				
ESSA Title I - Part A/D (231-239)	\$978,234.00	\$935,512.11	.00	\$42,721.89
ESSA Title III - English Lang Enhancement (241-245)	\$71,998.00	\$53,693.46	.00	\$18,304.54
I.D.E.A. Part B (Handicapped) (250-259)	\$2,161,286.00	\$1,783,762.45	.00	\$377,523.55
ESSA Title II - Part A/D (270-279)c	\$258,386.00	\$202,816.67	\$240.00	\$55,329.33
ESSA Title IV (280-289)	\$100,675.00	\$73,920.53	.00	\$26,754.47
Vocational Education (361-399)	\$160,034.00	\$159,367.31	.00	\$666.69
CARES Act Education Stabilization Fund (477)	\$929,735.00	\$715,350.71	.00	\$214,384.29
CRF Grant Program (479)	\$516,709.00	\$516,709.00	.00	.00
CRRSA-ESSER II Grant Program (483)	\$3,064,702.00	.00	.00	\$3,064,702.00
CRRSA Act-Learning Acceleration Grant Program (484)	\$196,677.00	.00	.00	\$196,677.00
CRRSA Act-Mental Health Grant Program (485)	\$45,000.00	.00	.00	\$45,000.00
Nonpublic Tech Rec'd Coronavirus Relief Fund (512)	\$62,293.00	\$62,263.15	.00	\$29.85
<hr/>				
TOTAL FEDERAL PROJECTS	\$8,545,729.00	\$4,503,395.39	\$240.00	\$4,042,093.61
<hr/>				
*** TOTAL EXPENDITURES ***	\$9,597,252.39	\$5,335,629.67	\$70,245.53	\$4,191,377.19
<hr/>				



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
SPECIAL REVENUE - FUND 20  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 12 Month Period Ending 06/30/21

		ESTIMATED	ACTUAL	UNREALIZED
1760	Student Activity Fund Revenue	\$136,268.87	\$136,268.87	.00
1XXX	Other Revenue from Local Sources	\$23,771.14	\$23,771.14	\$0.00
	Total Revenues from Local Sources	\$160,040.01	\$160,040.01	\$0.00
---				
--- INTERMEDIATE SOURCES ---				
2XXX	From Intermediate Sources	\$158,663.38	\$55,060.92	\$103,602.46
	Total Revenue Intermediate Sources	\$158,663.38	\$55,060.92	\$103,602.46
---				
--- STATE SOURCES ---				
32XX	Other Restricted Entitlements	\$732,820.00	\$732,820.00	\$0.00
	Total Revenue from State Sources	\$732,820.00	\$732,820.00	\$0.00
---				
--- FEDERAL SOURCES ---				
4411-16	Title I	\$978,234.00	\$568,903.00	\$409,331.00
4451-55	Title II	\$258,386.00	\$125,500.00	\$132,886.00
4491-94	Title III	\$71,998.00	\$50,413.00	\$21,585.00
4471-74	Title IV	\$100,675.00	\$55,132.00	\$45,543.00
4420-29	I.D.E.A. Part B (Handicapped)	\$2,161,286.00	\$1,576,439.00	\$584,847.00
4430-39	Vocational Education	\$160,034.00	\$108,636.00	\$51,398.00
4530	CARES Act Education Stabilization Fund	\$929,735.00	\$417,589.00	\$512,146.00
4532	Coronavirus Relief Fund Grant	\$516,709.00	\$516,709.00	.00
4534	CRRSA Act - ESSER II	\$3,064,702.00	.00	\$3,064,702.00
4535	CRRSA Act - Learning Acceleration Grant	\$196,677.00	.00	\$196,677.00
4536	CRRSA Act - Mental Health Grant	\$45,000.00	.00	\$45,000.00
4XXX	Other Federal Aids	\$62,293.00	\$62,263.00	\$30.00
	Total Revenues from Federal Sources	\$8,545,729.00	\$3,481,584.00	\$5,064,145.00
---				
	TOTAL REVENUES/SOURCES OF FUNDS	\$9,597,252.39	\$4,429,504.93	\$5,167,747.46

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
Special Revenue Fund - Fund 20  
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 12 Month Period Ending 06/30/21

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Local Projects:</b>				
20-001-XXX-XXX to 20-199-XXX-XXX Local Projects	\$182,434.52	\$70,407.71	\$69,020.02	\$43,006.79
20-475-XXX-XXX Student Activity Fund	\$136,268.87	\$124,420.31	.00	\$11,848.56
<b>TOTAL LOCAL PROJECTS</b>	<b>\$318,703.39</b>	<b>\$194,828.02</b>	<b>\$69,020.02</b>	<b>\$54,855.35</b>
<b>State Projects:</b>				
-- Other State Programs --				
20-501-XXX-XXX to 20-511-XXX-XXX Nonpublic Programs	\$732,820.00	\$637,406.26	\$985.51	\$94,428.23
-- TOTAL Other State Programs --	\$732,820.00	\$637,406.26	\$985.51	\$94,428.23
<b>TOTAL STATE PROJECTS</b>	<b>\$732,820.00</b>	<b>\$637,406.26</b>	<b>\$985.51</b>	<b>\$94,428.23</b>
<b>Federal Projects:</b>				
--- CARES Act Educational Stabilization Fund ---				
-- Instruction --				
20-477-100-1XX Salaries	\$81,292.79	\$28,788.78	.00	\$52,504.01
20-477-100-300 Purchased Services	\$97,852.00	\$72,076.00	.00	\$25,776.00
20-477-100-500 Other purchased servs. (400-500 series)	\$10,000.00	.00	.00	\$10,000.00
20-477-100-600 Instructional Supplies	\$359,754.21	\$320,567.17	.00	\$39,187.04
<b>Total Instruction</b>	<b>\$548,899.00</b>	<b>\$421,431.95</b>	<b>\$0.00</b>	<b>\$127,467.05</b>
--- Support Services ---				
20-477-200-100 Salaries	\$2,500.00	\$2,500.00	.00	.00
20-477-200-200 Benefits	\$10,976.00	\$2,393.59	.00	\$8,582.41
20-477-200-300 Professional Tech Services	\$81,500.00	\$66,500.00	.00	\$15,000.00
20-477-200-500 Other Purchased Services	\$3,786.00	\$3,785.14	.00	\$0.86
20-477-200-600 Supplies and Materials	\$222,398.00	\$218,740.03	.00	\$3,657.97
<b>Total Support Services</b>	<b>\$321,160.00</b>	<b>\$293,918.76</b>	<b>\$0.00</b>	<b>\$27,241.24</b>
<b>TOTAL CARES Act Education Stabilization Fund</b>	<b>\$870,059.00</b>	<b>\$715,350.71</b>	<b>\$0.00</b>	<b>\$154,708.29</b>
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
-- Instruction --				
20-479-100-6XX Instructional Supplies	\$516,709.00	\$516,709.00	.00	.00
<b>Total Instruction</b>	<b>\$516,709.00</b>	<b>\$516,709.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL Coronavirus Relief Grant Program</b>	<b>\$516,709.00</b>	<b>\$516,709.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
--- Other Federal Programs ---				
20-231 to 20-239-XXX-XXX ESSA Title I - Part A/D	\$978,234.00	\$935,512.11	.00	\$42,721.89
20-241 to 20-245-XXX-XXX ESSA Title III - Part A/D	\$71,998.00	\$53,693.46	.00	\$18,304.54

	Appropriations	Expenditures	Encumbrances	Available Balance
20-25X-XXX-XXX I.D.E.A. Part B	\$2,161,286.00	\$1,783,762.45	.00	\$377,523.55
20-27X-XXX-XXX ESSA Title II - Part A/D	\$258,386.00	\$202,816.67	\$240.00	\$55,329.33
20-28X-XXX-XXX ESSA Title IV	\$100,675.00	\$73,920.53	.00	\$26,754.47
20-361 to 20-399-XXX-XXX Vocational Education	\$160,034.00	\$159,367.31	.00	\$666.69
20-483-XXX-XXX CRRSA-ESSER II Grant Program	\$3,064,702.00	.00	.00	\$3,064,702.00
20-484-XXX-XXX CRRSA Act-Learning Acceleration Grant Program	\$196,677.00	.00	.00	\$196,677.00
20-485-XXX-XXX CRRSA Act-Mental Health Grant Program	\$45,000.00	.00	.00	\$45,000.00
20-512-XXX-XXX Coronavirus Relief Fund - Nonpub Tech	\$62,293.00	\$62,263.15	.00	\$29.85
TOTAL Other Federal Programs	\$7,099,285.00	\$3,271,335.68	\$240.00	\$3,827,709.32
 TOTAL FEDERAL PROJECTS	 \$8,486,053.00	 \$4,503,395.39	 \$240.00	 \$3,982,417.61
 20-XXX-XXX-XXX All Other State/Fed/Loc Projects	 \$59,676.00	 \$0.00	 \$0.00	 \$59,676.00
  TOTAL EXPENDITURES	  \$9,597,252.39	  \$5,335,629.67	  \$70,245.53	  \$4,191,377.19

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

Special Revenue Fund - Fund 20  
For 12 Month Period Ending 06/30/21

I, Tonya Flowers, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

  
\_\_\_\_\_  
Board Secretary/Business Administrator

8/25/21  
\_\_\_\_\_  
Date

8/24 11:41am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 12 Month Period Ending 06/30/21

=====

ASSETS AND RESOURCES

=====

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

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

301	Estimated Revenues	\$255,630.81	
302	Less Revenues	(\$255,789.48)	
		<hr/>	<hr/>
			(\$158.67)
			<hr/>
	Total assets and resources		(\$158.67)
			=====

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

Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 12 Month Period Ending 06/30/21

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

=====

--- Appropriated ---

601	Appropriations		\$255,630.81	
602	Less : Expenditures	\$255,789.48		
			(\$255,789.48)	
				(\$158.67)
	Total Appropriated			(\$158.67)

--- Unappropriated ---

TOTAL FUND BALANCE	(\$158.67)
TOTAL LIABILITIES AND FUND EQUITY	(\$158.67)

=====



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

Capital Projects Fund - Fund 30  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 12 Month Period Ending 06/30/21

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
*** REVENUES/SOURCES OF FUNDS ***				
Other Revenue/Source of Funds	\$255,630.81	\$255,789.48		(\$158.67)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL REVENUE/SOURCES OF FUNDS	\$255,630.81	\$255,789.48		(\$158.67)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
*** EXPENDITURES ***				
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
30-XXX-XXX-73X Equipment	\$255,630.81	\$255,630.81	.00	.00
TOTAL EXPENDITURES	\$255,630.81	\$255,630.81	\$0.00	\$0.00
30-000-520-930 Transfers to other funds		\$158.67	.00	(\$158.67)
*** TOTAL EXPENDITURES AND TRANSFERS	\$255,630.81	\$255,789.48	\$0.00	(\$158.67)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

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

Capital Projects Fund - Fund 30  
For 12 Month Period Ending 06/30/21

I, Tonya Flowers, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

  
Board Secretary/Business Administrator

8/25/21  
Date

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
Debt Service Fund - Fund 40  
Interim Balance Sheet  
For 12 Month Period Ending 06/30/21

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$2.92
-----	--------------	--	--------

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

301	Estimated Revenues	\$6,082,024.00	
302	Less Revenues	(\$6,082,024.00)	

Total assets and resources

-----

\$2.92

=====

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

Debt Service Fund - Fund 40  
Interim Balance Sheet  
For 12 Month Period Ending 06/30/21

LIABILITIES AND FUND EQUITY

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

601	Appropriations		\$6,082,026.00	
602	Less : Expenditures	\$6,082,025.02		
			(\$6,082,025.02)	
				\$0.98

Total Appropriated

\$0.98

--- Unappropriated ---

770	Fund Balance			\$3.94
303	Budgeted Fund Balance			(\$2.00)

TOTAL FUND BALANCE

\$2.92

TOTAL LIABILITIES AND FUND EQUITY

\$2.92

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$6,082,026.00	\$6,082,025.02	\$0.98
Revenues	(\$6,082,024.00)	(\$6,082,024.00)	\$0.00
	\$2.00	\$1.02	\$0.98
--- Change in Maint. / Capital reserve account ---			
Subtotal	\$2.00	\$1.02	\$0.98
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	\$2.00	\$1.02	\$0.98

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

Debt Service Fund - Fund 40  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 12 Month Period Ending 06/30/21

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		<hr/>	<hr/>	<hr/>	<hr/>
*** REVENUES/SOURCES OF FUNDS ***					
--- Local Sources ---					
1210	Local tax levy	\$5,348,967.00	\$5,348,967.00		.00
		<hr/>	<hr/>	<hr/>	<hr/>
	Total Local Sources	\$5,348,967.00	\$5,348,967.00		\$0.00
		<hr/>	<hr/>	<hr/>	<hr/>
--- State Sources ---					
3160	Debt service aid Type II	\$733,057.00	\$733,057.00		.00
		<hr/>	<hr/>	<hr/>	<hr/>
	Total State Sources	\$733,057.00	\$733,057.00		\$0.00
		<hr/>	<hr/>	<hr/>	<hr/>
	TOTAL REVENUE/SOURCES OF FUNDS	\$6,082,024.00	\$6,082,024.00		\$0.00
		<hr/>	<hr/>	<hr/>	<hr/>

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

Debt Service Fund - Fund 40  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 12 Month Period Ending 06/30/21

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	<u>                    </u>	<u>                    </u>	<u>                    </u>
 --- Debt Service - Regular ---			
40-701-510-723 Princ. Payments-Comm. Appr. Lease Pur. Agr.	\$1,935,000.00	\$1,935,000.00	.00
40-701-510-833 Interest Payments-Comm. Appr. Lease Pur. Agr.	\$867,544.00	\$867,543.76	\$0.24
40-701-510-834 Interest on Bonds	\$794,482.00	\$794,481.26	\$0.74
40-701-510-910 Redemption of Principal	\$2,485,000.00	\$2,485,000.00	.00
	<u>                    </u>	<u>                    </u>	<u>                    </u>
TOTAL	\$6,082,026.00	\$6,082,025.02	\$0.98
	<u>                    </u>	<u>                    </u>	<u>                    </u>
 TOTAL USES OF FUNDS BEFORE TRANSFERS			
	<u>                    </u>	<u>                    </u>	<u>                    </u>
 *** TOTAL USES OF FUNDS ***			
	<u>                    </u>	<u>                    </u>	<u>                    </u>



REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
West Orange Board of Education  
Debt Service Fund - Fund 40

For 12 Month Period Ending 06/30/21

I, Tonya Flowers, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

  
Board Secretary/Administrator

8/25/21  
Date

REPORT OF THE TREASURER  
TO THE BOARD OF EDUCATION

DISTRICT OF WEST ORANGE

ALL FUNDS

FOR THE MONTH ENDING JUNE 30, 2021

		Beginning Cash Balance	Cash Receipts	Cash Disbursements	Ending Cash Balance
<b>GOVERNMENTAL FUNDS</b>					
General Fund - Fund 10		18,098,019.12	13,019,232.82	16,832,368.60	14,284,883.34
Capital Reserve -Fund 10		302,941.78	30,198.97		333,140.75
Emergency Reserve -Fund 10		664,422.93	6.00		664,428.93
Workers Comp Claims Fund-Fund 10		90,000.00			90,000.00
Unemployment Trust Fund-Fund 10	*	497,844.83	31,853.57		529,698.40
Payroll Agency-Fund 10	*	4,501,933.37	4,841,477.99	4,496,289.02	4,847,122.34
Flex Account-Fund 10	*	341.89	37,500.41	37,261.44	580.86
Flex Account-Fiscal Agent-Fund 10	*		65,942.34		65,942.34
Special Revenue Fund - Fund 20		490,396.79	789,847.15	1,279,216.68	1,027.26
Student Activity Fund - Fund 20	**	0.00	435,015.30	155,078.53	279,936.77
Capital Projects Fund - Fund 30		0.00			0.00
Debt Service Fund - Fund 40		(445,744.33)	445,747.25		2.92
<b>Total Governmental Funds</b>		<b>24,200,156.38</b>	<b>19,696,821.80</b>	<b>22,800,214.27</b>	<b>21,096,763.91</b>
<b>ENTERPRISE FUNDS</b>					
Food Service Fund - Fund 60		1,665,780.12	316,785.13	319,220.71	1,663,344.54
Enrichment Fund - Fund 61		68,111.73	114,775.00	355.00	182,531.73
<b>Total Enterprise Funds</b>		<b>1,733,891.85</b>	<b>431,560.13</b>	<b>319,575.71</b>	<b>1,845,876.27</b>
<b>AGENCY FUNDS</b>					
Payroll		5,163.89	5,551,001.93	5,555,814.11	351.71
<b>Total Agency Funds</b>		<b>5,163.89</b>	<b>5,551,001.93</b>	<b>5,555,814.11</b>	<b>351.71</b>
<b>TOTAL ALL FUNDS</b>		<b>25,939,212.12</b>	<b>25,679,383.86</b>	<b>28,675,604.09</b>	<b>22,942,991.89</b>

\* reclass to Fund 10 per GASB 84 Requirements

\*\* set up Student Activity in Fund 20 per Gasb 84 Requirements

  
Treasurer of School Monies

8-26-2021  
Date