



August 18, 2025
Public Session

WEST ORANGE BOARD OF EDUCATION
Public Board Meeting August 18, 2025
5:30 P.M. Executive Session
6:30 P.M. Public Session
West Orange High School
51 Conforti Avenue

Agenda

I. ROLL CALL OF THE MEMBERS

II. NOTICE OF MEETING:

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests are discussed or acted upon. In accordance with the provisions of the Act:

- A written notice was sent from the Office of the Secretary of the Board on January 6, 2025.
- That said notice was sent by regular mail to the West Orange Township Clerk and the Editors of the West Orange Chronicle and by email to the Star-Ledger.
- That said notice was posted in the lobby of the Administration Building of the Board of Education and posted on the district website at www.woboe.org
- Please be advised that this meeting is being recorded and may be broadcasted on local TV and the district's website at a future date.

III. EXECUTIVE SESSION

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 discuss 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.

IV. PUBLIC SESSION AT 6:30 P.M.

V. PLEDGE OF ALLEGIANCE

VI. CONSIDERATION OF THE CLOSED AND PUBLIC MEETING MINUTES OF July 21, 2025 (Att. #1)

VII. SUPERINTENDENT/BOARD COMMITTEE REPORTS

- A. Student Orientations
- B. HIB Report

VIII. QUESTIONS FROM THE PUBLIC ON AGENDA ITEMS

IX. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS



A. PERSONNEL

1. Resignations / Retirements / Terminations

- a. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following certificated staff resignation(s) / retirement(s):

Name	Location	Position	Reason	Effective Date
Jiwon Choe	WOHS	Science	Resignation	8/31/2025
Jaclyn Headlam	Edison	SAC	Resignation	9/16/2025
Michele Lloyd	Redwood	Special Education	Resignation	8/31/2025

- b. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following non-certificated staff resignation(s) / retirement(s):

Name	Location	Position	Reason	Effective Date
Mary Byrne	Washington	Lunch Aide	Retirement 2 years*	6/18/2025
John David Philleo	Redwood	Paraprofessional	Resignation	8/06/2025

*amended

2. Rescissions

- a. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following rescission(s):

Name	Location	Position	Effective Date
Jamani Thompson	Edison	Leave Replacement	9/1/2025-6/30/2026

3. Appointments

- a. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following certificated staff appointment(s).

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Paulina Andolino	Gregory	Grade 3	A Oakley-Nowak Reassigned	MA	5	\$70,363	9/22/2025** 6/30/2026
Samantha Aricaya	WO-ECLC	Supervisor of Preschool	NEW	Supervisor	1	\$105,925 Grant Funded (PEA)	9/1/2025 6/30/2026
Sabreen Assaf	Gregory	Grade 5	Montick Reassigned	BA	5	\$65,893	9/1/2025 6/30/2026
Leoneiry Diaz	Kelly	Kindergarten ICR	New	MA	5	\$70,363	9/1/2025 6/30/2026
Christina Doherty	Gregory	Academic Support	Moffett Lee	MA	13	\$75,407 Prorated	10/20/2025** 6/30/2026
Sarah Gathright	Gregory	School Psychologist Leave Replacement	Flannelly	BA	5	\$65,893 Prorated	9/1/2025 12/31/2025



Lisa Hannah	Gregory	Grade 3 Leave Replacement	Garvey	MA	5	\$70,363 Prorated	9/1/2025 1/16/2026
Tracy Jones	Washington	Grade 4 Leave Replacement	Falk	MA	5	\$70,363 Prorated	9/1/2025 1/31/2026
Lynette Pinckney	Gregory	Grade 5 Soc/Sci	Fitzgerald	BA	8	\$68,078 Prorated	10/20/2025* 6/30/2026
Alan Reeder	Roosevelt	Social Studies Leave Replacement	Woch	MA	N/A	\$384.50 Per Diem	9/3/2025 10/24/2025
Danielle Schepis	WOHS	ESL Leave Replacement	Lourenco	MA	5	\$70,363 Prorated	10/1/2025 6/30/2026
Ashlee Tancredi	Redwood	Special Education	New Position	BA	5	\$65,893 Prorated	10/20/2025** 6/30/2026
Jamani Thompson	WOHS	Science	Choe	BA	5	\$65,893	9/1/2025 6/30/2026

*amended

**Pending release from current district

- b. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following non-certificated staff appointment(s):**

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Nora Aquino	Transportation	Assistant Supervisor	New	N/A	N/A	\$75,000 Prorated	8/19/2025 06/30/2026
Julia Booker	WOHS	Paraprofessional	F. Douge	BA	4	\$35,363.00	9/1/2025 6/30/2026
Dianne Bowman	Gregory	Lunch Aide	N. Romero	N/A	1	\$10,000.90	9/1/2025 6/30/2026
Iva Cantave	Transportation	Bus Driver	New	N/A	1	\$24,392.00	9/1/2025 6/30/2026
Bruno Garcia	Transportation	Bus Driver	New	N/A	1	\$24,392.00	9/1/2025 6/30/2026
Nicole Jerez	Central Office	Clerical Aide	Anthony Estevez	N/A	1	\$36,816.08	9/1/2025 6/30/2026
Violetta Kasprzak	Mt. Pleasant	Lunch Aide	Vanessa Paul	N/A	1	\$10,000.90	9/1/2025 6/30/2026
Catherine Lee	Hazel	Lunch Aide	D.Habersham	N/A	1	\$10,000.90	9/1/2025 6/30/2026
Michael Schaaf	Transportation	Supervisor	New	N/A	N/A	\$85,000 Prorated	8/19/2025 6/30/2026
Amanda Smith	Redwood	Paraprofessional	A. Wigler	BA	6	\$35,864.00	9/1/2025 6/30/2026
Sheryl Siegel	Liberty	Paraprofessional	New	BA	5	\$35,534.00	9/1/2025 6/30/2026
Robert Vena Jr.	St. Cloud	Paraprofessional	M. Rodriguez	N/A	8	\$33,968.00	9/1/2025 6/30/2026

- c. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following additional teaching assignment(s):**



Name	Location	Position	Effective Dates
Leanna Amorim	Roosevelt	World Language Enrollment-Vacancy	9/1/2025 - 6/30/2026
Katelyn Antico	WOHS	Mathematics Leave Replacement-Bryant	9/1/2025 - 11/24/2025
Leslie Bagen	WOHS	Mathematics Leave Replacement-Bryant	9/1/2025 - 11/24/2025
Jennifer Cataldo	Roosevelt	Mathematics Enrollment-Vacancy	9/1/2025 - 6/30/2026
Alyssa Cowan	Roosevelt	Special Education Enrollment-Vacancy	9/1/2025 - 6/30/2026
Nicole Eoon	Roosevelt	Mathematics Enrollment-Vacancy	9/1/2025 - 6/30/2026
Tracy Gordon	Roosevelt	Science Enrollment-Vacancy	9/1/2025 - 6/30/2026
Anna Maria Grammatica	Roosevelt	World Language Enrollment-Vacancy	9/1/2025 - 6/30/2026
Salma Hassan	Roosevelt	Mathematics Enrollment-Vacancy	9/1/2025 - 6/30/2026
Susan Hayward	Roosevelt	Science Enrollment-Vacancy	9/1/2025 - 6/30/2026
Kim Jennings	Roosevelt	Special Education Enrollment-Vacancy	9/1/2025 - 6/30/2026
William Keegan	Roosevelt	Mathematics Enrollment-Vacancy	9/1/2025 - 6/30/2026
Jennifer Marino	Roosevelt	Social Studies Enrollment-Vacancy	9/1/2025 - 6/30/2026
Nicole Massoud	WOHS	Mathematics Leave Replacement-Bryant	9/2/2025 - 11/24/2025
Tracy Nazar	Roosevelt	ELA Enrollment-Vacancy	9/1/2025 - 6/30/2026
Telmo Nunes	Roosevelt	Social Studies Enrollment-Vacancy	9/1/2025 - 6/30/2026
Kristen Paul	Roosevelt	Special Education Enrollment-Vacancy	9/1/2025 - 6/30/2026
Ahmed Sehwait	WOHS	Mathematics Leave Replacement-Bryant	9/1/2025 - 11/24/2025
Caniece Williams	WOHS	Mathematics Leave Replacement-Bryant	9/1/2025 - 11/24/2025
Roseanna Zamloot	WOHS	World Language Enrollment-Vacancy	9/1/2025 - 6/30/2026

- d. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following staff salary adjustments for the 2025-2026 school year:



Name	Location	Position	Salary Guide	Step	Base Salary	Longevity	Longevity Effective Date	Salary	Effective Dates	FTE
Ashley Fiory	BMELC	Paraprofessional	Paraprofessional	13	\$42,253	\$950.00	6/1/2025	\$43,203	2025-2026	100
Kim Greenwald	Hazel	Teacher	MA	18	\$111,038	\$5,612.00*	N/A	\$116,650	2025-2026	100

*amended

- e. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following negotiated Co-Curricular Assignments:

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Janelle Morales	WOHS	School Store Management Club	\$1,749.00*	2025 - 2026
Gina Piserchio	WOHS	Cheerleading: Assistant (2)	\$16,679*	2025 - 2026
Michele Spears	WOHS	Cheerleading: Assistant (2)	\$16,679*	2025 - 2026
Kim Szalkai	WOHS	School Store Management Club	\$1,749.00*	2025 - 2026

*amended

- f. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following additional summer assignment(s):

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Rebecca Beutel	St. Cloud	August New Staff Orientation Presenter	\$85.11 per hour Not to exceed 1.5 hours	8/26/2025
Shena Brown	St. Cloud	August New Staff Orientation Presenter	\$85.11 per hour Not to exceed 3 hours	8/26/25
Stephanie Bryson	Edison	Relocation of Office	\$339.29 per diem	7/21/25-8/29/25
Sarah McIntosh	Redwood	August New Staff Orientation Presenter	\$85.11 per hour Not to exceed 1.5 hours	8/26/25

- g. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following additional assignment(s):

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Olivia Betances	Roosevelt	WOW Coordinator	\$5,000 per year	2025 -2026
Rebecca Beutel	St. Cloud	New Staff Orientation Year 1 Presenter	\$85.11 per hour Not to exceed 2 hours	2025-2026
Rebecca Beutel	St. Cloud	New Staff Orientation Year 2 Presenter	\$85.11 per hour Not to exceed 2 hours	2025-2026
Joel Castillo	Hazel	WOW Coordinator	\$5,000 per year	2025 -2026
Juliette Contreras	Kelly	Bilingual Parent Liaison	\$8,000**	2025-2026
Rana Elkadi	WOHS	New Staff Orientation Year 1 Presenter	\$85.11 per hour Not to exceed 2 hours	2025-2026
Rana Elkadi	WOHS	New Staff Orientation Year 2 Presenter	\$85.11 per hour Not to exceed 2 hours	2025-2026



Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Max Grossman	WOHS	Lobby Redesign	\$40.81 per hour Not to exceed 25 hours	8/1/2025-9/30/2025
Kimya Jackson	Redwood	WOW Coordinator	\$5,000 per year	2025 -2026
Sarah McIntosh	Redwood	New Staff Orientation Year 1 Presenter	\$85.11 per hour Not to exceed 2 hours	2025-2026
Sarah McIntosh	Redwood	New Staff Orientation Year 2 Presenter	\$85.11 per hour Not to exceed 2 hours	2025-2026
Monika Mocarski	Roosevelt	Best Buddies Advisor	\$1,500	2025-2026
Maria Navarette	WOHS	Best Buddies Advisor	\$1,500	2025-2026
Keri Orange-Jones	Edison	WOW Coordinator	\$5,000 per year	2025 -2026
Felix Plata	Central Office	WOW Coordinator	\$5,000 per year	2025 -2026
Leslie Taylor	Hazel	Bilingual Parent Liaison	\$8,000**	2025-2026
Jessica Tineo	Washington	Bilingual Parent Liaison	\$12,000**	2025-2026

*amended

**funded via ESEA Title IA to be paid in installments

- h.** Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following substitute appointment(s) at the appropriate substitute rates for 2025-2026:

Name	Certification Code	Administrator	Administrative Assistant	Lunch Aide	Nurse	Custodian
Guisel Atencio Benavides						x
Jodi Bianchi		x				
Rocio Diaz-Vilcachagua						x
George Ellenburg						x
Maria Gualpa				x		
Sochiry Rodriguez Saker						x
Marcela Silva de Gouveia			x			
Michelle States			x	x		
Thomas Tarullo						x
Thurston Thomas						x

- i.** Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following negotiated 2025-2026 Co-Curricular assignments(s) Roosevelt Middle School (Att. #2)
- j.** Upon recommendation of the Superintendent of Schools, approval by the Board of Education for the following 2025-2026 WOHS and MS Newcomer Multilingual Orientation Program assignments: (Att. #3)
- k.** Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following Buildings and Grounds stipend(s):



Name	Location	Type	Stipend / Rate of Pay	Effective Dates
Timothy Allen	Central Office	Grounds Lead/Snow Brigade Captain	\$5,000	2025-2026
Luis Grajales	WOHS	Athletic Events Maintenance Coordinator	\$10,000	2025-2026

1. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following 2025 Child Study Team summer assignment(s) revisions. Rates may be adjusted upon ratification of Collective Bargaining Agreement:

Name	Position	Location	Assignment	Stipend / Rate of Pay	Effective Dates
Todd Cohen	LDTC	District	Case Management	\$75.80 an hour Not to exceed 200* hours	6/23/25 - 8/29/25
Amy Drost	School Psychologist	District	Case Management	\$75.80 an hour Not to exceed 140* hours	6/23/25 - 8/29/25
Katherine Hedlund	OT	Preschool	Case Management	\$75.80 an hour Not to exceed 50* hours	6/23/25 - 8/29/25

*amended

4. Leaves of Absence:

- a. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following leaves of absence for certificated staff:

Employee #	Type	Location	Paid Leave	Unpaid Leave with Benefits	Unpaid Leave without Benefits	Anticipated Return Date
4787	Medical	St. Cloud	9/2/2025-10/3/2025 .5 day	10/3/2025 .5 day-11/26/2025	N/A	12/1/2025
4102	Medical	WOHS	9/1/2025-12/31/2025	N/A	N/A	1/3/2026
8413	FMLA	Gregory	N/A	12/1/2025-1/16/2026	N/A	1/20/2026
4867	Medical	Washington	9/2/2025-9/18/2025	9/19/2025-12/23/2025	N/A	1/5/2026
4197	Medical	WOHS	9/2/2025-9/25/2025	9/26/2025-10/10/2025	N/A	10/13/2025
8758	Maternity	St. Cloud	11/10/2025-1/14/2026	1/15/2026-4/3/2026 FMLA	N/A	4/6/2026
4264	Medical	WOHS	9/2/2025-10/31/2025	N/A	N/A	11/3/2025

- b. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following leaves of absence or non-certificated staff:

Employee #	Type	Location	Paid Leave	Unpaid Leave with Benefits	Unpaid Leave without Benefits	Anticipated Return Date
4702	Medical	Redwood	8/4/2025-8/29/2025	N/A	N/A	9/2/2025
4598	Medical	WOELC	7/1/2025-8/20/2025	8/21/2025-8/25/2025 amended from Unpaid Leave w/o Benefits	N/A	8/26/2025
8884	Medical	Gregory	7/1/2025-8/6/2025	N/A	8/6/2025-8/29/2025 amended from 5/27/2025 - 6/30/2025	9/2/2025
9127	N/A	WOHS	N/A	6/23/2025-6/30/2025	N/A	N/A

5. Transfer(s):



- a.** Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following transfer(s) of certificated staff:

Name	Transfer Type	From	Position	To	Position	Effective Date
Allison Bielinski	Voluntary	RMS .6 WOHS .4	Occupational Therapist	LMS.2 RMS.3 WOHS.3	Occupational Therapist	9/1/2025
Sandra Bochesse	Involuntary	Edison	Library Media Specialist	Edison/ Roosevelt	Library Media Specialist	9/1/2025
Melissa Butler	Voluntary	Gregory .7 / Edison .3	Occupational Therapist	Gregory .8 /Hazel .2	Occupational Therapist	9/1/2025
Kellie Carsillo	Voluntary	Gregory .6/ Hazel .2 / Roosevelt .2	LDTC	Gregory .8/ Hazel .2	LDTC	9/1/2025
Nicole Dalle-Molle	Voluntary	Kelly	School Psychologist	Kelly .8/ St. Cloud .2	School Psychologist	9/1/2025
Danielle Dugan	Voluntary	Washington	Reading Specialist K-5	Washington / Redwood	Reading Specialist K-5	9/1/2025
Cecelia Ferrera	Voluntary	Mt. Pleasant .9 / Kelly .1	Art	Mt. Pleasant	Art	9/1/2025
Leonard Ford	Involuntary	Central Office	Technology Integration Specialist	Gregory	Grade 4 (Math/Science)*	9/1/2025
Valentina Gabriele	Voluntary	Kelly	Academic Support	Hazel	Academic Support	9/1/2025
Katherine Hedlund	Voluntary	Washington	Occupational Therapist	Washington .8 / Edison.2	Occupational Therapist	9/1/2025
Austin Kurbansade	Voluntary	Mt. Pleasant .9 / Gregory .1	Music	Mt. Pleasant	Music	9/1/2025
Christine Lattimer	Voluntary	OOD .8 / Mt. Pleasant .2	LDTC	OOD .8 / Washington .1	LDTC	9/1/2025
Maria Lauricell	Voluntary	BMELC .6 / Kelly .4	LDTC	Redwood .8 / BMELC .2	LDTC	9/1/2025
Michelle Ledesma	Voluntary	Hazel .8 / BMELC .2	Art	Hazel .8 / Kelly .2	Art	9/1/2025
Angel Liu	Voluntary	Edison	Orchestra	Edison / Liberty	Orchestra	9/1/2025
Miriam Negasi	Voluntary	OOD	School Psychologist	OOD .8 BMELC.2	School Psychologist	9/1/2025
Nicole Payne-Venezia	Voluntary	Hazel	Music	Hazel .8 / Kelly .2	Music	9/1/2025
Dara Soberman	Voluntary	Washington	Speech Therapist	Washington .4 BMELC.6	Speech Therapist	9/1/2025
Catherine Solino	Voluntary	Roosevelt / Liberty	Orchestra	Roosevelt	Orchestra	9/1/2025
Adam Swart	Voluntary	St. Cloud .8 / Kelly .2	Art	St. Cloud	Art	9/1/2025
Madelaine Werner	Voluntary	Roosevelt .4 / WOHS .6	Speech Therapist	Liberty .3/ Roosevelt .3 / WOHS .4	Speech Therapist	9/1/2025

*amended

- b.** Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following transfer(s) of non-certificated staff:

Name	From	Position	To	Position	Effective Date
Ronen Trincer	Washington	Paraprofessional	Edison	Paraprofessional	9/1/2025



6. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following job description(s): (Att. #4)

Job Description	New	Revised
Director of Special Services		X
Supervisor of Early Childhood Education		X
Parent and Family Resource Coordinator	X	
Executive Assistant to the Assistant Business Administrator	X	
Fiscal Specialist		X

B. CURRICULUM AND INSTRUCTION

1. Upon recommendation of the Superintendent of Schools, approval of the Agreement between Hudson County Community College (HCCC) and West Orange High School to provide instruction for select Culinary Arts Courses for high school students enrolled in HCCC to have the opportunity to earn dual credit for the 2025-2026 school year.
2. Upon recommendation of the Superintendent of Schools, approved by the Board of Education for the following 2025-2026 Student Teacher assignments:

Student Teacher/Intern Candidate	Affiliate University	Assigned School	Effective Dates
Carr, Aaron	Pillar College	Liberty/Mt. Pleasant	9/3/2025 - 6/18/2025
Davidoff, Jessica	Grand Canyon University	Hazel	9/3/2025 - 12/23/2025
Hernandez, Chasity	Rutgers University	Hazel	9/8/2025 - 12/17/2025
Lake, Miranda	Caldwell University	Hazel	9/8/2025 - 12/12/2025
LaPira, Marshall	Montclair State University	WOHS	9/3/2025 - 6/18/2026
Martel, Rubi	Caldwell University	WOHS	9/2/2025 - 12/12/2025
Mihalko, Mia	William Paterson University	Hazel	9/1/2025 - 6/12/2026
Moore, Lela	Rutgers University	Edison/Liberty/Roosevelt	9/2/2025 - 12/17/2025
Pitts, Doris	Caldwell University	WOHS	9/2/2025 - 12/2/2025
Regan, Sydney	Montclair State University	WOHS	9/30/2025 - 12/20/2025
Zeb, Ana	Montclair State University	WOHS	9/3/2025 - 6/18/2026
Zherka, Valdete	Kean University	Mt. Pleasant	9/3/2025 - 12/20/2025

3. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the new PreK curriculum Teaching Strategies Gold for the 2025-2026 School Year in the amount of \$11,122.66.

C. FINANCE

a.) Special Services



1. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following out of district placements for the 2025-2026 school year. (Att. #5)
2. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the contract with Brett DiNovi & Associates, L.L.C. to provide services for the 2025-2026 school year.

Services	Rate	Not to Exceed	Budgeted/Unbudgeted
Behavior/Education Consultation	Clinical Associates: \$60.00/hour Behavior Support: \$75.00/hour Behavior Consultant: \$140.00/hour	\$40,000.00	Budgeted

3. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the contract with Mountain Lakes Board of Education to provide itinerant services for the 2025-2026 school year.

Services	Rate	Not to Exceed	Budgeted/Unbudgeted
Itinerant Special Instructional Services	\$190.00/session	\$760.00	Budgeted

4. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following nursing services for the 2025-2026 school year:

Dates	Time	Nurse	Event
8/11/25-8/15/25	8/11/25-8/14/25 @ 8:30 A.M.-8:30 P.M. 8/15/25 @ 8:30 A.M.-6:30 P.M.	Benedicta Akpahu	Band Camp

5. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the contract with Infinite Therapy Solutions to provide services for the 2025-2026 school year.

Services	Rate	Not to Exceed	Budgeted/Unbudgeted
ABA Treatment, Tech/Home	\$125.00/hour	\$51,000.00	Unbudgeted

b.) Business Office

1. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the August 18, 2025 Bills List in the amount of \$24,697,637.18.
2. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the June 2025 transfers within the 2024-2025 budget in compliance with N.J.A.C. 6A:23-2.11(A)2. (Att. #6)
3. Upon recommendation of the Superintendent of Schools, acceptance by the Board of Education of the Board Secretary's financial report for the month of June 2025, 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. #7)

4. Upon recommendation of the Superintendent of Schools, approval by the Board of Education acknowledgement and acceptance of the Report of the Treasurer of School Monies for the month of June 2025, which report is in agreement with the Secretary's Report.
5. Upon recommendation of the Superintendent of Schools, approval of proposed Non Public Technology Aid Program expenditures funded through the Office of State Aid Entitlements and Payments to Non Public Schools (not local funds).

School	Description	Amount
Golda Och Lower School	Mystery Science Software	\$999.00

6. Upon recommendation of the Superintendent of Schools, 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
Playhouse Nursery	Rear exterior door replacement	\$3,400.00

7. Upon the recommendation of the Superintendent of Schools, approval by the Board of Education of the following annual tuition rates for non-resident pupils for the 2025-2026 school year:

Grade	Annual Tuition
General Education	
Pre-K	\$21,715
Grades 1-5	\$23,979
Grades 6-8	\$25,253
Grades 9-12	\$24,817
Special Education	
Autism	\$58,783
MCI (Mild Cognitive)	\$32,251
MD (Multiply Disabled)	\$33,561
LLD (Learning Language Disabled)	\$29,309
ERI (Emotion Regulation Impairment)	\$42,400
PSH (Preschool Handicapped)	
Full Time	\$45,775



8. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the Settlement Agreement between the West Orange Board of Education and the parents of Student ID #2113065.
9. Upon the recommendation of the Superintendent of Schools, approval by the Board of Education of the Parental Contract for Student Transportation for Student #2007092, for the period September 2025 through August 2026, in the amount not to exceed \$20,800.
10. Upon the recommendation of the Superintendent of Schools, approval by the Board of Education for the approval to contract with Pre-K Fiscal Consulting, LLC to provide Fiscal Specialist Services for the Preschool Expansion Aid (PEA) program for the 2025-2026 school year for an annual fee of \$43,500.
11. Upon the recommendation of the Superintendent of Schools, approval by the Board of Education of the Service Agreement between Buzz1441 and the West Orange Board of Education for the 2025-2026 school year for an amount not to exceed \$44,000.
12. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the Joint Transportation Agreement between Hunterdon County Educational Services Commission (HCESC) and the West Orange Board of Education for the 2025 - 2026 school year.
13. Upon recommendation of the Superintendent of Schools, approval of submission of the ESEA (Elementary and Secondary Education Act) Consolidated Grant Application inclusive of Titles IA, IIA, III, III Immigrant, and IVA for Fiscal Year 2026 in the amount of \$1,604,079, and acceptance of the grant award of these funds upon subsequent approval of the FY2026 ESEA Application. Title I Schools for the 2025-2026 school year include: Hazel, Kelly (operating as a Target Assist Model) and Washington (operating on a School Wide Model) Elementary Schools.

	Public	Non Public	Total
Title IA	\$1,227,162		\$1,227,162
Title IIA	\$156,341	\$32,979	\$189,320
Title III	\$74,041		\$74,041
Title III Immigrant	\$28,364		\$28,364
Title IV A	\$70,351	\$14,841	\$85,192
Total	\$1,556,259	\$47,820	\$1,604,079

14. Upon recommendation of the Superintendent of Schools, approval of the following ESEA Grant funded salaries for the 2025-2026 school year:

Name	Location	Grant	Salary including longevity	Portion grant funded
Lexi Scalici	Title 1 schools	Title I-A	\$112,925	\$112,925



Valentina Gabriele*	Hazel Ave School	Title I-A	\$110,653	\$110,653
Barbara Popple*	Hazel Ave School	Title I-A	\$119,749	\$119,749
Jillian Costantino*	Washington	Title I-A	\$131,174	\$131,174
Laura Kraft*	Washington	Title I-A	\$80,054	\$80,054
Brittany Dietz*	Central Office	Title II-A	\$87,883	\$87,883
Antonia Matos-Kruck*	Washington	Title I-A	\$32,945	\$32,945

*Salaries are inclusive of longevity where appropriate and may be adjusted in an amendment should contract negotiations finalize with the WOE and the West Orange Board of Education during the FY2026.

15. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the:

RESOLUTION AWARDING A CONCESSION FOR ATHLETIC APPAREL AND EQUIPMENT FOR THE BOYS AND GIRLS MIDDLE SCHOOL BASKETBALL TEAMS

WHEREAS, the West Orange Board of Education (the “Board”), desires to procure a vendor to provide apparel and equipment for the boys’ and girls’ middle school basketball teams; and

WHEREAS, the Board sought informal quotations for a concession contract in accordance with N.J.A.C. 5:34-9.4(g)(1) as the total value of the contract is estimated to be below the bid threshold; and

WHEREAS, the Board received a proposal from ANTA USA, Inc.; and

WHEREAS, ANTA USA, Inc. has agreed to provide ANTA Kyrie Brand apparel and equipment for use by the boys’ and girls’ middle school basketball teams; and

WHEREAS, the Board has determined that it is in the best interests of the District to award this concession because ANTA USA, Inc. is providing an extensive collection of new apparel and equipment free of any charge to the Districts or the students which will enable both the District and the students participating in boys’ and girls’ middle school basketball to utilize high quality apparel and equipment without incurring any expense related thereto; and

WHEREAS, the Board will not incur any costs related to this concession; and

WHEREAS, the Board’s legal counsel has issued a legal opinion that the procuring of this concession is permitted under applicable law and has reviewed and approved a written agreement negotiated between ANTA USA, Inc. and the Board regarding the provision of apparel and equipment by ANTA USA, Inc.; and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves a concession with ANTA USA, Inc. to provide apparel and equipment to the boys’ and girls’ middle school basketball teams for the period commencing September 1, 2025 and ending August 31, 2027.



BE IT FURTHER RESOLVED, that the concession may be renewed in accordance with the provisions of the Public School Contracts Law.

16. Upon the recommendation of the Superintendent of Schools, acceptance by the Board of Education of the FY2026 Teach STEM Classes in Nonpublic Schools Grant Award from the New Jersey Department of Education in the amount of \$27,708.16, for the Joseph Kushner Hebrew Academy partnership with Katherine Garcia Bryant.
17. Upon the recommendation of the Superintendent of Schools, acceptance by the Board of Education of the FY2026 Teach STEM Classes in Nonpublic Schools Grant Award from the New Jersey Department of Education in the amount of \$50,094.16, for the Joseph Kushner Hebrew Academy partnership with Tantanya Hodges.
18. Upon the recommendation of the Superintendent of Schools, acceptance by the Board of Education of the FY2026 Teach STEM Classes in Nonpublic Schools Grant Award from the New Jersey Department of Education in the amount of \$40,639.21, for the Joseph Kushner Hebrew Academy partnership with Caniece Williams.
19. Upon the recommendation of the Superintendent of Schools, acceptance by the Board of Education of the FY2026 Teach STEM Classes in Nonpublic Schools Grant Award from the New Jersey Department of Education in the amount of \$29,410.48, for the Joseph Kushner Hebrew Academy partnership with John Tomaszewski.
20. Upon the recommendation of the Superintendent of Schools, acceptance by the Board of Education of the FY2026 Teach STEM Classes in Nonpublic Schools Grant Award from the New Jersey Department of Education in the amount of \$33,386.98, for the Joseph Kushner Hebrew Academy partnership with Shannon Core.
21. **Amended Resolution:** Upon the recommendation of the Superintendent of Schools, approval by the Board of Education of the submission of the amended Individuals with Disabilities Education Act (IDEA) Consolidated Grant for fiscal year 2026:

Basic	
Public	\$1,604,667.
Non Public	\$302,042.
Total	\$1,906,709.

Preschool	
Public	\$75,452.
Non Public	\$0.00
Total	\$75,452.

**amended from the July 21, 2025 Board Meeting, Finance Item B19*

22. **Amended Resolution:** Upon recommendation of the Superintendent of Schools,



approval by the Board of Education of the Lease Agreement between Life Christian Church and the West Orange Board of Education for the rental of property located at 747 Northfield Avenue, West Orange, for the period July 1, 2025 through December 31, 2025 to include a one-time payment of \$4,000 to cover the cost of removing the PODS and storing the items in the shed through December 2025.

**amended from the July 21, 2025 Board Meeting, Finance Item B5*

23. Upon recommendation of the Superintendent of Schools, approval by the Board of Education the submission of the Water Infrastructure Improvement Grant Application and the District has availability of local funds if the estimated costs of the proposed work exceed the grant allowance and the sustainability plan for filtration or flushing solutions, if applicable.

D. REPORTS

1. Upon recommendation of the Superintendent of Schools, acceptance by the Board of Education of the 2024-2025 Student Safety Data System (SSDS) Report dated July 23, 2025. (Att. #8)
2. Upon recommendation of the Superintendent of Schools, acceptance by the Board of Education for the submission of the 2024-2025 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act Report.
3. Upon recommendation of the Superintendent of Schools, acceptance by the Board of Education of the HIB Report ending August 18, 2025.
4. **Harassment, Intimidation and Bullying**

“Whereas, pursuant to Board Policy and the requirements of N.J.S.A. 18A:37-17(b)(6)(c), at its meeting on July 21, 2025, the Superintendent reported HIB Incident Number(s) 073, 074, 075, 076 to the Board; and

Whereas, on July 28, 2025 the parents and/or guardians of the students who are parties to the investigation received information about the investigation pursuant to N.J.S.A. 18A:37-17(b)(6)(d); and

Now, therefore, be it Resolved that the Board affirms the decision of the Superintendent concerning HIB Incident Number(s) 073, 074, 075, 076 for the 2024-2025 school year for the reasons conveyed to the Board.”

5. Upon recommendation of the Superintendent of Schools, approval by the West Orange Board of Education of the 2025-2026 Local Education Agency Guidance for Virtual or Remote Instruction Plan for submission to the New Jersey Department of Education. (Att. #9)

X. PETITIONS AND HEARINGS OF CITIZENS

XI. NEXT BOARD MEETING to be held at 6:30 p.m. on September 15, 2025 at West Orange High School.

XII. 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

2025 - 2026 Middle School Co-Curricular Assignments

Activity	Name	Location	Stipends
Academically Speaking Club Advisor	Peggy Geher	Roosevelt	\$3,214.00
Art Club Advisor	Kristy Lopez	Roosevelt	\$1,673.00
Audio-Visual Coordinator	Colleen Martin	Roosevelt	\$3,214.00
Chess Club/Strategic Gaming Club Advisor	Laura Santimauro	Roosevelt	\$1,673.00
Drama Choreographer	Colleen Martin	Roosevelt	\$1,607.00
Drama Co-Producer	Tracy Gordon	Roosevelt	\$725.50
Drama Co-Producer	Laura Santimauro	Roosevelt	\$725.50
Drama Music Director	Colleen Martin	Roosevelt	\$1,749.00
Drama Set Design/Construction	Janis Oliver	Roosevelt	\$1,607.00
Environmental Activism Club Advisor	Rebecca Kalenak	Roosevelt	\$1,673.00
Explorer's Club Advisor	Leanna Amorim	Roosevelt	\$1,673.00
Gardening Club Advisor	Rebecca Kalenak	Roosevelt	\$1,673.00
Gender & Sexualities Alliance Club Advisor	Gabby Tenn	Roosevelt	\$1,673.00
Jazz Band Director	Roger Bryson	Roosevelt	\$1,673.00
Junior Interact/Service Club (Community Connections) Advisor	Tracy Gordon	Roosevelt	\$1,673.00
Peer Tutoring Club Advisor	Roger Bryson	Roosevelt	\$1,673.00
Poetry Club Advisor	Peggy Geher	Roosevelt	\$1,673.00
Related Arts Team Leader	Anthony Vitale	Roosevelt	\$3,214.54
Rough Rider Club Advisor	Jennifer Cataldo	Roosevelt	\$1,673.00
S.O.U.L. Mentoring Club Advisor	Sahkeenah Wallace	Roosevelt	\$1,673.00
Select Chorus Director	Colleen Martin	Roosevelt	\$1,673.00
Select Strings Director	Catherine Solino	Roosevelt	\$1,673.00
Spring Musical Drama Director	Tracy Gordon	Roosevelt	\$3,214.00
Student Council Co-Advisor	Rebecca Kalenak	Roosevelt	\$1,607.00
Student Council Co-Advisor	Sahkeenah Wallace	Roosevelt	\$1,607.00
Totally Tech Club Advisor	Laura Santimauro	Roosevelt	\$1,673.00
Weight room Club Advisor	Anthony Vitale	Roosevelt	\$1,673.00
Yearbook Advisor	Leanna Amorim	Roosevelt	\$2,499.00

2025 - 2026 Middle School Co-Curricular Assignments

Activity	Name	Location	Stipends
6th grade Class Advisor/Team Leader	Jennifer Marino	Roosevelt	\$3,214.54
6th grade Class Advisor/Team Leader	Monika Mocarski	Roosevelt	\$3,214.54
7th grade Class Advisor/Team Leader	Tracy Gordon	Roosevelt	\$3,214.54
7th grade Class Advisor/Team Leader	Laura Santimauro	Roosevelt	\$3,214.54
8th grade Class Advisor/Team Leader	Tracey Nazare	Roosevelt	\$3,214.54
8th grade Class Advisor/Team Leader	Nicole Eoon	Roosevelt	\$3,214.54

2025-2026 WOHS and MS Newcomer ML Orientation Program

Name	Location	Position	Stipend/Rate of Pay	Effective Dates
Saira Azad	Liberty	Teacher Substitute	\$57.13 per hour not to exceed 97 hours	8/6/25 - 6/30/26
Maria Blanco	WOHS	Teacher Substitute	\$57.13 per hour not to exceed 97 hours	8/6/25 - 6/30/26
Yanira Escobar	Liberty	Teacher	\$57.13 per hour not to exceed 97 hours	8/6/25 - 6/30/26
Eileen Milano	WOHS	Teacher	\$57.13 per hour not to exceed 97 hours	8/6/25 - 6/30/26
Dana Peart	WOHS	Teacher Substitute	\$57.13 per hour not to exceed 97 hours	8/6/25 - 6/30/26
Carlos Perez	WOHS	Teacher Substitute	\$57.13 per hour not to exceed 97 hours	8/6/25 - 6/30/26
Juan Roncero	WOHS	Teacher	\$57.13 per hour not to exceed 97 hours	8/6/25 - 6/30/26
Lisette Santa	Roosevelt	Teacher Substitute	\$57.13 per hour not to exceed 97 hours	8/6/25 - 6/30/26
Nydia Texior Leverett	WOHS	Teacher	\$57.13 per hour not to exceed 97 hours	8/6/25 - 6/30/26
Begona Viqueira	WOHS	Teacher Substitute	\$57.13 per hour not to exceed 97 hours	8/6/25 - 6/30/26
Mary Kehoe	WOHS	School Counselor	\$466.38 per diem not to exceed 2 days	8/6/25 - 6/30/26
Guerlyne Millington	WOHS	School Counselor Substitute	\$466.38 per diem not to exceed 2 days	8/6/25 - 6/30/26
Margaret Fahey	WOHS	School Counselor Substitute	\$466.38 per diem not to exceed 2 days	8/6/25 - 6/30/26



West Orange Public Schools
West Orange, New Jersey

Title:

Director of Special Services, PreK-12

Location:

Central Office

Organizational Responsibilities

Reports to:

Superintendent of Schools

Supervises:

Supervisors of Special Education, Child Study Team members, Related Services Providers, certified and noncertified special education personnel, and health personnel

Terms of Employment:

12 months

Job Goals:

To administer and supervise the Department of Special Services for grades PreK-12 in compliance with State and Federal laws, rules and regulations, and the policies of the West Orange Board of Education.

To provide leadership and direction to enable special education pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning.

Qualifications:

1. Master's Degree in special education, school psychology, LDTC, or social work
2. NJ Certificate in one of the above areas
3. NJ Principal or School Administrator Certificate
4. Minimum experience as determined by the Board in the areas of (a) special education services (b) supervision of staff
5. Extensive knowledge of State and Federal special education laws, regulations, procedures and reporting requirements
6. Demonstrated ability to effectively administer special education programs and to work with parents, community groups, and agencies
7. Strong leadership and communication skills
8. Required criminal history check and proof of U.S. citizens or resident alien status

Performance Responsibilities:

1. Provides leadership in the development of the district's special education program; coordinates and supervises related activities; evaluates existing programs and recommends policies and programs essential to the needs of special education children, and makes recommendations for improvements
2. Assists Human Resources in locating, interviewing, and recommending candidates for positions in the Department of Special Services
3. Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, State/Federal law and Board policy are met
4. Confers with and advises the principals of all schools on matters pertaining to pupils, classes, situations, or problems within the purview of the Department of Special Services
5. Establishes procedures for evaluation, placement, and reappraisal of students in need of special education and/or related services and makes final determinations of special education program placements and assignments
6. Supervises, coordinates, and evaluates the services and activities of all tenured and non-tenured personnel in Special Education (Special Education Supervisors, Child Study Teams, Speech-Language Specialists, Occupational Therapists, Special Education Teachers, Behavior Analysts, Psychologists, Nurses, Instructional Aides, Administrative Assistants, Clerical Staff).
7. Supervises and coordinates home instruction for homebound or hospitalized special education pupils
8. Assumes responsibility for district compliance with regulations regarding school special education programs
9. Oversees the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services
10. Initiates, facilitates, and maintains a relationship with community agencies and other resources to meet pupils' special needs; refers parents and child to agencies when appropriate
11. Interprets the objectives of the district's special education program to parents, students, staff and the community
12. Cooperates with building principals to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school
13. Supervises the development and implementation of in-service and training programs; supervises all Child Study Team personnel and Teachers on methods, procedures and materials used in referral, assessment, and placement decisions
14. Prepares and administers the departmental budget and recommends payment of tuition for pupils placed in private schools
15. Maintains contact and receives reports on the progress of pupils placed in out-of-district facilities and certifies their attendance for the payment of monthly tuition
16. Prepares and sends to the Office of the Executive County Superintendent of Schools, data, forms, reports, etc. so that reimbursement for tuition payment to eligible non-public school programs can be secured
17. Attends Child Study Team meetings and assumes responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with all legal requirements of this process
18. Coordinates the speech-language programs for all schools, assigning speech-language

- specialists to schools, overseeing their work and maintenance of records
19. Attends County and State meetings regarding special education activities
 20. Coordinates in-service activities for staff and parents
 21. Supervises nurses and medical needs of the district; works with the Health Department regarding State and Federal mandates
 22. Gatekeeper for Non-Public funding of Special Education students within the Non-Public schools of West Orange
 23. Reviews service plans for Non-Public Schools in West Orange
 24. Reviews curriculum guides and standardized tests to assure that they are non-discriminatory, and recommends corrective steps when necessary
 25. Oversees building based I&RS Committees and serves as District 504 Coordinator
 26. Performs other related duties which may be assigned by the Superintendent or required by law, code, and regulation/Board policy

Evaluation

Annual performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Board Approved Date: 06/21/2010

Revised: 08/16/2011

Revised: 12/17/2012

Revised: 9/22/2020

Revised: 2/26/2024

Revised 8/18/2025



West Orange Public Schools
West Orange, New Jersey

Title:

Supervisor of Early Childhood Education

Location:

West Orange Early Childhood Learning Center

Organizational Responsibilities

Reports to:

Director of Assessment, Accountability & Intervention

Supervises:

Preschool Teachers and Preschool Teacher Assistants

Terms of Employment:

Salary Guide: WOAA Supervisor

Work Year: 10.5 months; September 1 through June 30, plus 10 summer days

Position funded via NJ Preschool Expansion Act

Job Goals:

To provide leadership in the implementation and coordination of district preschool classrooms and coordinate accreditation with all preschool locations.

Qualifications:

1. Valid New Jersey Supervisor and/or Principal Certificate
2. Certificate of Eligibility for Teacher of PK-3, or a Standard Elementary School Teacher/N-8 certificate, or a Standard New Jersey nursery school endorsement, or any other equivalent certification, pursuant to N.J.A.C. 6A:9B
3. A minimum of three years supervisory experience
4. A minimum of three years of early childhood education experience
5. Demonstrates knowledge and understanding of early childhood education, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status

Performance Responsibilities:

1. Establish and promote high standards and expectations for pupils and staff.
2. Observes and evaluates the performance of preschool staff teaching in conjunction with other administrators.
3. Supervise general education preschool classrooms.
4. Provide leadership in the planning, development, implementation, and evaluation of Grow NJ Kids, New Jersey's quality rating improvement system for district locations as well as contracted private preschool providers.

5. Assists in the implementation of the district's in-service education program for the instructional staff by planning, organizing, implementing and evaluating professional development activities in instructional methods, content, articulation, assessment and evaluation for the preschool program.
6. Assists in developing short and long-range plans for maintaining and improving instruction in the preschool classrooms based on research, current practice, national/state initiatives, student outcomes, and program evaluation.
7. Leads the preschool committee to review and select instructional programs, materials, and equipment for use in curriculum implementation. Prepares program recommendations for district level review and Board of Education adoption.
8. Participates in the vertical and horizontal articulation and implementation of program offerings among classes, grades, schools, and private providers to ensure reasonable uniformity of curriculum content materials, methods, and student outcomes.
9. Supervises student assessments within the district general education classrooms.
10. Assists in the administration and interpretation of assessments. Reviews and evaluates benchmark assessments and other forms of course and program proficient assessments. Collects, analyzes, and evaluates program data as a basis for program revision to continuously improve the preschool program to impact the K-3 continuum of learning and development.
11. Implements State and federal mandates and district policies and regulations affecting preschool curriculum and instruction.
12. Recommends assignment and scheduling of personnel in cooperation with administration. Participates in the screening and interviewing of candidates for teaching positions.
13. Ensure that all school stakeholders are able to articulate a clear and shared vision for learning for all students and implement a strategic plan to accomplish that vision.
14. Promote high-quality instructional practices that consistently allow for excellent instruction school-wide.
15. Build a school community by being visible and a consistent presence throughout the school.
16. Provide teachers with timely and constructive feedback on classroom instruction to develop teacher practice, including formal and informal feedback and coaching.
17. Develop a culture of collegial and professional relationships among staff and students to promote critical reflection, shared accountability, and continuous improvement.
18. Develop systems and school culture that promotes peer feedback, support, and collaboration.
19. Support the professional growth of staff members in differentiated manner based on identified needs and individual goals.
20. Collect, analyze, and use multiple sources of data to guide continuous improvement in student achievement, student and staff well-being, and professional development for staff.

Evaluation

Annual performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Board Approved Date: 6/16/25

Revised: 8/18/2025



West Orange Public Schools
West Orange, New Jersey

Title: Parent and Family Resource Coordinator

Location: District wide (All Schools)

Organizational Responsibilities Reports to: Superintendent

Terms of Employment: WOE, 12 Months stipend position

Job Goals:

The Parent and Family Resource Coordinator supports students and families experiencing housing instability or other challenges by providing outreach, resources, and connections to school and community services. This role fosters strong relationships with families and works to remove barriers to student success.

Qualifications:

- Employee of the West Orange Board of Education
- Experienced in all areas of residency and registration
- Proficient in PowerSchool
- Ability to plan and organize
- Strong interpersonal skills
- Strong communication skills

Performance Responsibilities:

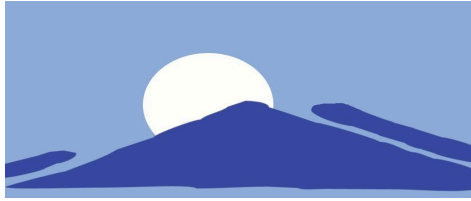
1. Assist District Homeless Liaison in overseeing all displaced students and families for all 11 schools in the West Orange School District.
2. Schedule and coordinate meetings for the Homeless Liaison with families, school-based staff, and outside agencies.
3. Serve as a primary contact with town Social Services for families in transition, providing guidance, resources, and support.
4. Assist with school enrollment, transportation arrangements, and access to basic needs (e.g., clothing, supplies, meals).
5. Build trusting relationships with parents/guardians through regular communication and outreach.
6. Keep updated resources of local organizations to connect families with housing, food, healthcare, and other community resources.
7. Coordinate home visits when needed.
8. Support communication materials and outreach efforts related to family services.

- | |
|---|
| <ol style="list-style-type: none">9. Track services provided and maintain confidential records of family interactions.10. Perform other duties as assigned to enhance family engagement and student support. |
|---|

<p>Evaluation:</p>

<p>Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.</p>

Board Approved Date: 08/18/2025



West Orange Public Schools
West Orange, New Jersey

Title: Executive Assistant to the Assistant Business Administrator

Location: Central Office- Business Office

Organizational Responsibilities Reports to:

Assistant Business Administrator (ABA)

Terms of Employment:

12 month, unaffiliated

Job Goals:

Under the direction of the Business Administrator (BA), the Fiscal Specialist performs complex financial, budgetary, and accounting work in support of the school district's financial operations. This position ensures compliance with New Jersey Department of Education (NJDOE) regulations, the Uniform Minimum Chart of Accounts, and all applicable federal, state, and local financial reporting requirements. The Fiscal Specialist assists with budget development, monitoring, grant reporting, and audit preparation, and serves as a key resource for school and department administrators.

Qualifications:

- Bachelor's degree.
- Three (3) years of professional-level experience in public finance, school business, or municipal accounting preferred.
- Experience in New Jersey public school finance or government accounting strongly preferred.
- Must have knowledge of:
 - New Jersey school law, fiscal regulations, and budget procedures (NJDOE, QSAC, N.J.A.C. 6A:23A)
 - Uniform Minimum Chart of Accounts for NJ Public Schools, Governmental accounting standards (GAAP, GASB)
 - NJ public purchasing procedures and fund accounting
 - Financial software systems used in NJ school districts (e.g., Systems 3000, PaySchools)

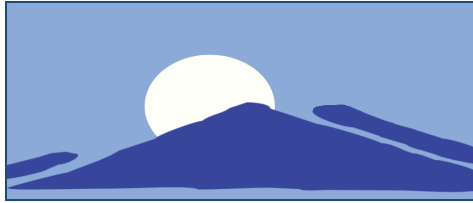
Performance Responsibilities:

- Assists in the preparation and monitoring of the annual district budget in compliance with NJDOE requirements and N.J.A.C. Title 6A:23A.
- Assist in the preparation of financial statements, budget transfers, and supporting schedules in accordance with NJ GAAP and New Jersey Uniform Chart of Accounts (NJ UCOA).
- Assists in the opening and monthly financial closeouts.
- Monitors revenues and expenditures, and verifies funding for expenditures.
- Ensures proper coding and tracking of expenditures by fund, location, and account classification.
- Works with district administrators to develop and maintain state/federal grant budgets.
- Assist in the preparation of interim and year-end reports including the User-Friendly Budget, Audsum, and CAFR (Annual Financial Report).
- Supports internal control compliance and assists with state monitoring reviews, Single Audit, and other external audits.
- Provides assistance and training to school secretaries and department personnel when needed.
- Reviews and prepares budget transfers, purchase orders, journal entries and grant funding reimbursement requests.
- Fund 20 - Student Activities.
- Performs other duties as required.

Evaluation

Annual performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Board Approved Date: August 18, 2025



West Orange Public Schools
West Orange, New Jersey

Title: Fiscal Specialist

Location: Central Office-Business Office

Organizational Responsibilities Reports to:

Assistant Business Administrator

Terms of Employment:

Twelve (12) Month Position, Unaffiliated

Job Goals: To optimize financial performance, ensure compliance with regulations, and support the overall success of the fiscal operations of the district.

Qualifications:

- Bachelor's Degree
- Minimum experience in general or school office work as determined by the Board
- Knowledge of automated office equipment and excellent work processing and secretarial skills
- Strong analytical and human relations skills
- Strong written and verbal communication skills in both English and Spanish (preferred)
- Knowledge of Payschools, PowerSchool, Quicken, Systems 3000 and SNEARS preferred
- Uniform Minimum Chart of Accounts for NJ Public Schools, Governmental Accounting Standards (GAAP, GASB)
- NJ Public Purchasing Procedures and Fund Accounting
- Ability to work independently
- Required criminal history background check and proof of U.S. Citizenship or Legal Resident

Performance Responsibilities:

- Regularly compare statements and other financial records to the district's books to ensure accuracy and identify any discrepancies
- Reviews and prepares budget transfers, purchase orders, journal entries and grant funding reimbursement requests

- Provide paper applications for meal benefits to each household and approve and/or deny applications for meal benefits under the National School Breakfast and lunch Programs based on federal guidelines
- Obtain knowledge of Food Service Operation, State, Federal and District policies and procedures. And assist in the monitoring and review of breakfast and lunch program procedures in order to maintain compliance with the National School Breakfast and Lunch Program guidelines
- End of month lunch balance reports; manage regular meal student accounts, make phone calls to families on a weekly basis and send correspondence on behalf of the regular student meal accounts
- Upload direct certification and submit to DOE
- Provide student eligibility information to a variety of entities when directed or as requested
- Process, determine codes, and submit food service invoices for payment
- Complete the annual verification collection report according to USDA established % for free and reduced price applications
- On or before February 1, each school year, perform an annual onsite review of each school breakfast and lunch program, forms NSLP 142 & form SBP 292.
- Attend parent orientations and back to school nights
- Enter and review purchase orders for approval
- On or before Oct. 15th of each school year complete the Civil Rights Compliance form and maintain on file
- Complete the annual School Nutrition Meals Site Data Collection form
- Handles all transactions and reconciliations for Fund 20 - Local, State and Federal Grants
- Reconciliation of all District Bank Accounts
- Perform other duties as assigned

Evaluation

Annual performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Board Approved Date: July 21, 2025

Revised: August 18, 2025

OOD PLACEMENTS 25/26 SY - 8.18.25 agenda

Student #	Placement	Tuition	Budgeted/Unbudgeted
2413027	Academy360 - Lower School	Tuition: \$82,457.97 183 days @ \$450.59/day 1:1 aide: \$42,090.00 183 days @ \$230.00/day 9/3/25 - 6/25/26	Budgeted
1304008	Watchung Hills RHS	Tuition: \$33,259.00 10 months @ \$3,325.90/month 8/28/25 - 6/16/26	Budgeted
2301134	Flex School	Tuition: \$66,000.00 10 months @ \$6,600/month 9/2/25 - 6/24/26	Budgeted
1207138	Windsor Prep High School	Tuition: \$69,653.13 213 days @ \$327.01/day 7/1/25 - 6/19/26	Budgeted
2008063	ROOTS Applied Behavior Analysis	Tuition: \$162,991.50 210 days @ \$776.15/day 7/1/25 - 6/17/26	Budgeted
2310084	Windsor Bergen Academy	Tuition: \$75,646.95 213 days @ \$355.15/day 1:1 aide: \$35,615.73 213 days @ \$167.21/day 7/1/25 - 6/19/26	Budgeted
2213067	Bergen County Special Services	Tuition: \$86,508.00 9/2/25 - 6/24/26	Budgeted
2113011	Bergen County Special Services	Tuition: \$86,508.00 9/2/25 - 6/24/26	Budgeted
1705068	Bergen County Special Services	Tuition: \$68,913.00 9/2/25 - 6/24/26	Budgeted

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06/01/2025

West Orange Board of Education Monthly Transfer Report

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
INSTRUCTION									
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX	55,824,726.00	109,139.70	55,933,865.70	5,593,386.57	1,219,795.62	2.18	6,813,182.19	1,140,541.78
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	30,210,706.00	36,465.81	30,247,171.81	3,024,717.18	1,339,255.54	4.43	4,363,972.72	1,610,022.35
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX 11-4XX-200-XXX 12-4XX-100-XXX 15-4XX-100-XXX 15-4XX-200-XXX	2,738,724.00	37,596.56	2,776,320.56	277,632.06	(210,042.29)	-7.57	67,589.77	35,730.46
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL INSTRUCTIONAL EXPENSE		88,774,156.00	183,202.07	88,957,358.07					2,786,294.59
UNDISTRIBUTED EXPENDITURES									
Tuition	11-000-100-XXX	11,900,435.00	78,578.00	11,979,013.00	1,197,901.30	727,040.96	6.07	1,924,942.26	211,905.73
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	12,025,824.00	55,553.33	12,081,377.33	1,208,137.73	408,295.59	3.38	1,616,433.32	542,472.75
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	3,069,511.00	0.00	3,069,511.00	306,951.10	(218,101.66)	-7.11	88,849.44	246,481.20
General Administration	1X-000-230-XXX	2,353,496.00	78,559.49	2,432,055.49	243,205.55	(67,361.61)	-2.77	175,843.94	135,998.43
School Administration	1X-000-240-XXX	6,718,726.00	30,468.17	6,749,194.17	674,919.42	51,493.65	0.76	726,413.07	346,336.20
Central Services & Administrative Information Technology	1X-000-25X-XXX	3,838,154.00	92,904.16	3,931,058.16	393,105.82	11,368.84	0.29	404,474.66	37,730.54
Operation and Maintenance of Plant Services	1X-000-26X-XXX	14,878,923.00	820,322.56	15,699,245.56	1,569,924.56	(153,242.95)	-0.98	1,416,681.61	646,182.40
Student Transportation Services	1X-000-270-XXX	17,303,553.00	12,963.27	17,316,516.27	1,731,651.63	(751,927.77)	-4.34	979,723.86	548,849.62

West Orange Board of Education

Monthly Transfer Report

va_s1701
06/01/2025

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	32,718,821.00	163,049.32	32,881,870.32	3,288,187.03	859,560.87	2.61	4,147,747.90	2,023,330.85
Food Services	11-000-310-XXX	350,000.00	0.00	350,000.00	35,000.00	0.00	0.00	35,000.00	0.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL UNDISTRIBUTED EXPENSE		105,157,443.00	1,332,398.30	106,489,841.30					4,739,287.72
TOTAL GENERAL CURRENT EXPENSE		193,931,599.00	1,515,600.37	195,447,199.37					7,525,582.31
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	0.00	274,091.49	274,091.49	27,409.15	47,654.87	17.39	75,064.02	1,947.00
Facilities Acquisition and Construction Services	12-000-4XX-XXX	10,194,268.00	959,165.58	11,153,433.58	0.00	(139,156.41)	-1.25	0.00	2,973,573.92
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES		10,194,268.00	1,233,257.07	11,427,525.07					2,975,520.92
TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer of Funds to Charter Schools	10-000-100-56X	612,152.00	0.00	612,152.00	61,215.20	258,162.00	42.17	319,377.20	0.00
Transfer of Funds to Renaissance	10-000-100-571	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING BUDGET GRAND TOTAL		204,738,019.00	2,748,857.44	207,486,876.44					10,501,103.23


 School Business Administrator Signature

8/13/25
 Date

8/15 12:32pm
8/15 12:32pm

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 06/30/2025

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ASSETS AND RESOURCES

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

101	Cash in bank		\$15,622,546.28
102-107	Cash and cash equivalents		\$19,380.68
116	Capital reserve Account		\$5,295,476.16
117	Maint. Reserve Account		\$2,046,855.96
	Accounts receivable:		
141	Intergovernmental - State	\$3,983,858.58	
153,154	Other (net of est uncollectible of \$_____)	(\$25,815.76)	
			\$3,958,042.82
	Other Current Assets		\$21,578.00

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

301	Estimated Revenues	\$195,041,834.00	
302	Less Revenues	(\$191,521,717.16)	
			\$3,520,116.84
			=====
	Total assets and resources		\$30,483,996.74
			=====

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 06/30/2025

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LIABILITIES AND FUND EQUITY

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

402	Interfund Accounts Payable	(\$360,817.37)
421	Accounts Payable	\$41,123.32
422	Judgements Payable	\$1,944,032.00
471	Payroll Deductions and Withholdings	\$9,076,267.88
580	Unemployment Trust Fund Liability	\$94,472.04
	Other current liabilities including Net Assets	\$19,380.68
TOTAL LIABILITIES		\$10,814,458.55

F U N D B A L A N C E

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

753	Reserve for Encumbrances - Current Year	\$3,291,077.16
754	Reserve for Encumbrance - Prior Year	\$389,158.28
	Reserved fund balance:	
761	Capital reserve account -	\$5,295,476.16
604	Add: Increase in capital reserve	\$200.00
309	Less: Budg w/d from Capital Rsrv Excess Cost	(\$5,000,000.00)
		\$295,676.16
769	Restricted Balance for Unemployment Fund	\$528,777.09
764	Reserve for Maintenance	\$2,046,855.96
606	Add: Increase in Maintenance Reserve	\$200.00
		\$2,047,055.96
750,752,762,767,768	Other reserves	\$5,012,637.00
601	Appropriations	\$210,869,671.69
602	Less : Expenditures	\$196,688,333.02
603	Encumbrances	\$3,680,235.44
		(\$200,368,568.46)
		\$10,501,103.23
	Total Appropriated	\$22,065,484.88

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

770	Unreserved Fund Balance -	\$5,683,233.56
303	Budgeted Fund Balance	(\$8,079,180.25)

TOTAL FUND BALANCE	\$19,669,538.19
TOTAL LIABILITIES AND FUND EQUITY	\$30,483,996.74

West Orange Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 12 Month Period Ending 06/30/2025

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$210,869,671.69	\$200,368,568.46	\$10,501,103.23
Revenues	(\$195,041,834.00)	(\$191,521,717.16)	(\$3,520,116.84)
	<u>\$15,827,837.69</u>	<u>\$8,846,851.30</u>	<u>\$6,980,986.39</u>
Change in Capital Reserve accounts:			
604 Plus - Increase in reserve	\$200.00		
309 Less: Excess Withdrawal	(\$5,000,000.00)		
Change in Tuition Reserve accounts:			
Change in Maintenance Reserve account:			
606 Plus - Increase in reserve	\$200.00		
Change in Unemployment Fund account:			
580 Plus - Increase in reserve	\$94,472.04		
Subtotal Reserve Adjustments	<u>(\$4,905,127.96)</u>	<u>(\$4,905,127.96)</u>	
Less: Adjust for prior year encumb.	<u>(\$2,748,857.44)</u>	<u>(\$2,748,857.44)</u>	
Budgeted Fund Balance	<u>\$8,173,852.29</u>	<u>\$1,192,865.90</u>	<u>\$6,980,986.39</u>
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	<u>\$8,173,852.29</u>	<u>\$1,192,865.90</u>	<u>\$6,980,986.39</u>
TOTAL Budgeted Fund Balance	<u>=====</u>	<u>=====</u>	<u>=====</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 06/30/2025

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$156,306,573.00	\$157,145,527.23		(\$838,954.23)
3XXX	From State Sources	\$38,449,104.00	\$34,218,314.98		\$4,230,789.02
4XXX	From Federal Sources	\$286,157.00	\$117,874.95		\$168,282.05
53XX	From Sale or Compensation for loss of F/A		\$40,000.00		(\$40,000.00)
TOTAL REVENUE/SOURCES OF FUNDS		\$195,041,834.00	\$191,521,717.16		\$3,520,116.84
		=====	=====	=====	=====
*** EXPENDITURES ***					AVAILABLE BALANCE
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$57,153,661.32	\$55,963,039.83	\$50,079.71	\$1,140,541.78
11-2XX-100-XXX	Special Education - Instruction	\$21,487,862.36	\$20,254,159.18	\$17,224.28	\$1,216,478.90
11-230-100-XXX	Basic Skills - Remedial Instruction	\$3,932,259.63	\$3,844,812.73	\$0.00	\$87,446.90
11-240-100-XXX	Bilingual Education - Instruction	\$1,915,694.70	\$1,900,899.90	\$0.00	\$14,794.80
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$864,228.02	\$821,233.06	\$18,879.51	\$24,115.45
11-402-100-XXX	School-Spons. Athletics - Instruction	\$1,702,050.25	\$1,654,955.66	\$35,479.58	\$11,615.01
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	\$12,706,053.96	\$12,439,875.02	\$54,273.21	\$211,905.73
11-000-211-XXX	Attendance and Social Work Services	\$307,069.39	\$307,067.03	\$0.00	\$2.36
11-000-213-XXX	Health Services	\$1,917,600.17	\$1,687,147.79	\$10,123.16	\$220,329.22
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$3,577,426.72	\$3,324,760.72	\$26,259.40	\$226,406.60
11-000-217-XXX	Other Support Serv - Students Extra Srvc	\$673,183.94	\$608,288.79	\$0.00	\$64,895.15
11-000-218-XXX	Guidance	\$3,887,140.69	\$3,776,034.08	\$355.26	\$110,751.35
11-000-219-XXX	Child Study Teams	\$5,033,457.68	\$4,772,706.86	\$54,330.24	\$206,420.58
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$2,420,751.94	\$2,238,617.96	\$4,797.09	\$177,336.89
11-000-222-XXX	Educational Media Serv/School Library	\$1,344,404.99	\$1,336,001.02	\$3,434.73	\$4,969.24
11-000-223-XXX	Instructional Staff Training Services	\$430,657.40	\$360,252.87	\$1,260.22	\$69,144.31
11-000-230-XXX	Supp. Serv.-General Administration	\$2,364,693.88	\$2,177,526.47	\$51,168.98	\$135,998.43
11-000-240-XXX	Supp. Serv.-School Administration	\$6,800,687.82	\$6,449,731.20	\$4,620.42	\$346,336.20
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$3,942,427.00	\$3,899,556.85	\$5,139.61	\$37,730.54
11-000-261-XXX	Require Maint. for School Facilities	\$1,521,644.62	\$1,295,218.06	\$68,846.50	\$157,580.06
11-000-262-XXX	Custodial Services	\$11,261,563.67	\$10,620,242.06	\$315,239.20	\$326,082.41
11-000-263-XXX	Care and Upkeep of Grounds	\$857,543.34	\$705,755.65	\$6,492.71	\$145,294.98
11-000-266-XXX	Security	\$1,905,250.98	\$1,817,335.96	\$70,690.07	\$17,224.95
11-000-270-XXX	Student Transportation Services	\$16,564,588.50	\$15,967,337.82	\$48,401.06	\$548,849.62
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$33,741,431.19	\$31,550,225.67	\$167,874.67	\$2,023,330.85
11-000-310-XXX	Food Services	\$350,000.00	.00	\$350,000.00	.00
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$198,663,334.16	\$189,772,782.24	\$1,364,969.61	\$7,525,582.31
		=====	=====	=====	=====

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 06/30/2025

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$321,746.36	\$319,799.36	\$0.00	\$1,947.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$11,014,277.17	\$5,842,161.42	\$2,198,541.83	\$2,973,573.92
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$11,336,023.53	 \$6,161,960.78	 \$2,198,541.83	 \$2,975,520.92
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
 10-000-100-56X Transfer of Funds to Charter Schools	 \$870,314.00	 \$753,590.00	 \$116,724.00	 .00
 TOTAL GENERAL FUND EXPENDITURES	 \$210,869,671.69	 \$196,688,333.02	 \$3,680,235.44	 \$10,501,103.23
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

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 06/30/2025

	ESTIMATED	ACTUAL	UNREALIZED
	<u> </u>	<u> </u>	<u> </u>
--- LOCAL SOURCES ---			
1210 Local Tax Levy	\$155,833,373.00	\$155,833,373.00	.00
1320 Tuition from LEAs Within State	\$135,095.00	\$89,127.06	\$45,967.94
1910 Rents and Royalties	\$37,905.00	\$60,230.00	(\$22,325.00)
1XXX Miscellaneous	\$300,200.00	\$1,162,797.17	(\$862,597.17)
	<u> </u>	<u> </u>	<u> </u>
TOTAL LOCAL	\$156,306,573.00	\$157,145,527.23	(\$838,954.23)
	<u>=====</u>	<u>=====</u>	<u>=====</u>
--- STATE SOURCES ---			
3121 Categorical Transportation Aid	\$3,033,009.00	\$3,639,610.80	(\$606,601.80)
3131 Extraordinary Aid	\$4,350,000.00	.00	\$4,350,000.00
3132 Categorical Special Education Aid	\$6,078,649.00	\$6,024,733.27	\$53,915.73
3176 Equalization	\$22,607,826.00	\$22,672,365.38	(\$64,539.38)
3177 Categorical Security	\$1,866,353.00	\$1,565,353.53	\$300,999.47
3178 Adjustment Aid	\$197,015.00	.00	\$197,015.00
3XXX Other State Aids	\$316,252.00	\$316,252.00	\$0.00
	<u> </u>	<u> </u>	<u> </u>
TOTAL	\$38,449,104.00	\$34,218,314.98	\$4,230,789.02
	<u>=====</u>	<u>=====</u>	<u>=====</u>
--- FEDERAL SOURCES ---			
4200 Federal Grants including Medicaid Reimbursement	\$286,157.00	\$117,874.95	\$168,282.05
	<u> </u>	<u> </u>	<u> </u>
TOTAL	\$286,157.00	\$117,874.95	\$168,282.05
	<u>=====</u>	<u>=====</u>	<u>=====</u>
--- OTHER FINANCING SOURCES ---			
53XX Sale or Compensation for loss of F/A		\$40,000.00	(\$40,000.00)
	<u> </u>	<u> </u>	<u> </u>
TOTAL	\$0.00	\$40,000.00	(\$40,000.00)
	<u>=====</u>	<u>=====</u>	<u>=====</u>
TOTAL REVENUES/SOURCES OF FUNDS	\$195,041,834.00	\$191,521,717.16	\$3,520,116.84
	<u>=====</u>	<u>=====</u>	<u>=====</u>

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 06/30/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-105-100-936 Local Contrib-Tfr to Spc Rev-Inclusion	\$554,094.00	\$554,094.00	.00	.00
11-110-100-101 Kindergarten - Salaries of Teachers	\$2,444,250.85	\$2,266,932.13	.00	\$177,318.72
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$17,254,590.62	\$16,962,853.72	\$232.43	\$291,504.47
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$11,891,660.63	\$11,663,802.79	\$4,040.21	\$223,817.63
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$17,578,435.59	\$17,286,526.33	\$2,084.29	\$289,824.97
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$167,000.00	\$70,443.39	\$3,063.96	\$93,492.65
11-150-100-320 Purchased Prof.-Ed. Services	\$125,322.00	\$96,590.96	\$0.03	\$28,731.01
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$1,253,896.70	\$1,244,977.75	.00	\$8,918.95
11-190-100-320 Purchased Prof.-Ed. Services	\$2,850,358.46	\$2,847,858.46	\$2,500.00	.00
11-190-100-340 Purchased Technical Services	\$2,925.00	\$2,925.00	.00	.00
11-190-100-500 Other Purch. Serv. (400-500 series)	\$1,046,876.33	\$1,034,945.71	\$8,376.91	\$3,553.71
11-190-100-610 General Supplies	\$1,867,707.66	\$1,814,877.51	\$29,606.48	\$23,223.67
11-190-100-640 Textbooks	\$71,747.31	\$71,747.31	.00	.00
11-190-100-800 Other Objects	\$44,796.17	\$44,464.77	\$175.40	\$156.00
TOTAL	\$57,153,661.32	\$55,963,039.83	\$50,079.71	\$1,140,541.78
--- SPECIAL EDUCATION - INSTRUCTION ---				
Intellectual Disability - Mild:				
11-201-100-101 Salaries of Teachers	\$801,630.25	\$759,030.83	\$0.00	\$42,599.42
11-201-100-106 Other Salaries for Instruction	\$625,945.93	\$595,788.08	.00	\$30,157.85
11-201-100-610 General Supplies	\$3,146.02	\$2,733.05	.00	\$412.97
11-201-100-800 Other Objects	\$2,794.19	\$2,645.69	.00	\$148.50
TOTAL	\$1,433,516.39	\$1,360,197.65	\$0.00	\$73,318.74
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	\$2,294,350.08	\$2,125,860.61	\$0.00	\$168,489.47
11-204-100-106 Other Salaries for Instruction	\$1,464,253.83	\$1,362,418.64	.00	\$101,835.19
11-204-100-610 General Supplies	\$10,518.63	\$10,517.84	.00	\$0.79
TOTAL	\$3,769,122.54	\$3,498,797.09	\$0.00	\$270,325.45
Emotional Regulation Impairment:				
11-209-100-101 Salaries of Teachers	\$432,749.61	\$429,428.18	\$0.00	\$3,321.43
11-209-100-106 Other Salaries for Instruction	\$322,960.00	\$298,406.42	.00	\$24,553.58
11-209-100-610 General supplies	\$11,922.01	\$11,922.01	.00	.00
11-209-100-800 Other Objects	\$209.00	\$209.00	.00	.00
TOTAL	\$767,840.62	\$739,965.61	\$0.00	\$27,875.01
Multiple Disabilities:				
11-212-100-101 Salaries of Teachers	\$244,854.00	\$244,854.00	\$0.00	\$0.00
11-212-100-106 Other Salaries for Instruction	\$400,108.01	\$376,982.70	.00	\$23,125.31
11-212-100-610 General supplies	\$2,181.00	(\$17.60)	\$1,931.48	\$267.12
TOTAL	\$647,143.01	\$621,819.10	\$1,931.48	\$23,392.43

West Orange Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
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Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$6,606,104.42	\$6,566,661.71	\$0.00	\$39,442.71
11-213-100-106 Other Salaries for Instruction	\$1,246,432.91	\$1,244,932.91	\$1,500.00	.00
11-213-100-610 General supplies	\$11,438.36	\$11,292.03	.00	\$146.33
TOTAL	\$7,863,975.69	\$7,822,886.65	\$1,500.00	\$39,589.04
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Autism:				
11-214-100-101 Salaries of Teachers	\$1,510,883.19	\$1,307,564.71	\$0.00	\$203,318.48
11-214-100-106 Other Salaries for Instruction	\$2,197,372.13	\$2,039,542.21	.00	\$157,829.92
11-214-100-610 General Supplies	\$90,245.94	\$88,614.50	\$1,631.32	\$0.12
TOTAL	\$3,798,501.26	\$3,435,721.42	\$1,631.32	\$361,148.52
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Preschool Disabilities - Full-Time:				
11-216-100-101 Salaries of Teachers	\$1,129,876.38	\$973,451.68	\$0.00	\$156,424.70
11-216-100-106 Other Salaries for Instruction	\$1,672,938.00	\$1,497,029.05	.00	\$175,908.95
11-216-100-600 General Supplies	\$16,734.23	\$16,664.65	.00	\$69.58
TOTAL	\$2,819,548.61	\$2,487,145.38	\$0.00	\$332,403.23
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Home Instruction:				
11-219-100-101 Salaries of Teachers	\$232,643.32	\$225,706.84	\$6,936.48	\$0.00
11-219-100-320 Purchased Prof.-Ed. Services	\$155,570.92	\$61,919.44	\$5,225.00	\$88,426.48
TOTAL	\$388,214.24	\$287,626.28	\$12,161.48	\$88,426.48
TOTAL SPECIAL ED - INSTRUCTION	\$21,487,862.36	\$20,254,159.18	\$17,224.28	\$1,216,478.90
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--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$3,907,967.48	\$3,820,520.58	\$0.00	\$87,446.90
11-230-100-610 General Supplies	\$24,292.15	\$24,292.15	.00	.00
TOTAL	\$3,932,259.63	\$3,844,812.73	\$0.00	\$87,446.90
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--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$1,888,085.87	\$1,873,291.16	\$0.00	\$14,794.71
11-240-100-610 General Supplies	\$27,608.83	\$27,608.74	.00	\$0.09
TOTAL	\$1,915,694.70	\$1,900,899.90	\$0.00	\$14,794.80
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--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$667,994.08	\$629,104.13	\$18,879.51	\$20,010.44
11-401-100-500 Purchased Services (300-500 series)	\$108,905.50	\$106,314.70	.00	\$2,590.80
11-401-100-600 Supplies and Materials	\$77,329.62	\$77,065.41	.00	\$264.21
11-401-100-800 Other Objects	\$9,998.82	\$8,748.82	.00	\$1,250.00
TOTAL	\$864,228.02	\$821,233.06	\$18,879.51	\$24,115.45
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--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$1,352,018.64	\$1,342,869.38	.00	\$9,149.26
11-402-100-500 Purchased Services (300-500 series)	\$151,749.33	\$137,456.51	\$11,863.07	\$2,429.75
11-402-100-600 Supplies and Materials	\$171,991.60	\$149,242.69	\$22,712.91	\$36.00
11-402-100-800 Other Objects	\$26,290.68	\$25,387.08	\$903.60	.00
TOTAL	\$1,702,050.25	\$1,654,955.66	\$35,479.58	\$11,615.01

West Orange Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
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--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	\$105,191.00	\$105,191.00	.00	.00
11-000-100-562 Tuition to Other LEAs within State Special	\$873,737.93	\$764,263.36	\$1,330.88	\$108,143.69
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$70,932.00	\$68,567.60	.00	\$2,364.40
11-000-100-564 Tuition to Co.Voc. School Dist.-spec.	\$68,280.00	\$68,280.00	.00	.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$424,612.31	\$381,988.76	\$344.53	\$42,279.02
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$10,324,952.70	\$10,252,491.91	\$14,269.80	\$58,190.99
11-000-100-567 Tuition Priv Sch Disbl & Otr LEA o/s State	\$75,837.84	\$75,837.84	.00	.00
11-000-100-569 Tuition - Other	\$762,510.18	\$723,254.55	\$38,328.00	\$927.63
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TOTAL	\$12,706,053.96	\$12,439,875.02	\$54,273.21	\$211,905.73
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$216,517.59	\$216,515.23	.00	\$2.36
11-000-211-300 Purchased Prof. & Tech. Svc.	\$89,902.78	\$89,902.78	.00	.00
11-000-211-600 Supplies and Materials	\$649.02	\$649.02	.00	.00
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TOTAL	\$307,069.39	\$307,067.03	\$0.00	\$2.36
--- Health services ---				
11-000-213-100 Salaries	\$1,427,021.47	\$1,209,111.04	\$188.67	\$217,721.76
11-000-213-300 Purchased Prof. & Tech. Svc.	\$453,003.97	\$440,561.98	\$9,905.00	\$2,536.99
11-000-213-600 Supplies and Materials (600-615)	\$35,309.55	\$35,209.59	\$29.49	\$70.47
11-000-213-800 Other Objects	\$2,265.18	\$2,265.18	.00	.00
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TOTAL	\$1,917,600.17	\$1,687,147.79	\$10,123.16	\$220,329.22
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$2,728,884.86	\$2,514,086.64	.00	\$214,798.22
11-000-216-320 Purchased Prof. Ed. Services	\$834,263.04	\$796,914.66	\$25,740.00	\$11,608.38
11-000-216-600 Supplies and Materials	\$14,278.82	\$13,759.42	\$519.40	.00
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TOTAL	\$3,577,426.72	\$3,324,760.72	\$26,259.40	\$226,406.60
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$315,736.92	\$250,841.77	.00	\$64,895.15
11-000-217-320 Purchased Prof. Ed. Services	\$357,447.02	\$357,447.02	.00	.00
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TOTAL	\$673,183.94	\$608,288.79	\$0.00	\$64,895.15
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$3,127,867.97	\$3,066,873.36	.00	\$60,994.61
11-000-218-105 Sal Secr. & Clerical Asst.	\$542,258.11	\$542,257.65	.00	\$0.46
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$189,737.17	\$139,980.89	.00	\$49,756.28
11-000-218-600 Supplies and Materials	\$26,877.44	\$26,522.18	\$355.26	.00
11-000-218-800 Other Objects	\$400.00	\$400.00	.00	.00
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TOTAL	\$3,887,140.69	\$3,776,034.08	\$355.26	\$110,751.35
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$4,386,360.15	\$4,180,089.57	.00	\$206,270.58
11-000-219-105 Sal Secr. & Clerical Asst.	\$359,789.34	\$359,789.34	.00	.00
11-000-219-199 Unused Vac Payment to Term/Ret Staff	\$10,748.41	\$10,748.41	.00	.00

West Orange Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-320 Purchased Prof. - Ed. Services	\$140,850.00	\$88,562.50	\$52,287.50	.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$68,805.82	\$68,805.82	.00	.00
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$4,570.96	\$4,420.96	\$0.00	\$150.00
11-000-219-600 Supplies and Materials	\$61,933.00	\$59,890.26	\$2,042.74	.00
11-000-219-800 Other Objects	\$400.00	\$400.00	.00	.00
TOTAL	\$5,033,457.68	\$4,772,706.86	\$54,330.24	\$206,420.58
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$1,827,417.00	\$1,759,234.60	.00	\$68,182.40
11-000-221-104 Salaries Other Prof. Staff	\$221,550.80	\$216,753.70	\$4,797.09	\$0.01
11-000-221-105 Sal Secr. & Clerical Asst.	\$79,656.00	\$79,656.00	.00	.00
11-000-221-176 Sal. Facilitators,Math, Literacy Coaches	\$288,224.08	\$179,069.60	.00	\$109,154.48
11-000-221-600 Supplies and Materials	\$3,485.06	\$3,485.06	.00	.00
11-000-221-800 Other Objects	\$419.00	\$419.00	.00	.00
TOTAL	\$2,420,751.94	\$2,238,617.96	\$4,797.09	\$177,336.89
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$1,214,160.56	\$1,210,609.32	.00	\$3,551.24
11-000-222-300 Purchased Prof. & Tech Svc.	\$18,960.10	\$18,960.10	.00	.00
11-000-222-600 Supplies and Materials	\$110,977.33	\$106,124.60	\$3,434.73	\$1,418.00
11-000-222-800 Other Objects	\$307.00	\$307.00	.00	.00
TOTAL	\$1,344,404.99	\$1,336,001.02	\$3,434.73	\$4,969.24
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$100,975.17	\$32,255.64	\$170.22	\$68,549.31
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$251,409.72	\$251,409.72	.00	.00
11-000-223-500 Other Purchased Services (400-500 series)	\$46,234.79	\$44,549.79	\$1,090.00	\$595.00
11-000-223-800 Other Objects	\$32,037.72	\$32,037.72	.00	.00
TOTAL	\$430,657.40	\$360,252.87	\$1,260.22	\$69,144.31
--- Support services-general administration ---				
11-000-230-100 Salaries	\$699,402.09	\$688,600.83	\$500.17	\$10,301.09
11-000-230-331 Legal Services	\$373,373.99	\$274,118.28	\$7,730.50	\$91,525.21
11-000-230-332 Audit Fees	\$68,650.00	\$68,650.00	.00	.00
11-000-230-334 Architectural/Engineering Services	\$24,837.81	\$15,411.64	\$9,426.17	.00
11-000-230-339 Other Purchased Prof. Svc.	\$83,981.11	\$83,906.10	.00	\$75.01
11-000-230-340 Purchased Tech. Services	\$8,000.00	\$5,500.00	.00	\$2,500.00
11-000-230-530 Communications/Telephone	\$407,627.97	\$404,635.28	\$2,992.69	.00
11-000-230-580 Travel - All Other	\$846.35	\$846.35	.00	.00
11-000-230-585 BOE Other Purchased Prof. Svc.	\$7,029.14	\$7,029.14	.00	.00
11-000-230-590 Misc Purchased Services (400-500)	\$588,164.62	\$555,332.11	\$1,235.39	\$31,597.12
11-000-230-610 General Supplies	\$5,692.72	\$5,692.72	.00	.00
11-000-230-630 BOE In-House Training/Meeting Supplies	\$2,000.00	\$1,491.03	\$508.97	.00
11-000-230-820 Judgments Against. School District.	\$8,365.50	\$8,365.50	.00	.00
11-000-230-890 Misc. Expenditures	\$58,983.68	\$30,208.59	\$28,775.09	.00
11-000-230-895 BOE Membership Dues and Fees	\$27,738.90	\$27,738.90	.00	.00
TOTAL	\$2,364,693.88	\$2,177,526.47	\$51,168.98	\$135,998.43

West Orange Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$4,279,351.46	\$4,102,137.78	\$500.00	\$176,713.68
11-000-240-104 Salaries Other Prof. Staff	\$18.67	.00	.00	\$18.67
11-000-240-105 Sal Secr. & Clerical Asst.	\$2,335,767.33	\$2,171,852.00	\$598.14	\$163,317.19
11-000-240-199 Unused Vac Payment to Term/Ret Staff	\$27,758.08	\$27,758.08	.00	.00
11-000-240-300 Purchased Prof. & Tech. Svc.	\$1,102.00	\$663.00	.00	\$439.00
11-000-240-500 Other Purchased Services (400-500 series)	\$43,183.10	\$38,557.68	\$1,067.60	\$3,557.82
11-000-240-600 Supplies and Materials	\$110,504.18	\$105,959.66	\$2,454.68	\$2,089.84
11-000-240-800 Other Objects	\$3,003.00	\$2,803.00	.00	\$200.00
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TOTAL	\$6,800,687.82	\$6,449,731.20	\$4,620.42	\$346,336.20
--- Central Services ---				
11-000-251-100 Salaries	\$1,826,639.58	\$1,819,726.92	\$55.00	\$6,857.66
11-000-251-199 Unused Vac Payment to Term/Ret Staff	\$60,759.00	\$52,543.65	.00	\$8,215.35
11-000-251-330 Purchased Prof. Services	\$104,787.47	\$104,787.47	.00	.00
11-000-251-340 Purchased Technical Services	\$145,993.71	\$145,992.65	.00	\$1.06
11-000-251-592 Misc Pur Serv (400-500 series)	\$31,098.10	\$31,098.10	.00	.00
11-000-251-600 Supplies and Materials	\$33,714.21	\$33,357.86	.00	\$356.35
11-000-251-89X Other Objects	\$7,317.45	\$7,317.45	.00	.00
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TOTAL	\$2,210,309.52	\$2,194,824.10	\$55.00	\$15,430.42
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$1,385,122.72	\$1,370,964.73	\$1,875.16	\$12,282.83
11-000-252-199 Unused Vac Payment to Term/Ret Staff	\$7,160.41	.00	.00	\$7,160.41
11-000-252-340 Purchased Technical Services	\$219,063.62	\$217,840.08	.00	\$1,223.54
11-000-252-500 Other Pur Serv. (400-500 series)	\$10,340.00	\$9,130.75	.00	\$1,209.25
11-000-252-600 Supplies and Materials	\$107,530.72	\$104,197.19	\$3,209.45	\$124.08
11-000-252-800 Other Objects	\$2,900.01	\$2,600.00	.00	\$300.01
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TOTAL	\$1,732,117.48	\$1,704,732.75	\$5,084.61	\$22,300.12
TOTAL Cent. Svcs. & Admin IT	\$3,942,427.00	\$3,899,556.85	\$5,139.61	\$37,730.54
--- Required Maint.for School Facilities ---				
11-000-261-420 Cleaning, Repair & Maint. Svc	\$1,246,275.42	\$1,036,197.15	\$66,880.52	\$143,197.75
11-000-261-421 Lead Testing of Drinking Water	\$17,086.00	\$14,500.00	.00	\$2,586.00
11-000-261-610 General Supplies	\$239,272.20	\$225,515.91	\$1,965.98	\$11,790.31
11-000-261-800 Other Objects	\$19,011.00	\$19,005.00	.00	\$6.00
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TOTAL	\$1,521,644.62	\$1,295,218.06	\$68,846.50	\$157,580.06
--- Custodial Services ---				
11-000-262-1XX Salaries	\$5,207,254.02	\$5,031,073.07	\$48,905.26	\$127,275.69
11-000-262-107 Salaries of Non-Instructional Aids	\$528,894.67	\$434,976.27	.00	\$93,918.40
11-000-262-199 Unused Vac Payment to Term/Ret Staff	\$34,215.06	\$25,464.07	.00	\$8,750.99
11-000-262-300 Purchased Prof. & Tech. Svc.	\$422,365.04	\$404,625.00	.00	\$17,740.04
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$238,104.10	\$227,137.46	.00	\$10,966.64
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$526,197.51	\$375,607.42	\$150,590.09	.00
11-000-262-444 Lease Purch Paymts - Energy Saving	\$703,732.51	\$703,732.51	.00	.00
11-000-262-490 Other Purchased Property Svc.	\$190,139.16	\$190,138.29	\$0.01	\$0.86

West Orange Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-520 Insurance	\$475,263.52	\$475,263.52	.00	.00
11-000-262-580 Travel	\$3,194.94	\$3,194.94	.00	.00
11-000-262-610 General Supplies	\$511,034.70	\$507,167.56	\$768.87	\$3,098.27
11-000-262-621 Energy (Natural Gas)	\$908,989.39	\$894,005.70	\$14,983.23	\$0.46
11-000-262-622 Energy (Electricity)	\$1,476,533.25	\$1,319,449.98	\$99,991.74	\$57,091.53
11-000-262-626 Energy (Gasoline)	\$33,520.80	\$26,281.27	.00	\$7,239.53
11-000-262-8XX Other Objects	\$2,125.00	\$2,125.00	\$0.00	\$0.00
TOTAL	\$11,261,563.67	\$10,620,242.06	\$315,239.20	\$326,082.41
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$692,077.00	\$545,856.54	\$6,492.71	\$139,727.75
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$141,229.47	\$141,229.37	.00	\$0.10
11-000-263-610 General Supplies	\$24,236.87	\$18,669.74	.00	\$5,567.13
TOTAL	\$857,543.34	\$705,755.65	\$6,492.71	\$145,294.98
--- Security ---				
11-000-266-100 Salaries	\$1,484,131.06	\$1,466,300.44	\$605.67	\$17,224.95
11-000-266-300 Purchased Prof. & Tech. Svc.	\$38,693.00	\$34,280.00	\$4,413.00	.00
11-000-266-420 Cleaning, Repair, & Maintenance Serv.	\$135,907.37	\$80,281.26	\$55,626.11	.00
11-000-266-610 General Supplies	\$246,519.55	\$236,474.26	\$10,045.29	.00
TOTAL	\$1,905,250.98	\$1,817,335.96	\$70,690.07	\$17,224.95
TOTAL Oper & Maint of Plant Services	\$15,546,002.61	\$14,438,551.73	\$461,268.48	\$646,182.40
--- Student transportation services ---				
11-000-270-107 Salaries of Non-Instructional Aids	\$649,971.44	\$648,633.71	.00	\$1,337.73
11-000-270-160 Sal Pupil Trans(Bet Home & Sch)-reg	\$737,058.72	\$728,168.22	\$1,348.99	\$7,541.51
11-000-270-161 Sal Pupil Trans(Bet Home & Sch)-Sp Ed	\$978,683.99	\$978,678.45	.00	\$5.54
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$269,781.04	\$269,781.04	.00	.00
11-000-270-350 Management Fee - ESC Transp. Prog.	\$206,831.29	\$195,001.08	\$11,270.70	\$559.51
11-000-270-390 Other Purch. Prof. & Tech Svc.	\$139,887.51	\$124,330.68	\$15,556.83	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$131,732.26	\$127,661.65	\$79.05	\$3,991.56
11-000-270-443 Lease Purch Payments - School Buses	\$192,426.85	\$192,426.85	.00	.00
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$513,499.88	\$513,498.83	.00	\$1.05
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$6,495,103.91	\$6,478,239.21	.00	\$16,864.70
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$102,478.68	\$100,949.86	.00	\$1,528.82
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$28,231.00	\$28,231.00	.00	.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$366,337.80	\$318,326.20	.00	\$48,011.60
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$5,480,356.61	\$4,995,375.79	\$19,018.63	\$465,962.19
11-000-270-580 Travel	\$672.63	\$672.63	.00	.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$111,097.57	\$111,097.57	.00	.00
11-000-270-610 General Supplies	\$3,379.84	\$3,379.84	.00	.00
11-000-270-615 Transportation Supplies	\$145,607.48	\$142,485.21	\$76.86	\$3,045.41
11-000-270-800 Misc. Expenditures	\$11,450.00	\$10,400.00	\$1,050.00	.00
TOTAL	\$16,564,588.50	\$15,967,337.82	\$48,401.06	\$548,849.62
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$3,500.00	.00	.00	\$3,500.00

West Orange Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2025


	Appropriations	Expenditures	Encumbrances	Available Balance
11-XXX-XXX-220 Social Security Contributions	\$2,546,384.91	\$2,546,384.91	.00	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$3,526,947.26	\$3,308,535.96	\$132,947.26	\$85,464.04
11-XXX-XXX-248 Other Retirement - Deferred PERS	\$75,000.00	\$75,000.00	.00	.00
11-XXX-XXX-249 Other Retirement Contrb. - Regular	\$83,000.00	\$70,160.30	.00	\$12,839.70
11-XXX-XXX-250 Unemployment Compensation	\$50,000.00	.00	.00	\$50,000.00
11-XXX-XXX-260 Workman's Compensation	\$694,249.06	\$643,506.46	.00	\$50,742.60
11-XXX-XXX-270 Health Benefits	\$25,009,254.71	\$23,225,307.62	.00	\$1,783,947.09
11-XXX-XXX-280 Tuition Reimbursement	\$370,736.23	\$333,856.80	\$34,674.43	\$2,205.00
11-XXX-XXX-290 Other Employee Benefits	\$1,015,344.70	\$1,008,876.83	\$252.98	\$6,214.89
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$367,014.32	\$338,596.79	.00	\$28,417.53
TOTAL	\$33,741,431.19	\$31,550,225.67	\$167,874.67	\$2,023,330.85
--- Food services ---				
11-000-310-93X Transfers to Cover Deficit (Enterprise)	\$350,000.00	.00	\$350,000.00	.00
TOTAL	\$350,000.00	\$0.00	\$350,000.00	\$0.00
 Total Undistributed Expenditures	 \$111,607,577.88	 \$105,333,681.88	 \$1,243,306.53	 \$5,030,589.47
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$198,663,334.16	\$189,772,782.24	\$1,364,969.61	\$7,525,582.31
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$198,663,334.16	\$189,772,782.24	\$1,364,969.61	\$7,525,582.31

West Orange Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Regular programs-instruction				
12-120-100-730 Grades 1-5	\$21,915.00	\$20,915.00	.00	\$1,000.00
12-140-100-730 Grades 9-12	\$31,010.00	\$31,010.00	.00	.00
Special education - instruction				
12-212-100-730 Multiple Disabilities	\$4,000.00	\$4,000.00	.00	.00
12-4XX-100-730 School-spons. & oth instr prog	\$65,666.59	\$65,666.59	\$0.00	\$0.00
12-000-220-730 Support services-instruc. staff	\$30,865.36	\$29,918.36	.00	\$947.00
12-000-240-730 School administration	\$91,645.03	\$91,645.03	.00	.00
12-000-252-730 Admin. Info. Tech.	\$39,565.92	\$39,565.92	.00	.00
12-000-262-730 Undist. Exp.-Custodial Services	\$16,341.25	\$16,341.25	.00	.00
12-000-266-730 Undist. Exp.-Security	\$20,737.21	\$20,737.21	.00	.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$321,746.36	\$319,799.36	\$0.00	\$1,947.00
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$578,870.62	\$510,886.16	\$64,484.46	\$3,500.00
12-000-400-450 Construction Services	\$10,320,415.55	\$5,227,812.54	\$2,134,028.19	\$2,958,574.82
12-000-400-896 Assmt for Debt Service on SDA Funding	\$114,991.00	\$103,462.72	\$29.18	\$11,499.10
Sub Total	\$11,014,277.17	\$5,842,161.42	\$2,198,541.83	\$2,973,573.92
TOTAL	\$11,014,277.17	\$5,842,161.42	\$2,198,541.83	\$2,973,573.92
TOTAL CAPITAL OUTLAY EXPENDITURES	\$11,336,023.53	\$6,161,960.78	\$2,198,541.83	\$2,975,520.92

West Orange Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2025

	Appropriations	Expenditures	Encumbrances	Available Balance
10-000-100-56X Transfer of Funds to Charter Schls.	\$870,314.00	\$753,590.00	\$116,724.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$210,869,671.69	\$196,688,333.02	\$3,680,235.44	\$10,501,103.23



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 06/30/2025

I, Tonya M. 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

8/15/25
Date

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 06/30/25

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ASSETS AND RESOURCES

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

101	Cash in bank		(\$205,065.57)
	Accounts receivable:		
141	Intergovernmental - State	(\$338,448.21)	
142	Intergovernmental - Federal	(\$482,348.13)	
			(\$820,796.34)
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$15,098,337.23	
302	Less Revenues	(\$10,638,504.13)	
			\$4,459,833.10
	Total assets and resources		\$3,433,971.19

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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 06/30/25

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LIABILITIES AND FUND EQUITY

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

411	Intergovernmental accounts payable - State	\$98,904.30
412	Intergovernmental accounts payable - Federal	(\$260.35)
421	Accounts Payable	\$312,075.95
481	Deferred revenues	\$323,578.93
		\$734,298.83
		\$734,298.83

TOTAL LIABILITIES

FUND BALANCE

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

753	Reserve for encumbrances - Current Year	\$166,488.18
754	Reserve for encumbrances - Prior Year	\$138.18

--- Reserved Fund Balance ---

758	Student Activitiy Fund	\$196,055.59
601	Appropriations	\$15,098,337.23
602	Less: Expenditures	\$12,594,858.64
603	Encumbrances	\$166,488.18
		(\$12,761,346.82)
		\$2,336,990.41

TOTAL FUND BALANCE

TOTAL LIABILITIES AND FUND EQUITY

\$2,699,672.36

\$3,433,971.19

\$3,433,971.19

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 06/30/25

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$406,044.11	\$15,350.00		\$390,694.11
2XXX From Intermediate Sources	\$39,525.81	\$5,000.00		\$34,525.81
3XXX From State Sources	\$8,718,092.92	\$7,647,738.13		\$1,070,354.79
4XXX From Federal Sources	\$5,380,580.39	\$2,416,322.00		\$2,964,258.39
5XXX Other Financing Source	\$554,094.00	\$554,094.00		.00
 TOTAL REVENUE/SOURCES OF FUNDS	 \$15,098,337.23	 \$10,638,504.13		 \$4,459,833.10
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:				
Other Local Projects (001-199)	\$105,569.92	\$25,399.88	\$7,141.00	\$73,029.04
Student Activity Fund (475)	\$340,000.00	.00	.00	\$340,000.00
 TOTAL LOCAL PROJECTS	 \$445,569.92	 \$25,399.88	 \$7,141.00	 \$413,029.04
STATE PROJECTS:				
Preschool Education Aid (218)	\$8,105,121.00	\$7,379,641.63	\$82,401.14	\$643,078.23
Nonpublic Teacher STEM Grant (481)	\$129,184.92	\$129,184.92	.00	.00
SDA Emergent Needs & Capital Maintenance (492)	\$142,308.00	.00	.00	\$142,308.00
Nonpublic textbooks (501)	\$72,414.00	\$71,126.10	.00	\$1,287.90
Nonpublic auxiliary services (502)	\$5,188.00	\$1,630.20	.00	\$3,557.80
Nonpublic handicapped services (506)	\$273,892.00	\$189,613.04	\$51,220.82	\$33,058.14
Nonpublic nursing services (509)	\$184,210.00	\$184,210.00	.00	.00
Nonpublic Technology Aid (510)	\$69,384.00	\$68,413.51	.00	\$970.49
Nonpublic School Programs (511)	\$290,485.00	\$270,447.99	.00	\$20,037.01
 TOTAL STATE PROJECTS	 \$9,272,186.92	 \$8,294,267.39	 \$133,621.96	 \$844,297.57
FEDERAL PROJECTS:				
ESSA Title I - Part A/D (231-239)	\$1,392,021.00	\$893,646.70	\$454.53	\$497,919.77
ESSA Title III - English Lang Enhancement (241-245)	\$107,020.00	\$101,060.27	.00	\$5,959.73
I.D.E.A. Part B (Handicapped) (250-259)	\$2,370,215.00	\$1,927,939.30	.00	\$442,275.70
ESSA Title II - Part A/D (270-279)	\$227,720.00	\$150,608.54	\$6,233.00	\$70,878.46
ESSA Title IV (280-289)	\$110,615.00	\$92,729.30	\$837.69	\$17,048.01
Vocational Education (361-389)	\$66,508.00	\$66,017.72	.00	\$490.28
ARRA/Other (450-469)	\$229,520.00	\$204,680.00	\$18,200.00	\$6,640.00
ARP - ESSER Grant Program (487)	\$753,437.38	\$724,353.43	.00	\$29,083.95
ARP - ESSER Accelerated Learning Coaching (488)	\$87,860.69	\$87,860.07	.00	\$0.62
ARP - ESSER Evidence-Based Summer Learning (489)	\$9,377.00	\$8,700.00	.00	\$677.00
ARP - ESSER NJ Tiered System of Supports (491)	\$26,286.32	\$17,596.04	.00	\$8,690.28
 TOTAL FEDERAL PROJECTS	 \$5,380,580.39	 \$4,275,191.37	 \$25,725.22	 \$1,079,663.80
 *** TOTAL EXPENDITURES ***	 \$15,098,337.23	 \$12,594,858.64	 \$166,488.18	 \$2,336,990.41

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 06/30/25

		ESTIMATED	ACTUAL	UNREALIZED
1760	Student Activity Fund Revenue	\$340,000.00	.00	\$340,000.00
1XXX	Other Revenue from Local Sources	\$66,044.11	\$15,350.00	\$50,694.11
	Total Revenues from Local Sources	\$406,044.11	\$15,350.00	\$390,694.11

--- INTERMEDIATE SOURCES ---				
2XXX	From Intermediate Sources	\$39,525.81	\$5,000.00	\$34,525.81
	Total Revenue Intermediate Sources	\$39,525.81	\$5,000.00	\$34,525.81

--- STATE SOURCES ---				
3212	Nonpublic Teacher STEM Grant	\$129,184.92	\$72,060.75	\$57,124.17
3218	Preschool Education Aid	\$7,551,027.00	\$6,683,401.38	\$867,625.62
3257	SDA Emergent Needs & Capital Maintenance	\$142,308.00	.00	\$142,308.00
32XX	Other Restricted Entitlements	\$895,573.00	\$892,276.00	\$3,297.00
	Total Revenue from State Sources	\$8,718,092.92	\$7,647,738.13	\$1,070,354.79

--- FEDERAL SOURCES ---				
4411-16	Title I	\$1,392,021.00	\$548,150.00	\$843,871.00
4451-55	Title II	\$227,720.00	\$171,787.00	\$55,933.00
4491-94	Title III	\$107,020.00	\$74,551.00	\$32,469.00
4471-74	Title IV	\$110,615.00	\$81,065.00	\$29,550.00
4420-29	I.D.E.A. Part B (Handicapped)	\$2,370,215.00	\$1,279,345.00	\$1,090,870.00
4430	Vocational Education	\$66,508.00	\$56,944.00	\$9,564.00
4540	ARP-ESSER Grant Program	\$753,437.38	.00	\$753,437.38
4541	ARP-ESSER Accelerated Learning Coaching	\$87,860.69	.00	\$87,860.69
4542	ARP-ESSER Evidence-Based Summer Learning	\$9,377.00	.00	\$9,377.00
4544	ARP-ESSER NJ NTiered System of Supports	\$26,286.32	.00	\$26,286.32
4XXX	Other Federal Aids	\$229,520.00	\$204,480.00	\$25,040.00
	Total Revenues from Federal Sources	\$5,380,580.39	\$2,416,322.00	\$2,964,258.39

--- OTHER FINANCING SOURCES ---				
5200	Transfers from Operating Budget - Preschool	\$554,094.00	\$554,094.00	.00
	Total Other Financing Sources	\$554,094.00	\$554,094.00	\$0.00

	TOTAL REVENUES/SOURCES OF FUNDS	\$15,098,337.23	\$10,638,504.13	\$4,459,833.10

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 06/30/25

	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
20-001-XXX-XXX to 20-199-XXX-XXX Local Projects	\$105,569.92	\$25,399.88	\$7,141.00	\$73,029.04
20-475-XXX-XXX Student Activity Fund	\$340,000.00	.00	.00	\$340,000.00
TOTAL LOCAL PROJECTS	\$445,569.92	\$25,399.88	\$7,141.00	\$413,029.04
State Projects:				
--- Preschool Education Aid - Instruction ---				
20-218-100-101 Salaries of Teachers	\$331,973.85	\$324,995.92	.00	\$6,977.93
20-218-100-106 Other Sal. For Instruction	\$178,288.00	\$139,924.00	.00	\$38,364.00
20-218-100-321 Purchased Prof & Ed Services	\$126,351.74	\$119,724.38	.00	\$6,627.36
20-218-100-500 Other purchased servs. (400-500 series)	\$5,200.00	\$4,252.99	.00	\$947.01
20-218-100-600 General Supplies	\$249,297.85	\$236,660.56	\$2,443.85	\$10,193.44
Total Instruction	\$891,111.44	\$825,557.85	\$2,443.85	\$63,109.74
--- Preschool Education Aid - Support Services ---				
20-218-200-102 Salaries of Supervisors of Instruction	\$151,000.00	\$150,999.84	.00	\$0.16
20-218-200-104 Salaries of Other Professional Staff	\$96,709.40	\$96,709.40	.00	.00
20-218-200-105 Salaries of Secr. And Clerical Assistants	\$60,921.75	\$60,921.75	.00	.00
20-218-200-110 Other Salaries	\$200,568.48	\$148,567.12	.00	\$52,001.36
20-218-200-173 Salaries of Community Parent Involvement Spec.	\$142,394.15	\$80,174.00	.00	\$62,220.15
20-218-200-176 Salaries of Master Teachers	\$257,610.00	\$253,473.69	.00	\$4,136.31
20-218-200-200 Personal Services - Employee Benefits	\$230,361.00	.00	.00	\$230,361.00
20-218-200-321 Purchased Educ. Services-Contracted Pre-K	\$5,347,504.95	\$5,179,713.16	\$70,840.87	\$96,950.92
20-218-200-325 Purchased Educ. Services-Head Start	\$511,349.00	\$415,149.54	.00	\$96,199.46
20-218-200-329 Purchased Professional-Education Services	\$41,718.94	\$20,000.17	\$8,517.50	\$13,201.27
20-218-200-330 Other Purchased Professional Services	\$43,500.00	\$43,500.00	.00	.00
20-218-200-440 Rentals	\$73,636.37	\$73,636.36	.00	\$0.01
20-218-200-511 Contr. Trans. Serv. (Bet. Home & Sch)	\$13,009.70	.00	.00	\$13,009.70
20-218-200-580 Travel	\$2,000.00	\$1,703.03	.00	\$296.97
20-218-200-600 Supplies and Materials	\$16,530.01	\$14,480.73	\$598.92	\$1,450.36
20-218-200-800 Other Objects	\$2,500.00	\$1,585.00	.00	\$915.00
Total Support Services	\$7,191,313.75	\$6,540,613.79	\$79,957.29	\$570,742.67
--- Facility Acquisition & Constr. Serv. ---				
20-218-400-732 NonInstructional Equipment	\$13,469.99	\$13,469.99	.00	.00
Total Facility Acquisition & Constr. Serv.	\$13,469.99	\$13,469.99	\$0.00	\$0.00
-- TOTAL Preschool Education Aid --	\$8,095,895.18	\$7,379,641.63	\$82,401.14	\$633,852.41
-- Other State Programs --				
20-501-XXX-XXX to 20-511-XXX-XXX Nonpublic Programs	\$895,573.00	\$785,440.84	\$51,220.82	\$58,911.34
20-481-XXX-XXX Nonpublic Teacher STEM Grant	\$129,184.92	\$129,184.92	.00	.00
20-492-XXX-XXX SDA Emergent Needs & Capital Maintenance	\$142,308.00	.00	.00	\$142,308.00

	Appropriations	Expenditures	Encumbrances	Available Balance
-- TOTAL Other State Programs --	\$1,167,065.92	\$914,625.76	\$51,220.82	\$201,219.34
 TOTAL STATE PROJECTS	 \$9,262,961.10	 \$8,294,267.39	 \$133,621.96	 \$835,071.75
 Federal Projects:				
--- CARES Act Educational Stabilization Fund ---				
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
--- Other Federal Programs ---				
20-231 to 20-239-XXX-XXX ESSA Title I - Part A/D	\$1,392,021.00	\$893,646.70	\$454.53	\$497,919.77
20-241 to 20-245-XXX-XXX ESSA Title III - Part A/D	\$107,020.00	\$101,060.27	.00	\$5,959.73
20-25X-XXX-XXX I.D.E.A. Part B	\$2,370,215.00	\$1,927,939.30	.00	\$442,275.70
20-27X-XXX-XXX ESSA Title II - Part A/D	\$227,720.00	\$150,608.54	\$6,233.00	\$70,878.46
20-28X-XXX-XXX ESSA Title IV	\$110,615.00	\$92,729.30	\$837.69	\$17,048.01
20-361 to 20-389-XXX-XXX Vocational Education	\$66,508.00	\$66,017.72	.00	\$490.28
20-450 to 20-469-XXX-XXX ARRA/Other	\$229,520.00	\$204,680.00	\$18,200.00	\$6,640.00
20-487-XXX-XXX ARP-ESSER Grant Program	\$753,437.38	\$724,353.43	.00	\$29,083.95
20-488-XXX-XXX ARP-ESSER Accelerated Learning Coaching	\$87,860.69	\$87,860.07	.00	\$0.62
20-489-XXX-XXX ARP-ESSER Evidence-Based Summer Learning	\$9,377.00	\$8,700.00	.00	\$677.00
20-491-XXX-XXX ARP-ESSER NJ Tiered System of Supports	\$26,286.32	\$17,596.04	.00	\$8,690.28
TOTAL Other Federal Programs	\$5,380,580.39	\$4,275,191.37	\$25,725.22	\$1,079,663.80
 TOTAL FEDERAL PROJECTS	 \$5,380,580.39	 \$4,275,191.37	 \$25,725.22	 \$1,079,663.80
 20-XXX-XXX-XXX All Other State/Fed/Loc Projects	 \$9,225.82	 \$0.00	 \$0.00	 \$9,225.82
 T O T A L E X P E N D I T U R E S	 \$15,098,337.23	 \$12,594,858.64	 \$166,488.18	 \$2,336,990.41

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 06/30/25

I, Tonye M. 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



Date

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 06/30/25

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ASSETS AND RESOURCES

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

101	Cash in bank		\$1,270,130.77
	Accounts receivable:		
141	Intergovernmental - State	\$1,456,000.00	
			\$1,456,000.00

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

301	Estimated Revenues	\$3,640,000.00	
302	Less Revenues	(\$1,456,000.00)	
			\$2,184,000.00
	Total assets and resources		\$4,910,130.77

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 06/30/25

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LIABILITIES AND FUND EQUITY

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FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$2,439,239.00
754	Reserve for encumbrances - Prior Year		\$95,136.77
601	Appropriations	\$5,067,873.85	
602	Less : Expenditures	\$2,278,498.08	
603	Encumbrances	\$2,534,375.77	
		(\$4,812,873.85)	
			\$255,000.00
	Total Appropriated		\$2,789,375.77

--- Unappropriated ---

770	Fund balance	\$2,254,425.00
303	Budgeted Fund Balance	(\$133,670.00)

TOTAL FUND BALANCE \$4,910,130.77

TOTAL LIABILITIES AND FUND EQUITY \$4,910,130.77

=====

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 06/30/25

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
52XX Transfers from other funds	\$2,184,000.00	.00		\$2,184,000.00
Other Revenue/Source of Funds	\$1,456,000.00	\$1,456,000.00		\$0.00
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$3,640,000.00	\$1,456,000.00		\$2,184,000.00
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-334 Architectural/Engineering Services	\$276,812.62	\$17,853.65	\$3,958.97	\$255,000.00
30-000-4XX-450 Construction services	\$4,791,061.23	\$2,260,644.43	\$2,530,416.80	.00
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$5,067,873.85	\$2,278,498.08	\$2,534,375.77	\$255,000.00
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$5,067,873.85	\$2,278,498.08	\$2,534,375.77	\$255,000.00
*** TOTAL EXPENDITURES AND TRANSFERS	\$5,067,873.85	\$2,278,498.08	\$2,534,375.77	\$255,000.00
	=====	=====	=====	=====

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 06/30/25

I, Tonye M. 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

8/15/25

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 06/30/25

ASSETS AND RESOURCES

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

101	Cash in bank		\$83.99
121	Tax levy receivable		\$423,804.33
	Accounts receivable:		
141	Intergovernmental - State	\$363,307.00	
			<u>\$363,307.00</u>

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

301	Estimated Revenues	\$5,897,819.00	
302	Less Revenues	(\$6,684,930.33)	
			(\$787,111.33)
	Total assets and resources		\$83.99

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 06/30/25

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

601	Appropriations		\$5,897,821.00	
602	Less : Expenditures	\$5,897,820.44		
			(\$5,897,820.44)	
				\$0.56

Total Appropriated		\$0.56
--------------------	--	--------

--- Unappropriated ---

770	Fund Balance	\$85.43
303	Budgeted Fund Balance	(\$2.00)

TOTAL FUND BALANCE	\$83.99
TOTAL LIABILITIES AND FUND EQUITY	\$83.99

=====

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$5,897,821.00	\$5,897,820.44	\$0.56
Revenues	(\$5,897,819.00)	(\$6,684,930.33)	\$787,111.33
	\$2.00	(\$787,109.89)	\$787,111.89
--- Change in Maint. / Capital reserve account ---			
Subtotal	\$2.00	(\$787,109.89)	\$787,111.89
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	\$2.00	(\$787,109.89)	\$787,111.89

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 06/30/25

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
1210 Local tax levy	\$5,085,652.00	\$5,509,456.33		(\$423,804.33)
	_____	_____	_____	_____
Total Local Sources	\$5,085,652.00	\$5,509,456.33		(\$423,804.33)
	=====	=====	=====	=====
--- State Sources ---				
3160 Debt service aid Type II	\$812,167.00	\$1,175,474.00		(\$363,307.00)
	_____	_____	_____	_____
Total State Sources	\$812,167.00	\$1,175,474.00		(\$363,307.00)
	=====	=====	=====	=====
TOTAL REVENUE/SOURCES OF FUNDS	\$5,897,819.00	\$6,684,930.33		(\$787,111.33)
	=====	=====	=====	=====

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 06/30/25

*** 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.	\$2,740,000.00	\$2,740,000.00	.00
40-701-510-833 Interest Payments-Comm. Appr. Lease Pur. Agr.	\$461,025.00	\$461,025.00	.00
40-701-510-834 Interest on Bonds	\$131,796.00	\$131,795.44	\$0.56
40-701-510-910 Redemption of Principal	\$2,565,000.00	\$2,565,000.00	.00
	<u> </u>	<u> </u>	<u> </u>
TOTAL	\$5,897,821.00	\$5,897,820.44	\$0.56
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$5,897,821.00	\$5,897,820.44	\$0.56
	<u> </u>	<u> </u>	<u> </u>
*** TOTAL USES OF FUNDS ***	\$5,897,821.00	\$5,897,820.44	\$0.56
	<u> </u>	<u> </u>	<u> </u>

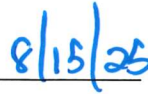
REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
West Orange Board of Education
Debt Service Fund - Fund 40

For 12 Month Period Ending 06/30/25

I, Tongva M. 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



Date

Your Student Safety Data System report to the NJDOE has been successfully certified for 2024-25 School Year.

2024-25 School Year

School Name	Incidents*	Other Incidents Leading to Removal	Restraint/Seclusion	HIB Alleged	HIB Trainings	HIB Programs
050-West Orange High School	86	162	0	1	2	33
070-Edison Middle School	2	32	0	4	13	57
090-Roosevelt Middle School	21	38	0	10	4	68
120-Gregory Elementary School	0	4	0	8	2	21
130-Hazel Avenue Elementary School	1	3	0	2	13	41
135-Liberty Middle School	19	70	0	4	15	86
140-Mount Pleasant Elementary School	3	2	0	1	8	20
150-Kelly Elementary School	0	15	0	1	13	19
160-Redwood Elementary School	3	2	0	14	5	21
170-St. Cloud Elementary School	1	0	0	5	5	19
180-Washington Elementary School	0	2	0	1	2	13
300-Betty Maddalena Early Learning Center	0	0	0	0	1	6
301-West Orange Early Childhood Learning Center	0	0	0	0	2	9
District-Wide					0	0
* Violence, Vandalism, Substances, Weapons and HIB Confirmed						

Confirmation of District Certification

First Name: *Hayden*Last Name: *Moore*Position Title: *Chief School Administrator*[Print](#)[Back to Main Menu](#)[Logout](#)E-Mail: ssds@doe.nj.gov



Local Education Agency Guidance for Virtual or Remote Instruction Plan

The New Jersey Department of Education (Department) is providing the following guidance pursuant to N.J.S.A. 18A:7F-9(c) and N.J.A.C. 6A:32-13.1 and 13.2, to assist LEAs in the development of their annual virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year's plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

For each of the areas below, the chief school administrator or lead person will either mark "yes," confirming that the information is in the Plan and list the corresponding Plan page number, or mark "no" if the information is not contained in the Plan. The chief school administrator or lead person is expected to provide an explanation to the County Office of Education for all areas marked "no."

By July 31 annually, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for the coming school year, along with this form to their County Office of Education. At the time of submission to the county office of education, the plan must be posted on the LEA's website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

LEA Checklist for Virtual or Remote Instruction Programs

LEAs must enter the page number where each checklist item may be found in the virtual or remote instruction program submitted to the [County Office of Education](#).

School Year: 2025-2026

Contact Information

County: Essex

Name of District, Charter School, APSSD or Renaissance School Project:

West Orange Public Schools

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Leader:

Hayden Moore, Superintendent of Schools

Phone Number of Contact: (973) 669-5400

Equitable Access and Opportunity to Instruction

Question	LEA Yes or No
1. Is the LEA ensuring equitable access and opportunity to instruction for all students?	Yes



Question	Page Number	LEA Yes or No	County Yes or No
2. Does the program ensure that all students' varied and age-appropriate needs are addressed?	1-2	Yes	
3. Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.	7-9	Yes	
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?	5	Yes	
5. Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?	1-2	Yes	

Notes on Equitable Access to Instruction

West Orange Public Schools are committed to ensuring continuity of instruction in the event of a public health-related closure through a robust emergency virtual or remote learning plan. Aligning with state regulations (N.J.A.C. 6A:32-13.1 & 13.2), the district utilizes virtual instruction to fulfill the 180-day requirement, ensuring that all students receive a minimum of four hours of instructional time per day, with specific adaptations for kindergarten.

Our remote learning plan guarantees that each student has access to an individual technology device and a diverse array of age-appropriate digital resources. Recently, we have expanded our initiative to provide one-to-one device access from Pre-K through Grade 12. These digital resources span all content areas, tailored to meet developmental needs and are integrated seamlessly into both in-person and virtual instruction settings, ensuring equitable access for students with Individualized Education Plans (IEPs) and Multilingual Learners (MLs).

To maximize student growth and learning, our plan incorporates synchronous and asynchronous learning opportunities. Building on successful practices from the 2020-2021 school year, we have reinstated grade-specific virtual learning schedules that proved effective in engaging students and promoting academic progress.

Assessment plays a critical role in our virtual instructional environment. We have implemented additional online diagnostic tests across all grades to continually assess student growth and progress. These assessments, complemented by locally designed tools aligned with our Board-approved curriculum, are integrated with iReady diagnostic assessments to provide comprehensive insights into student learning needs.

Recognizing the digital divide, we have facilitated access points and other supports for families requiring additional digital assistance. In cases where necessary, we can also provide hard-copy textbooks and supplementary resources to ensure equitable learning opportunities for all students.



Addressing Special Education Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?	3	Yes	
2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications?	3	Yes	
3. Does the program describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?	3	Yes	
4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities?	3	Yes	

Notes on Special Education Needs

In West Orange Public Schools, ensuring that all students, particularly those with Individualized Education Plans (IEPs), receive equitable access to quality education is a top priority, whether in-person or through virtual learning environments. Each student, including those with specific needs, is provided with a dedicated device to facilitate seamless participation in both settings.

Teachers adeptly integrate instructional resources used in traditional classrooms into virtual platforms, ensuring continuity of learning tailored to individual student requirements. This approach not only supports the diverse needs of students with IEPs but also allows for flexibility during transitions between in-person and virtual learning environments. In cases where additional resources are necessary, such as hard-copy materials, they are readily provided to ensure that every student has equal opportunities to engage with their education.

To maintain effective communication and support, case managers and teachers regularly connect with families through phone calls and Google Meet video conferences. This ongoing engagement is essential for monitoring student progress, discussing program implementation, and addressing any concerns that may arise. Special Education Supervisors for different grade spans have implemented robust systems to track and report missed services promptly, ensuring that students continue to receive the support outlined in their IEPs, whether through virtual sessions or in-person services when feasible.

Meetings to discuss IEP services and other educational needs are conducted either in-person or via Google Meet, accommodating the preferences and needs of families while adhering to safety protocols and accessibility standards.



Addressing Multilingual Learners (ML) Plan Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of MLs?	3	Yes	
2. Does the program describe how the LEA communicates with families of MLs including providing translation materials, interpretative services, and literacy level appropriate information?	3	Yes	
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure MLs access the same standard of education as non-ML peers?	3	Yes	
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylee)?	3	Yes	

Notes on Supporting ML Educational Needs

In West Orange Public Schools, we prioritize meeting the educational needs of Multilingual Learners (MLs) with a robust support framework tailored for both in-person and virtual learning environments. Our commitment to equity ensures that ML students continue to receive essential sheltered instruction services through platforms like Google Meet, aligning closely with State and Federal requirements.

To facilitate effective communication, each student's Chromebook is equipped with Google Translate, enabling seamless translation services to bridge language barriers. Our district's Technology page hosts instructional videos guiding students and families on the use of Google Translate for enhanced accessibility.

We provide a comprehensive array of digital resources designed specifically for MLs, including BrainPop for all ML students and Imagine Learning for newcomers. These platforms offer differentiated learning experiences tailored to students' varying stages of English language proficiency. Additionally, ML students have access to mainstream tools such as iReady and Flocabulary, which offer personalized pathways in core subjects like reading and math, ensuring targeted academic support across all levels.

Our educators undergo training in trauma-informed teaching practices and participate in building-based socio-emotional learning (SEL) programs. Professional development opportunities at grade, department, and district levels emphasize culturally responsive teaching approaches, enhancing educators' ability to support ML students from diverse backgrounds effectively. Through tools integrated into SEL lessons, teachers access resources focusing on SEL skills, trauma-informed practices, and the impact of migration, fostering a nurturing environment that supports both academic achievement and socio-emotional well-being.



Attendance Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?	7-9,13	Yes	
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?	1-3, 7-9	Yes	

Notes on Attendance Plan

Attendance in West Orange Public Schools is a critical component of our educational framework, ensuring that all students remain engaged and supported, whether in-person or in a virtual learning environment. Daily attendance will be recorded in accordance with our district policy, with proactive measures in place to support student participation. For students who do not log in to virtual sessions, our staff will promptly make phone calls to remind families of the importance of attendance in virtual learning.

Our district's code of conduct applies consistently across both in-person and virtual settings. Students demonstrating non-compliance or inappropriate behavior will be addressed according to policy guidelines, which may include verbal warnings, parental contact, counseling referrals,

Safe Delivery of Meals Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?	5	Yes	

Notes on Safe Delivery of Meals

West Orange Public Schools prioritize the safe delivery of meals to ensure all students have access to nutritious food during virtual learning. When the district is in-person, each school offers and daily breakfast and lunch program. If the district returns to short-term virtual instruction the district will return to its successful process of "grab and go" meals (breakfast and lunch). Meals are distributed through designated pick-up locations at schools, adhering to strict health and safety protocols. Families receive detailed instructions regarding pick-up times, locations, and procedures to minimize contact and maintain social distancing. Meal packages include a variety of nutritious options suitable for all dietary needs, with allergen information clearly labeled. Staff members can wear personal protective equipment (PPE) during distribution to ensure safety, and sanitization measures are rigorously followed at all times. The district encourages families to participate in the meal program to support students' well-being and nutritional needs during virtual learning periods.



Facilities Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?	6, 13	Yes	

Notes on the Facilities Plan Other

West Orange Public Schools have implemented a robust facilities plan for a safe learning environment. High-touch areas are cleaned frequently using CDC-recommended disinfectants. Hand sanitizing stations are strategically placed, and ventilation systems are optimized. Classrooms and communal areas follow physical distancing guidelines with clear signage and designated seating. PPE will be provided as needed. Regular communication with families and staff ensures everyone is informed about safety protocols and updates.

Other Considerations

Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities	5	Yes	
b. Social and emotional health of staff and students	4	Yes	
c. Title I Extended Learning Programs	5	Yes	
d. 21 st Century Community Learning Center Programs		No	
e. Credit recovery	9	Yes	
f. Other extended student learning opportunities	5	Yes	
g. Transportation	6	Yes	
h. Extra-curricular programs	5	Yes	
i. Childcare	4	Yes	
j. Community programming	4	Yes	

Notes on Other Considerations

West Orange Public Schools prioritize comprehensive student support, offering advanced learning opportunities, robust SEL programs for staff and students, and tailored credit recovery options. Extracurricular activities promote engagement, with virtual participation options. Wrap-around services include counseling, health support, and community partnerships. We provide limited childcare options for working families and maintain open communication to ensure all students have access to academic, social, and emotional support necessary for their success.



APSSD Applicable Only: Sharing Plans

Was the program shared with all sending districts? Yes ☒ No ☐

Notes on APSSD Sharing Plans

Essential Employees

Question	Page Number	LEA Yes or No	County Yes or No
1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.		Yes	

Notes on Essential Employees

The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the transition to virtual or remote instruction.

Board Approval

Date of board approval (mm/dd/yyyy): August 18, 2025

Notes on Board Approval

Posted on Website

1. Is the program posted on the school district/APSSD/Charter/Renaissance School Project Website? Yes ☒ No ☐

2. Link to website: [West Orange Public Schools](#)

West Orange Public Schools

Remote Instruction Contingency Plan

2025-2026

In the event of a public health related school closure, the West Orange Public Schools will implement the following Remote Instruction Learning Plan.

EQUITABLE ACCESS AND OPPORTUNITY TO INSTRUCTION

Much of the remote work outlined in this plan is to be facilitated through digital technology and/or printable consumable-based learning plans. Since not all families have access to internet and/or devices, provisions have been made to ensure that all students can access the curriculum and instruction during operation of the Remote/Home Instruction Learning Plan:

- Devices are loaned out to families who need them;
- Assignments and projects that are not technology-dependent have been developed;
- Books, papers, and other materials are distributed to families in advance of the closure or available for pick up throughout the closure;
- Staff continue to survey families to measure and address any ongoing digital divide, as needed.

The Remote Learning Plan thus takes advantage of digital technology while ensuring that no student's learning is compromised by a lack of technology.

Remote learning, also referred to as distance learning, is learning that happens outside of the traditional classroom. It gives students who are not in school for in-person education access to online learning materials and instruction. All students will be provided personal devices (e.g. Chromebooks, iPads, laptops, etc.) to access the internet and a hotspot if Wi-Fi was needed.

If remote instruction is necessary, personal devices may be utilized for blended learning and continuity of usage with district digital programs. All students will have the opportunity to access online lessons and complete assignments, projects, and assessments either during in-person or remote learning.

Should a student or a parent have an issue with their Chromebook or internet connectivity, they are to notify their Building Principal to make the necessary accommodations; devices and/or hotspots will be provided as needed.

During remote learning, it is imperative that all staff maintain communication with students (via phone calls, emails, Google Meets, or other district approved online platforms) to ensure students are completing assignments, are actively engaged, and maintain their social and emotional wellness.

Additional Resources

Grades	Instructional Resource	Comments
Pre-K	Printable/consumable based on and linked to developmentally appropriate tasks along with Google Classroom lessons and activities (Modifications/ Accommodations provided in accordance with IEPs or 504s).	Printable paper/consumable-based assignments can be made available for students without device and/or Wi-Fi.
K-2	<p>Printable/consumable materials and resources aligned to the grade level curriculum will be accessible via Google Classroom (Modifications/Accommodations provided in accordance with IEPs or 504s).</p> <p>The following student consumable materials were created to avoid bringing class notebooks back and forth.</p> <ul style="list-style-type: none"> ● reading response notebooks ● writing booklets ● student text/workbooks 	Printable paper/consumable-based assignments can be made available for students without device and/or Wi-Fi.
3-5	Printable/consumable materials and resources aligned to the grade level curriculum will be accessible via Google Classroom (Modifications/Accommodations provided in accordance with IEPs or 504s).	Printable/consumable-based assignments can be made available for students without device and/or Wi-Fi.
6-8	Google Classroom lessons and activities linked to the core content standards (Modifications/ Accommodations provided in accordance with IEPs or 504s)	Printable/consumable-based assignments can be made available for students without device and/or Wi-Fi.
9-12	Google Classroom lessons and activities linked to the core content standards (Modifications/ Accommodations provided in accordance with IEPs or 504s)	Printable/consumable-based assignments can be made available for students without device and/or Wi-Fi.
Other:	<p>Related Services: Google classroom lessons assigned by related services providers for targeted IEP goals and objectives; paper-based assignments will be made available for students without device and/or wifi. <i>Compensatory services may be provided upon return to school.</i></p> <p>Counseling Services: Google classroom lessons assigned services providers. In addition, support may be provided via school approved video conferencing platforms or a phone conference.</p>	

ENSURING CONTINUITY OF SERVICES

ESL Instruction

ESL instruction will continue remotely utilizing school-based digital platforms such as live Google meets and Google classrooms. School and district communications will be sent home in Spanish and Haitian Creole. Translators will be made available to contact parents and the ML Family Resource Coordinator will conduct student/family outreach as needed.

ESL instruction will be differentiated to address student learning needs. Strategies in Sheltered Instruction will be implemented in general education classrooms for alternate methods of instruction to ensure MLs access the same standard of education as non-ML peers. Access to technology will be addressed as needed via loaned Wi-Fi hotspots and loaned district Chromebooks.

Special Education and Related Services

- Provisions will be made for Preschool Children with Disabilities with Individual Education Programs (IEPs), as they are entitled to special education and related services pursuant to the IDEA, even though they are not subject to the state's compulsory education law.
- IEPs will be reviewed to determine services that can be provided remotely and student current level of functioning will be determined.
- For students with discrete trial instruction, it will be determined if any maintenance programs can be run at home by the parents.
- Staff will complete updated baseline assessments for all related service goals wherever possible. Having a current baseline will provide data necessary for the teams to determine what, if any, progress was lost during closures.
- We will have related service staff develop home-based activities, such as fine motor work, speech worksheets, etc. that align to the goals in the student's IEP.
- We will ensure that, to the extent appropriate, the students are prepared to complete home-based work and/or that parents are informed on how to run home-based programming.
- IEP teams will be prepared to determine any loss during school closures.
- All instruction will be geared towards the goals and objectives in the student's IEP, including the necessary accommodations and modifications considering the change in learning environment for each student.
- Focus will be placed on the maintenance and reinforcement of learned skills, as opposed to significant acquisition of new skills. While new skills may be presented, consideration will be given to:
 - Student ability to independently acquire new skills
 - Students need for multisensory presentation of concepts
 - Availability for adult support and guidance
- Communication will be made daily with students and parents with information on:
 - Sample schedules for instructional activities with expected time allocations
 - Brain breaks
 - Feedback on work progress
 - Executive functioning supports
 - How to set up a learning space in the home free of distractions
 - Tips to minimize distraction
 - Tips to organize during distance and virtual learning
 - Alternatives to digital learning and interaction to facilitate social growth
 - Tips to manage time and workload
- Should Flexible Instructional Days (FIDs) be needed to extend beyond two (2) consecutive days, instructional videos will be posted on teacher Google Classroom showing either district teachers, related service providers, or instructional supervisors with a goal of furthering the instructional sequence and supporting student understanding and will be complemented by appropriately connected learning experiences. Teachers can record instruction, reteaching, and clarification videos through Google Meet.

- Google Meet may also be considered for question-and-answer interactions to supplement instruction and compliment email communication. Schedules may be used for these experiences and are not mandatory, but should be recorded and posted on Google Classroom for the reference of all students.
- IEP meetings, evaluations, and other meetings to identify, evaluate and/or reevaluate students with disabilities will be held when feasible via Google Meet or Zoom.

Social Emotional Learning and School Climate and Culture

Social Emotional Learning curriculum, activities and/or lessons will continue to be integrated into the remote instructional plan, K-12. The School Counseling Department, in partnerships with various providers, continues to develop and implement social emotional support by way of professional development, support groups, integration of SEL components into lesson planning, and providing a plethora of resources to students, staff and families around social emotional learning and trauma.

District Goals:

- A district goal has been identified and Board approved around SEL in order to ensure:
 1. SEL activities are incorporated daily into all lessons
 2. resources are shared with faculty
 3. support is provided to instructional staff in this regard

Supervisors / School Leaders will:

- Monitor teacher lesson plans to ensure SEL is integrated into instructional plan
- Provide feedback to teachers for supporting students
- Provide professional development and resources to teachers to support SEL integration.

Students will continue to:

- Develop self-awareness and self-management skills to achieve school and life success.
- Use social-awareness and interpersonal skills to establish and maintain positive relationships.
- Demonstrate decision-making skills and responsible behaviors in personal, school and community contexts.

Teachers will:

- Include SEL instructional strategies on their lesson plans
- Use resources provided to integrate SEL strategies specific to content and grade level into their instructional plan

Wraparound Services

When available, the district will continue to collaborate with community partners in an effort to provide childcare via programs for eligible students. In partnership with Rutgers University Behavioral Health Care School Community Programs, the district will continue to provide supportive services through a bilingual parent coordinator for MLs and their families as appropriate.

Behavioral Supports

The District employs three Board Certified Behavior Analysts (BCBAs). These staff members split time between the schools in the district and provide support to the Autism classes in the district, as well behavioral consultation support to students in accordance with Individualized Education Programs (IEPs). The district BCBAs will consult with classroom teachers to provide positive behavior support to students experiencing behavioral difficulties.

Through the work of the I&RS Committee, students will receive additional support and tiered intervention by the classroom teacher, intervention specialists, the school counseling department and a collaborative approach to intervention with parents / guardians.

Assessing Student Learning

The Office of Curriculum & Instruction, worked extensively with teachers in each content area and across all grade levels to (1) analyze the impact of curriculum compacting to identify content areas of focus, mastery, requiring explicit teaching (reteaching) and/or additional review; and (2) student performance on district wide assessments, benchmark assessments, student grades, classroom performance, anecdotal notes and conferencing, and other formative data to measure student progress toward meeting state standards and identify priority areas of focus as well as student strengths specific to the content area standards. A presentation, outlining in detail, the work in the area of assessing student learning in order to close achievement and opportunity gaps was presented to the community and board, to include instructional strategies, interventions and next steps.

To accelerate student learning all students will have access to standards-based instruction at grade level that addresses gaps in prior learning within the context of grade-appropriate tasks focused on priority content, as measured by adequate growth on pre-determined benchmark assessments.

Title I and Multi-Tiered Systems of Support

Multi-Tiered Systems of Support are currently being utilized as a systematic approach to prevention, intervention, and enrichment in grades PreK- through twelve for academics and behavior. Students, grades K-8, receive academic support via a tiered intervention model by dedicated teachers via pull-out or push-in models. Intervention Scope and Sequence created using the Priority Standards for 2022-2023 and aligning them to the i-Ready Lessons as well as the ELA and Math Curriculum.

Extended Learning / Extra Curricular

Extended learning opportunities will be provided to identified students with a specific lens and focus on addressing student learning loss and social emotional learning. Academic program offerings will provide additional support across the content areas. They vary by grade level and interest and provide student support to specifically identified students based on performance data.

Assessment & Intervention

The Director of Assessment, Accountability and Intervention will support the work around using data to inform instruction, address learning loss, and develop multi-tiered systems of support for providing comprehensive intervention to students across the grade levels.

Students requiring greater levels of support and tiered intervention have been identified by multiple assessment measures and scheduled for academic support. Assessment measures include, but are not limited to:

- i-Ready Diagnostic Status in Reading & Math, i-Ready Diagnostic Results in Reading & Math, Tools for Scaffolding Instruction, Instructional Groupings, Diagnostic Growth, Personalized Instruction by Summary, Lesson, and Interactive Practice, Prerequisite Skills, Instructional Schedules, Running Records, End of Unit Assessments, District Benchmark Assessments.

District Assessments

The district will implement a rigorous approach to assessing student learning in the Fall by way of district benchmark assessments. Assessment data will be used to address learning gaps, small group instruction, tiered intervention and support programs.

Food Services

The district Food Service Provider, Maschio's, will provide and/or deliver meals for eligible students for the district to distribute. These meals will be cold and packaged in a grab-and-go style for ease of delivery and pick-up by students or parents/guardians. Maschio's will be delivering from its central commissary location. The district has set up locations in the community for parent pick-up of meals in a safe, socially-distanced manner with appropriate personal protective equipment.

Facilities

Facilities will be maintained through a staggered schedule of custodial/maintenance staff, practicing social distancing and wearing appropriate Personal Protective Equipment. Disinfecting via a hospital-grade disinfectant via a fogging machine will be used to systematically maintain clean surfaces.

Community Programing

In the event that the district moves to remote learning, community programming will be provided regarding the 5 categories: health and nutrition, parental development, job skills development, and advocacy. Additionally, workshops will be made available in multiple languages.

Transportation

Transportation services will be provided following CDC guidelines where appropriate (e.g., transportation for students who attend out-of-district schools).

K-5 REMOTE LEARNING PLAN**Elementary Daily Instructional Minutes (Approximate)****School Day: 8:45-3:00**

Monday -Friday						
	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
IDEA / SEL Block Individualized Differentiated Educational Activities	30	30	30	30	40	40
Science/SS 2x week each subject	30	30	40	40	50	50
ELA	70	80	80	80	80	80
Read Aloud & Shared Reading	25	25	15	15	25	25
Structured Literacy	20	30	30	30		
Ready Math	45	60	60	60	60	60
Ten Minute Math/Classroom Routines	10	10	10	10	10	10
Movement & Choice Time	60	25	25	25	25	25
Lunch & Recess	45	45	45	45	45	45
Special (30-40 min)	40	40	40	40	40	40

The minimum hours of instruction for a virtual or remote day are four hours excluding lunch and recess.

- All 4 elementary schools will follow the same schedule as in-person instruction.
 - Student Hours: 8:45-3:00 pm
 - Lunch & Recess Break (45 min)
 - Small group and 1:1 instruction will take place throughout the school day
 - Movement and play breaks will be incorporated into the day (30-45 min daily)
- Educational Materials
 - Daily or Weekly schedules will be posted in Google Classroom
 - Hard copies of materials, including student workbooks, classroom library books, packets, etc. will be provided as needed
 - Synchronous instruction will take place via Google Meet
 - Asynchronous Instruction will take place via Seesaw, Flipgrid or Google Suite. During small group work, students may be assigned asynchronous activities.
 - Various growth and/or benchmark assessments will be used to measure student progress toward student learning standards.
- Family Communication
 - Teachers will be available to respond to questions from families during contractual prep time and between 3-3:30 daily.
- Attendance
 - Monitoring of attendance will be continued via the district's student information system, Power School.
 - Student attendance will be monitored through participation in daily online sessions, with parents reporting absence reasons as in the standard operating procedure.
 - Follow up by teachers, school counselors or principals will be conducted when student non-participation is concerning.

6-8 Remote Learning Plan

Monday-Friday			
GCMS Fully Remote Schedule	Grade 6	Grade 7	Grade 8
Period 0 8:00-8:30	Music Ensemble	Music Ensemble	Music Ensemble
Period 1 8:45-9:30	CYC/PE	Academic	Academic
Period 2 9:35-10:20	Academic	Academic	CYC/PE
Period 3 10:25-11:10	Academic	Academic	Academic
Period 4 6th: 11:15-11:45 (Lunch on own) 7/8th: 11:15-12	Lunch	CYC/PE	Academic
Period 5 6th: 11:45-12:30 7th: 12-12:30 (Lunch on own) 8th: 12-12:45	Academic	Lunch	Academic
Period 6 6/7th: 12:35-1:20 8th: 12:45-1:15 (Lunch on own)	Academic	CYC/PE	Lunch
Period 7 1:25-2:10	Academic	Academic	CYC/PE
Period 8 2:15-3:00	CYC/PE	Academic	Academic

- Schedule
 - The schools will follow the same schedule as in-person instruction.
- Instruction and Educational Materials
 - Teachers will utilize a video-conferencing platform (Google Meet or Zoom) to teach synchronous classes.
 - All assignments for each class will be posted on Google Classroom.
 - The Library/Media Specialist will provide technical support.
 - Paper packets and class materials will be distributed as needed.
 - Various growth and/or benchmark assessments will be used to measure student progress toward student learning standards.
- Family Communication
 - Teachers will be available from 8 a.m. to 3 p.m. for students and parents to ask questions via email or on the video-conferencing platform they designate.
 - School counselors, case managers, and administrators will also be available via email and the video-conferencing platform for support.
 - Teachers will send emails to guardians when a student misses a deadline.
- Attendance
 - Monitoring of attendance will be continued via the district's student information system, Power School.
 - Student attendance will be monitored through participation in daily online sessions, with parents reporting absence reasons as in the standard operating procedure.
 - Follow up by school counselors will be conducted when student non-participation is concerning

9-12 Remote Learning Plan

Monday-Friday	
WOHS Fully Remote Schedule	
Block 1	8:05-8:55
Block 2	9:05-9:55
Block 3	10:05-10:55
Lunch	11:00-12:00
Block 4	12:00-12:50
Block 5	1:00-1:50
Block 6	2:00-2:50

- Schedule
 - The schools will follow the same schedule as in-person instruction.
 - There is no change to our rotation calendar.
- Instruction and Educational Materials
 - Teachers will utilize a video-conferencing platform (Google Meet) to teach synchronous classes.
 - All assignments for each class will be posted on Google Classroom.
 - The Library/Media Specialist will provide technical support.
 - Paper packets and class materials will be distributed as needed.
 - Credit loss/shortage/recovery will be addressed through the district's participation in Educere online learning.
- Family Communication
 - Teachers will be available from 8 a.m. to 3 p.m. for students and parents to ask questions via email or on the video-conferencing platform they designate.
 - School counselors, case managers, and administrators will also be available via email and the video-conferencing platform for support.
 - Teachers will send emails to guardians when a student misses a deadline.
- Attendance
 - Monitoring of attendance will be continued via the district's student information system, Power School.
 - Student attendance will be monitored through participation in daily online sessions, with parents reporting absence reasons as in the standard operating procedure.
 - Follow up by school counselors will be conducted when student non-participation is concerning

REMOTE LEARNING EXPECTATIONS

Student Expectations

- Follow the schedule for your school. This will be posted on the school website.
- When working remotely, ensure that you are logged into the Google Meet for each class on time for synchronous instruction, as attendance will be recorded.
- Participate in Google Meets established by your teachers and log off the Meet at the close of the lesson. The teacher should be the last person to log off the Meet.
- Complete and submit assignments as per the assignment's due date.
- Respond to all teacher emails within 24 hours.
- Contact your teacher if you experience technological difficulties, internet interruption, when having trouble completing an assignment or if extra support is needed.

Student Etiquette

- Prepare for technical difficulties; check that your technology is working prior to starting the session; email your teacher with any issues.
- Behave in a respectful manner during all virtual learning activities and dress appropriately
- Actively engage in the sessions; refrain from using your cell phone unless directed by the teacher to utilize as part of the session
- When working remotely, utilize a quiet space in your home that has minimal distractions
- Avoid eating during the session
- Communicate effectively and respectfully at all times
- Keep your microphone on mute unless told otherwise by your teacher
- During Google Meets your video camera must be on for the entirety of the class period. You cannot use an Avatar in place of your initials. Only your initials or a photo of yourself can be utilized. If you are using a photo it must be age appropriate.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Google Meeting, including not posting on any social media platform.
- Any confidential or personally identifiable information related to students participating in a Google Meeting should not be collected, discussed or shared.

Parent/Guardian Google Meet Expectations

Parents/guardians are encouraged to assist their child through remote learning providing encouragement and supporting their children during asynchronous learning opportunities.

To maintain a positive, productive learning environment and assure confidentiality for students and teachers during remote learning, all parents/guardians are asked to observe the following privacy guidelines:

- Google Meets are designed for students to seamlessly transition to remote learning. To prevent disruptions to the learning environment, parents/guardians should not actively participate in these sessions, although parents/guardians may assist their child with technology. Especially with synchronous learning, any support needed should be coming from the teacher in the moment.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Google Meeting, including not posting on any social media platform.
- Do not share Google Meet code with friends. All students should have access to their appropriate Google Meets by their teacher.
- Any confidential or personally identifiable information related to students participating in a Google Meet should not be collected, discussed or shared.
- Parents/guardians should not engage with students during Google Meets.
- If a parent/guardian has a question, please email your child's teacher.

Thank you for your support and cooperation in ensuring that remote learning is a positive, productive and enjoyable experience for all participants.

Nurses Expectations

- Direction will be provided by the Supervisor and/or Building Principal
- Conduct wellness checks via Google Meet
- Attend professional development opportunities that promote professional growth, use of technology and student support services
- Communicate with students and parents
- Active role with the School-based Crisis Intervention Team
- Attend departmental meetings
- Update nursing procedures and practices
- Continue to add student Immunization Records into Infinite Campus
- Review student files for missing immunizations and physicals, follow up with families
- Obtain treatment plans for students that require medication
- Create student Individual Health Care Plans as applicable
- Collaborate with School Counseling Department as it relates to Student Support Services
- Provide mandatory/required health training to school community
- Active role in district I&RS and Section 504 Teams
- Produce Communicable Diseases reminders and updates as needed
- Maintain daily and monthly reports

School Counselors/SACs Expectations (High School)

Manage all aspects of your student caseload

- Check in with the students/families on their caseload via email, phone calls, Google Meet providing information and support. Communication made can include information on:
 - Sample schedules for instructional activities
 - Brain Breaks
 - Feedback on work progress
 - Executive functioning supports
 - How to set up a learning space in the home free of distractions
 - Tips to minimize distractions
 - Tips to organize distance and virtual learning
 - Tips to manage time and workload
- Maintain a log/documentation for the parents/students that are contacted
- Maintain a Google Classroom with pertinent and relevant resources for students and staff
- Attend departmental meetings
- Identify at-risk students and contact them regularly
- Respond and follow-up on emails within a timely manner (24-48 hrs.)
- Regular maintenance of all responsibilities including but not limited to:
 - Create / Maintain accurate course schedules
 - Monitor student academic progress, providing support and resources as necessary
 - Communicate to seniors opportunities for scholarships
 - Complete recommendation letters for high school seniors
 - Provide assistance to seniors with completing financial aid and college applications
 - Assist students with SAT and ACT registration
 - Coordinate parent /teacher/student conferences
 - Develop a schedule to develop and support I&RS and 504 Plans
 - Orient all grade levels to Naviance; execute the scope and sequence for all grade levels for college and career readiness
 - Complete registration for newly enrolled students
 - School-based crisis intervention

- Facilitate individual counseling, small group and classroom-based counseling activities via Google Meets
- Provide workshops/information sessions for parents and students
- Attend professional development opportunities that promote professional growth, use of technology and student support services
- Active role with School-based and district Crisis Intervention Teams

School Counselors/SAC Expectations (Middle and Elementary)

Manage all aspects of your student caseload

- Check in with the students/families on their caseload via email, phone calls, Google Meet providing information and support. Communication made can include information on:
 - Sample schedules for instructional activities
 - Brain Breaks
 - Feedback on work progress
 - Executive functioning supports
 - How to set up a learning space in the home free of distractions
 - Tips to minimize distractions
 - Tips to organize distance and virtual learning
 - Tips to manage time and workload
- Maintain a log/documentation for the parents/students that are contacted
- Maintain a Google Classroom with pertinent and relevant resources for students and staff
- Attend departmental meetings
- Identify at-risk students and contact them regularly
- Respond and follow-up on emails within a timely manner (24-48 hrs.)
- Regular maintenance of all responsibilities including but not limited to:
 - Complete registration for newly enrolled students
 - School-based crisis intervention
- Facilitate individual counseling, small group and classroom-based counseling activities via Google Meets
- Provide workshops/information sessions for parents and students
- Attend professional development opportunities that promote professional growth, use of technology and student support services
- Active role with School-based and district Crisis Intervention Teams
- Google Meet for 504 meetings; I&RS meetings; parent/student/teacher conferences

Child Study Team Members and Related Service Providers Expectations

- Check in with the students/families on their caseload via email, phone calls, Google Meet
- Maintain a log for the students that are contacted
- Supervisors will also be providing specific directions to the above members
- Participate in Professional Development opportunities
- Develop a schedule to support students and communicate with students and parents
- Complete evaluations and IEPs as deemed necessary
- Refer to responsibilities provided by the Executive Director of Special Education and Services
- Provide related services; Speech, Occupational Therapy, Physical Therapy, Nursing, and Audiological

Related Services Provider Expectations

- Speech, Occupational Therapy, Physical Therapy
 - Students will continue to receive their related services as per their IEP remotely. The therapists will schedule the student's sessions throughout the scheduled school day and notify the parents/guardians and school staff.

Instructional Aides Expectations

- Work with the teacher who will provide direction
- Participate in Professional Development opportunities
- Participate in Teacher's Google Classroom and Google Meets daily
- Under the teacher's supervision provide support with outreach to students
- Assist teacher with communications to parents
- Under the teacher's create Google Meets to work with small groups of students daily

Administrative Assistant Expectations

- Principal will provide directions
- Submit reports as needed
- Participate in Professional Development opportunities
- Provide support with outreach to students
- Certify daily attendance by 10:00 am
- Complete transfers
- Assist with home surveys
- Update emergency contact forms
- Ensure information in Power School is accurate and updated
- Respond to parent inquiries
- Ensure student folders are updated in the office
- Assist parents with registering for parent portals

Custodial Staff Expectations

- Ensure ample supply of sanitizing supplies and daily sanitizations.
- Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.