

WEST ORANGE BOARD OF EDUCATION
Public Board Meeting – 6:00 p.m. – July 19, 2011
Administration Building
179 Eagle Rock Avenue

FINAL AGENDA

I. ROLL CALL OF THE MEMBERS AND PLEDGE OF ALLEGIANCE

II. NOTICE OF MEETING:

Please take notice that adequate notice of this meeting has been provided in the following manner:

- A. That a written notice was sent from the Office of the Secretary of the Board at 4:00 p.m. on May 10, 2011.
- B. That said notice was sent by regular mail to the West Orange Township Clerk and by e-mail to the Editors of the West Orange Chronicle and the Star-Ledger.
- C. That said notice was posted in the lobby of the Administration Building of the Board of Education.

III. CONSIDERATION OF THE CLOSED AND PUBLIC MEETING MINUTES OF June 20, 2011 (Att. #1)

IV. SUPERINTENDENT’S AND/OR BOARD’S REPORTS

A. First Reading of the Following Board Policies:

Nondiscrimination/Affirmative Action Officer	2224.00
Nondiscrimination/Affirmative Action in Employment	4111.10/4211.10
Employee Health	4112.40/4212.40
Personnel Records	4112.60/4212.60
Assignment; Transfer	4113.00/4114.00/4213.00/4214.00
Nonschool Employment	4138.00
Attendance Patterns	4151.00/4251.00
Harassment, Intimidation and Bullying	5131.10
Home Instruction	6173.00
Long Range Facilities Planning	7110.00
Expenses and Reimbursements	9250.00
Public and Executive Sessions	9322.00

B. Second Reading of the Following Board Policies:	
Media	1110.00
District Publications	1111.00
Distribution of Materials by Pupils and Staff	1140.00
Local Units	1410.00
Research, Evaluation and Planning	2240.00
Nepotism	4112.80/4212.80
Drugs, Alcohol, Tobacco (Substance Abuse)	5131.60
Pupil Safety	5142.00
Equal Educational Opportunity	5145.40
Non-Discrimination/Affirmative Action in Instruction	6121.00
Family Life Education	6142.01
Physical Education and Health	6142.04
Conflict of Interest	9270.00

V. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS

A. PERSONNEL

1. Resignations

- a.) Superintendent recommends approval of the following resignation(s):

Colleen Craffey, Instructional Aide, Autistic, Gregory School, effective 8/21/11

Deborah Seiden, Grade 7 Math Teacher, Liberty School, effective 6/30/11

Maria Dessipris, Spanish Teacher, Redwood School, effective 7/1/11

Anita Centrella, Lunch Aide, Hazel School, for retirement purposes, effective 12/1/11

2. Rescissions

- a.) Superintendent recommends approval of the following rescission(s):

Mercedes Asqui, Instructional Aide, Resource, Redwood School, MA-11, \$31,881, effective immediately

Kelly Rox, After School Library Media Center Program, WOHS, for the 2011-2012 school year, at an hourly rate of \$35

Mike Facchiano, Head Custodian, rescind transfer from WOHS to Roosevelt School, effective immediately

3. Appointments

- a.) **Superintendent recommends approval of the following appointment(s) at the stipulated contractual rates:**

Ajay Mattappallil, Math Teacher, WOHS, MA-1, \$51,256, effective 9/1/11 (additional)

Amy Shera, Language Arts Teacher, Liberty School, maternity leave replacement, effective 9/1/11-6/21/12, BA-1, at the per diem rate of \$240 (replacement)

Andrea Rommel, Instrumental Music Teacher, Redwood/Washington Schools, MA+32-1, \$59,500, effective 9/1/11-6/30/12 (replacement)

Mary Kehoe, Guidance, WOHS, MA-1, \$51,256, effective 9/1/11 (replacement)

Guerlyne Millington, Guidance, WOHS, MA-1, \$51,256, effective 9/1/11 (replacement)

Megan Domenick, Math Teacher, Edison School, BA-1, \$48,000, effective 9/1/11 (additional)

Darryl Powell, Math Teacher, Edison School, MA-5, \$58,000, effective 9/1/11 (additional)

Eric Mains, Math Teacher, Edison School, BA+16-5, \$53,250, effective 9/1/11-6/30/12 (replacement)

Christina Gonzalez, Math Teacher, WOHS, MA-3, \$50,000, effective 9/1/11 (additional)

Dianne Cardinali, Special Education Teacher, Science (Resource Room), Liberty School, MA+32-4, \$61,842 (replacement)

Francesca Romain, Instructional Aide, 1:1 Autistic, Mt. Pleasant School, BA-1, \$26,140, effective 9/1/11 (replacement)

Lainie Epitropakis, Special Education Teacher (ICR), Grade 2, St. Cloud School, BA-5, \$52,000, effective 9/1/11 (additional)

Stephen Van Hassel, General Science Teacher, Liberty Middle School, BA-3, \$50,000, effective 9/1/11 (replacement)

Adriana Passerini, Kindergarten Teacher, Redwood School, MA-1, \$51,256, effective 9/1/11 (additional)

Beverly Tindall, After School Library Media Center Program, WOHS, for the 2011-2012 school year, at an hourly rate of \$35

Kathleen Laszlo, Science and Technology Courses, Summer Enrichment Program, \$2,952 (Att. #2)

Theresa Garrison, OT, Summer Work, Preschool Evaluations and Referrals, \$300 per evaluation and \$49/hour for case management

Summer Work 2011, Guidance (Att. #3)

- Edison Middle School, \$3,200

Staff Assignments, Extended School Year 2011: (Att. #4)

- Rosalind Moskovitz, Instructional Aide, 6/28/11-8/24/11, \$39/hour

Coaching Assignments, WOHS, for the 2011-2012 school year, effective 8/1/11:

- Matt Zielyk, Freshman Soccer Coach, \$8,033
- Austin Alvarado, Junior Varsity Soccer Coach, \$8,033
- Ben Boursiquot, Volunteer Football Coach

Co-Curricular Assignments, for the 2011-2012 school year:

- Pleasantdale School
 - Appoint Amy Pacifico, Student Congress Co-Advisor, \$679.50
 - Appoint Doug Norrie, Student Congress Co-Advisor, \$679.50
 - Appoint Keri Orange, Conflict Resolution Advisor, \$1,359
- St. Cloud School
 - Appoint Caroline Stoner, Conflict Resolution Advisor, \$1,359
 - Appoint Jenny Rezik, Student Council Advisor, \$1,359
- Liberty School
 - Rescind Danielle Bridge, Grade 8 Team Leader, \$2,611
 - Appoint Chris Todd, Grade 8 Team Leader, \$2,611

John Jacob, Summer Weight Room Monitor, effective 6/22/11, \$3,560 stipend

Summer Sub-Custodians, effective retroactive to 7/5/11, as per the attached (Att. #5)

Nanci Silvestri, Substitute Greeter, WOHS, at the hourly rate of \$16.87, effective 8/8/11-9/2/11 (replacement)

Home Instruction, July/August 2011, as per attached (Att. #6)

Elicia Baker, Language Arts Teacher, WOHS, Salary Adjustment MA-3, \$52,750, effective 9/1/11 (previously approved on 6/20/11 agenda as MA-1)

Jesse Aporta, Language Arts Teacher, WOHS, Salary Adjustment, BA-4, \$51,000, effective 9/1/11 (previously approved on 6/20/11 agenda as BA-1)

Jennifer Barta, Special Education Teacher Aide (Resource), Mt. Pleasant School, Salary Adjustment, MA-6, \$29,668, effective 9/1/11 (previously approved on 6/20/11 agenda as MA-1)

4. Leave(s) of Absence

- a.) Superintendent recommends approval of the following leave(s) of absence:**

Gisel Montoya, Instructional Aide, WOHS, maternity leave of absence, effective 9/12/11-10/31/11

Dr. Kimberly Mancarella, Assistant Principal, WOHS, maternity leave of absence, effective 10/4/11-2/15/12

5. Transfers

- a.) Superintendent recommends approval of the following transfer(s):**

Building to Building transfers for the 2011-2012 school year as per the attached (Att. #7)

6) **Contract Approval:**

- 1) **Dr. Donna Rando, Assistant Superintendent for Curriculum and Instruction, for the 2011-2012 school year, \$197,132 (Att. #8)**
- 2) **Mark Kenney, Business Administrator, for the 2011-2012 school year, \$193,966 (Att. #9)**

B. CURRICULUM AND INSTRUCTION

1. **Recommend approval of the following textbook adoption request: Personal Financial Literacy for the Financial Literacy Seminar for Freshman and Personal Finance A & B (Att. #10)**
2. **Recommend approval of change of date for delayed opening for WOHS from 9/21/11 to 9/20/11.**
3. **Recommend approval of Articulation Agreement between West Orange High School and DeVry University to allow WOHS students to transfer approved credit hours into certain DeVry programs of study (Att. #11)**

C. FINANCE

1. **Recommend approval of resolution that the West Orange Board of Education approve the contract addendum with Sodexo Management Inc. for the period 7/1/11-6/30/12, and that we, the district, pay a management fee to Sodexo in an amount equal to \$244,224.70 for the 2011-2012 contract year. Be it further resolved that Sodexo guarantee that the West Orange School District shall receive an annual return of \$50,000 for the 2011-2012 school year. (Att. #12)**
2. **Recommend approval of the 6/30/11 and 7/19/11 Bills Lists: (Att. #13)**

Payroll/Benefits	\$ 3,923,588.77
Transportation	\$ 498,720.81
Special Ed. Tuition	\$ 422,582.75
Instruction	\$ 126,601.53
Facilities	\$ 313,247.06
Capital Outlay	\$ 163,908.77
Grants	\$ 274,675.53
Food Service	\$ 251,822.11
Textbooks/Supplies/Athletics/Misc.	\$ 151,027.16
	<u>\$ 6,126,174.49</u>

3. Recommend approval of School Meal Prices for the 2011-2012 school year as follows:

	<u>Lunch</u>	<u>Breakfast</u>
Elementary Schools	2.70	1.45
Middle Schools	3.00	1.65
High School	3.25	1.80
Adult	4.25	2.50
Milk	.60	

4. Recommend approval of Joint Purchasing Agreement with the Board of Education of Pittsgrove, New Jersey for the purchase of copy paper. (Att. #14)
5. Recommend approval of submission of grant application for the New Jersey Child Assault Prevention (NJCAP) Project for the 2011-2012 school year (Att. #15)
6. Recommend approval of Renewal Application for Temporary Instructional Space for the 2011-2012 School Year (Att. #16)
7. Recommend approval of awarding of bid for Boiler Replacement - Redwood Elementary School to Silva's Mechanical Services in the amount of \$188,000 (Att. #17)
8. Recommend approval of awarding of bid for Boiler Replacement - Gregory Elementary School to Silva's Mechanical Services in the amount of \$205,000 (Att. #18)
9. Recommend approval of awarding of bid for Asbestos Removal/Boiler Room - Redwood Elementary School to GL Group in the amount of \$36,500 (Att. #19)
10. Recommend approval of awarding of bid for Asbestos Removal/Boiler Room - Gregory Elementary School to MTM Metro Group in the amount of \$44,000 (Att. #20)
11. Recommend approval of the following service agreements for the 2011-2012 school year, retroactive to 7/1/11, as per specifications in the attached: (Att. #21)
- a) Jeremie Hafitz, Speech Therapist, feeding therapy, in an amount not to exceed \$35,000
 - b) Gerard Miller, orientation and mobility therapy, in an amount not to exceed \$7,200
 - c) Heidi Miller, Speech Language Pathologist , speech/language and feeding therapy, in an amount not to exceed \$25,000

Service Agreements (continued):

- d) Randi Schwartz-Zalayet, Speech Language Pathologist, speech therapy, in an amount not to exceed \$7,800**
 - e) Rocking Horse Rehab, hippotherapy services, in an amount not to exceed \$11,000**
 - f) Nurse Finders, nursing care/school hours and transportation, in an approximate amount of \$96,250**
 - g) Dr. June Shepard, feeding and nutrition services, in an approximate amount of \$900 annually**
 - h) AJL Physical & Occupational Therapy, occupational therapy, in an amount not to exceed \$5,000**
 - i) Morris Union Jointure Commission, Physical and Occupational therapy services, in an amount not to exceed \$14,010**
 - j) Essex Regional Educational Services Commission, Therapeutic Behavior Services, in an amount not to exceed \$25,000**
 - k) North Jersey Outreach/KDDDS Too, Inc., ABA Therapy/Parent training, consultation and coordination services, in an amount not to exceed \$45,000**
 - l) Immaculate Health Care Agency, Nursefinders, and Bayada Nurses for nursing staff relief services, in amounts not to exceed \$25,000, \$20,000, and \$5,000, respectively**
 - m) Bayada Nurses, nursing care/school hours and transportation, in an amount not to exceed \$90,000**
 - n) Monique Coleman, Vision Therapist, in an amount not to exceed \$19,536**
 - o) Educational Services Commission of Morris County, Professional Support Services, in an amount not to exceed \$1,500**
 - p) Suzanne McPherson, Special Needs Nurse, in an amount not to exceed \$77,000, funded through IDEA**
 - q) Essex Regional Educational Services Commission, Occupational and Physical Therapy Services, in an amount not to exceed \$10,000**
 - r) Service agreement between West Orange Board Public Schools and New Jersey Commission for the Blind, in an amount of \$6,800**
 - s) National Staffing Associates, Inc., nursing care/school hours and transportation for 2 students, in an amount not to exceed \$140,000**
 - t) Maxim Healthcare Services, nursing care/school hours and transportation, in an amount not to exceed \$75,000**
- 12. Recommend approval of services for classified student for the 2010-2011 school year, in an amount of \$2,086.56, retroactive to 6/9/11, as per the specifications in the attached (Att. #22)**
- 13. Recommend approval of service contract with Lina Slim-Topdjian, of ASAP, LLC Agency to provide BCBA Consultation for student in an amount not to exceed \$1,800 (Att. #23)**

14. **Recommend approval of service contract with Caldwell Pediatric Therapy Center, for Speech, Occupational and Physical Therapy for the 2011 Extended School Year for student, effective 6/28/11, in an amount not to exceed \$1,332 (Att. #24)**
15. **Recommend approval of service contract with Pediatric Potentials of West Essex to provide Occupational and Physical Therapy to student for the period 7/1/11-8/31/11 in an amount not to exceed \$9,900 (Att. #25)**
16. **Recommend approval of tuition for the 2011-2012 School Year, including Extended School Year, Out-Of-District placements, retroactive to 7/1/11, as per the attached (Att. #26)**
17. **Recommend approval to dispose of obsolete and unrepairable vehicles via Apache Auto Wreckers, \$200 (approximately) salvage per vehicle/no towing expenses (Att. #27)**
18. **Recommend approval of the sale of 300 student desks to Egg Harbor Board of Education in an amount of \$15,000 (Att. #28)**
19. **Recommend approval of Agreement to Provide Legal Services between the West Orange Board of Education and Scarnici Hollenbeck in connection with the energy efficiency and solar energy project, in an amount not to exceed \$7,500 without additional authorization(Att. #29)**
20. **Recommend approval of appointment of the firm of Nisivoccia and Company as independent certified auditors for the 2010-2011 school year for a fee of \$62,500 (Att. #30).**
21. **Recommend approval of transfer of funds under Title VI of the Administrative Code for the month of April 2011 (Att. #31)**
22. **Receipt of the Board Secretary's Report for the month of April 2011 (Att. #32)**
23. **Receipt of the Treasurer of School Monies Report for the month of April 2011 (Att. #33)**

D. REPORTS

- VI. REPORT FROM THE BOARD PRESIDENT AND/OR BOARD MEMBERS
- VII. MOTION FOR THE NEXT BOARD MEETING to be held at 6:00 p.m. on August 16, 2011 at the Administration Building.
- VIII. PETITIONS AND HEARINGS OF CITIZENS
- IX. ADJOURNMENT

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

M E M O R A N D U M

DATE: June 23, 2011
TO: Peggy Simmons, Payroll
FROM: Louis Quagliato, Fine Arts Supervisor and Ana Marti, ESL/Bilingual Supervisor
SUBJECT: 2011 Summer Enrichment Staff Stipends-Addendum

Due to the increased enrollment of the Summer Enrichment Program, I am requesting that the following staff member teach additional sections of the Science and Technology courses. Please add her to the payroll roster.

She should be paid \$2952.00 through the Summer Enrichment Account # 11.190.100.106.16.02.

Kathleen Laszlo

C: A. Cavanna, Ed.D.
D. Rando, Ed.D.

Thomas A. Edison
Central Six
Middle School

Public Agenda

Date: 7/19/11

Attachment # 3

RECEIVED

JUL 05 2011

SUPERINTENDENT'S OFFICE

MEMORANDUM

DATE: July 1, 2011

TO: Dr. Anthony Cavanna
Superintendent of Schools

FROM: Xavier M. Fitzgerald 
EMS Principal

RE: EXTENTION OF WORK DAYS FOR GUIDANCE COUNSELORS
FOR THE COMPLETION OF STUDENT SCHEDULES.

Due to the change of Block Scheduling for the 2011-2012 school year, this memorandum is being sent to request that the EMS Guidance Counselors, Pamela Halstead-Stewart and Jeffrey Lafoon be allotted (4) additional days to finalize the new student schedules for the upcoming school year.

Thank you for your immediate assistance.

\$3200

Public Agenda
Date: 7/19/11
Attachment # 15

The Public Schools
West Orange, New Jersey 07052
Telephone: 973 669-5400
Fax: 973 669-1979

Buildings and Grounds Department

Robert Csigi, CEFM
Director Buildings and Grounds

179 Eagle Rock Avenue

MEMORANDUM

To: Kathy Papa
Re: Agenda Item

Date: June 29, 2011

Please add the following to the next Board of Education Meeting:

Approval of Summer Sub-Custodians effective 7/6/11:

Brian Lee
Machkenze Genauer
David Lab
Khyle Burnham
Nicholas Mercado
Jonathan Mercado
Kenneth Keastead
Joseph Keastead
Craig Waldron
Geoffrey Dade
Brandon Massingale
Bryant Massingale
Craig Waldron
Paul Louigiene

C: Dr. Cavanna
M. Kenney
Payroll Dept.
Human Resources

STAFF TRANSFERS FOR 2011-2012 SCHOOL YEAR -- JULY 14, 2011

Employee Being Transferred	From		Replacement/ Transfer	To	
	Location	Grade/Subject		Location	Grade/Subject
Laurie Stecklow	Gregory	1/2 Reading Specialist	Transfer	St Cloud	Full-time Reading Specialist
	St Cloud	1/2 Reading Specialist			
MT. PLEASANT					
Mark Minetti	Mt Pleasant	1:1 Autistic Aide	Transfer (Moved up with student)	Edison	1:1 Autistic
Bonnie Pomeroy	Mt Pleasant	Vocal Music	Transfer	Edison	Vocal Music
REDWOOD					
Cara Dock	Redwood	½ BSI			
	Hazel	½ Special Education	Transfer	Redwood	Full time Basic Skills
Cathy Del Tufo	Washington	1/2 Basic Skills			
	Redwood	1/2 Basic Skills	Transfer	Washington	Full time Basic Skills
Maria Stanziale	Redwood	Grade 5	Transfer/Replacement (for Nancy Addeo)	Washington	Full time Basic Skills
WASHINGTON					
Michele Clay	Washington	Resource Room	Transfer	Redwood	ICR Kindergarten
EDISON CENTRAL SIX					
Michele Zimmerman	Edison	Vocal Music	Transfer	Mt Pleasant	Vocal Music
ROOSEVELI					
Lauren Volpe	Roosevelt	Guidance	Transfer/Replacement (for Lisa Struncis)	Liberty	Guidance
WOHS					
Mike Facchiano	WOHS	Head Custodian	Transfer	Gregory	Head Custodian

*The Public Schools
West Orange, New Jersey*

Public Agenda
Date: 7/19/11
Attachment # 10

To: Dr. Anthony Cavanna
From: Donna Rando, Ed.D., Assistant Superintendent *DR*
Date: June 27, 2011
Re: Textbook Adoption Request

Attached, for Board of Education approval, is the following textbook adoption request:

- Personal Financial Literacy for the Financial Literacy Seminar for Freshman and Personal Finance A & B

Please advise if we can proceed.

Thank you.

THE PUBLIC SCHOOLS
WEST ORANGE, NEW JERSEY

TEXTBOOK ADOPTION REQUEST

Requested By: Nancy Mullin Date: June 24, 2011

1. Course Title: Financial Literacy Seminar for Freshman, Personal Finance A & B
2. Title: Personal Financial Literacy
Author: Joan S. Ryan
Publisher: South-Western / Cengage
Date of Publication: 2012 / 2008
3. Describe the manner in which the new text will address: (In addition see handout from company)
 - a. Core Curriculum Content Standards and State Assessments

9.1 21st-Century Life & Career Skills All students will demonstrate the creative, critical thinking, collaboration, and problem-solving skills needed to function successfully as both global citizens and workers in diverse ethnic and organizational cultures.

The following areas are addressed in the text:

Interpret spoken and written communication within the appropriate cultural context. Encourage students to assume a leadership position by guiding the thinking of peers in a direction that leads to successful completion of a challenging task or project. Demonstrate a positive work ethic in various settings, including the classroom and during structured learning experiences.

9.2 Personal Financial Literacy All students will develop skills and strategies that promote personal and financial responsibility related to financial planning, savings, investment, and charitable giving in the global economy.

The following areas are addressed in the text:

Analyze the relationship between various careers and personal earning goals. Analyze different forms of currency, how currency is used to exchange goods and services, and how it can be transferred from one person's business to another. Demonstrate how exemptions and deductions can reduce taxable income. Explain how compulsory government programs (e.g., Social Security, Medicare) provide insurance against some loss of income and benefits to eligible recipients.

- b. Career Education

9.1 21st-Century Life & Career Skills All students will demonstrate the creative, critical thinking, collaboration, and problem-solving skills needed to function successfully as both global citizens and workers in diverse ethnic and organizational cultures.

The following areas are addressed in the text:

Decisions about a career and education, developing workplace skills and getting a job, and strategies for workplace success and advancement, and changing jobs.

- c. Cultural Diversity: Outline those ways in which the selected textbook addresses the area of Cultural Diversity.

The following areas are addressed in the text:

Appreciation of cultural diversity; helpful in workplaces and in society.

4. Selection Process: Outline the process which was conducted in the selection of the new textbook.

Sample texts were reviewed by departmental teachers, familiar with the curriculum, who conferred with the supervisor.

5. Rationale for Purchase:

Criteria Used for Selection:

- A. Broad range of topics; career planning, goal setting, income sources and taxes, saving and investing, and using credit wisely,
- B. Content supports 21st Century Life and Career Skills curriculum
- C. Age appropriate for incoming freshman class,
- D. Comprehensive representation of financial literacy needed as a graduation requirement and life skill,
- E. Expresses the importance developing positive financial habits.

6. Ancillary Materials and Technical Resources:

Exam view software, Spanish Guide Practice CD-ROM, Workbook

__ Web site with resources for students and teachers.

http://www.cengage.com/cgiwadsworth/course_products_wp.pl?fid=M20bI&product_isbn_issn=9780840058294

7. Budget: 6 classroom sets needed due to scheduling and room locations of Freshman Seminar/ Personal Finance

Price per Textbook	Number of Copies Expected to Order	Total Anticipated Cost
__ \$66.00 __	X __ 150 __	= __ \$9900 __
Ancillary Materials and Technical Resources Cost		_____ \$690 _____
Total		\$10590 plus \$423.60 for shipping = \$11,013.60

8. Readability Level Studies Conducted with Reading Levels:

_____ Text is designed for 9th and 10th graders but can be used by all high school students

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9. Attach the Completed Form, "Evaluation of Textbooks/Instructional Materials For Equity."
 10. Please return forms to Dr. Donna Rando, Assistant Superintendent for Curriculum and Instruction.

*THE PUBLIC SCHOOLS
WEST ORANGE, NEW JERSEY*

EVALUATION OF TEXTBOOKS / INSTRUCTIONAL MATERIALS FOR EQUITY

Title of Text/Material Personal Financial Literacy
Author/Publisher Joan S. Ryan, South-Western/Cengage Publication Date 2012, 2008
Department Business Supervisor Nancy Mullin
Personal Finance A & B, Freshman Financial Literacy
Course/Grade Level Seminar Date 6/15/11

1. Does the material provide for diversity in career models that appeals to all students regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status?

Not at all _____ Some _____ A great deal X

Cite examples: On the cover of the book, there are pictures of students of different ethnicities, races, and genders.
The photographs showing work and various situations display a varied matrix of diverse people across a wide range of trades and professions.

2. Do the illustrations and language promote positive images that students can identify with regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status?

Not at all _____ Some _____ A great deal X

Cite examples: Throughout there are positive images of a diverse population involved in all aspects of life: school, work, family.

3. Does the material show varied life styles and the sharing of responsibilities by family members regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status?

Not at all _____ Some _____ A great deal X

Cite examples: Throughout there are positive images of a diverse population involved in all aspects of life: school, work, family participating in various financial topics such as paying bills, reviewing credit card statements, and value shopping.

4. Does the material show a variety of families (traditional, one parent, working parents)?

Not at all _____ Some _____ A great deal X

Cite examples: Throughout there are images of a variety of one parent, traditional, and working parent families.

5. Are disabled children and adults, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status, presented in a variety of roles?

Not at all _____ Some X A great deal _____

Cite examples: There are a few images of disabled adults and children within text.

6. Is language:

a. Free of sex bias?

Yes X No _____

Explain: The entire content of the text models bias-free living.

b. Free of cultural bias?

Yes X No _____

Explain: The entire content of the text models bias-free living.

c. Free of racial bias?

Yes X No _____

Explain: The entire content of the text models bias-free living.

7. Are non-human objects always referred to in a non-bias (gender) manner?

Yes X No _____

Explain: There are no examples of a non-human object being referred to as "he" or "she" within text.

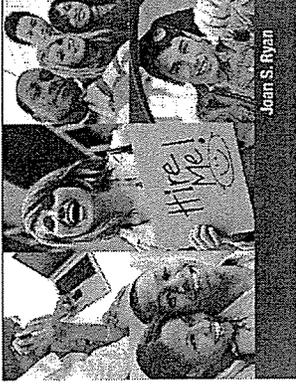
COMPLETED BY: Kim Szalkai and Anne Hanson DATE: 6/15/2011



SOUTH-WESTERN
CENGAGE Learning™

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Personal Financial Literacy 2/e



Correlation of

Personal Financial Literacy, 2/E,
by Joan Ryan, © 2012,
ISBN10: 0840058292;
ISBN13: 9780840058294

to

**New Jersey's Core Curriculum Standards
21st Century Life and Careers (9.2-Financial Literacy)**

CONTENT STANDARDS		PAGE REFERENCES
9.2 Personal Financial Literacy: All students will develop skills and strategies that promote personal and financial responsibility related to financial planning, savings, investment, and charitable giving in the global economy.		
A. Income and Careers		
Content Statement	Cumulative Progress Indicator (CPI)	
Educational achievement, career choice, and entrepreneurial skills all play a role in achieving a desired lifestyle. Income often comes from different sources, including alternative sources. Income affects spending decisions and lifestyle. Taxes and the cost of employee benefits can affect the amount of disposable income.	9.2.12.A.1 Analyze the relationship between various careers and personal earning goals.	1-7
	9.2.12.A.2 Identify a career goal and develop a plan and timetable for achieving it, including educational/training requirements, costs, and possible debt.	1-7, 13-18
	9.2.12.A.3 Analyze how the economic, social, and political conditions of a time period can affect starting a business and can affect a plan for establishing such an enterprise.	2-4, 51, 342
	9.2.12.A.4 Summarize the financial risks and benefits of entrepreneurship as a career choice.	42-48, 187
	9.2.12.A.5 Evaluate current advances in technology that apply to a selected occupational career cluster.	3, 6, 23, 80-88, 373
	9.2.12.A.6 Analyze and critique various sources of income and available resources (e.g., financial assets, property, and transfer payments) and how they may substitute for earned income.	11-13, 38-40, 135
	9.2.12.A.7 Analyze different forms of currency, how currency is used to exchange goods and services, and how it can be transferred from one person's business to another.	365-370
	9.2.12.A.8 Analyze how personal and cultural values impact spending and other financial decisions.	1, 6, 10, 133
	9.2.12.A.9 Demonstrate how exemptions and deductions can reduce taxable income.	6, 38, 61, 69, 359
	9.2.12.A.10 Explain the relationship between government programs and services and taxation.	59, 196
	9.2.12.A.11 Explain how compulsory government programs (e.g., Social Security, Medicare) provide insurance against some loss of income and benefits to eligible recipients.	32, 54
	9.2.12.A.12 Analyze the impact of the collective bargaining process on benefits, income, and fair labor practice.	NA
B. Money Management		
Money management involves setting financial	9.2.12.B.1 Prioritize financial decisions by systematically considering alternatives and possible consequences.	118, 121-122, 399

CONTENT STANDARDS		PAGE REFERENCES
goals.	9.2.12.B.2 Compare strategies for saving and investing and the factors that influence how much should be saved or invested to meet financial goals. 9.2.12.B.3 Construct a plan to accumulate emergency “rainy day” funds.	45, 48, 77, 82, 134, 169, 341 64, 102, 291, 314
Money management is reliant on developing and maintaining personal budgets.	9.2.12.B.4 Analyze how income and spending plans are affected by age, needs, and resources. 9.2.12.B.5 Analyze how changes in taxes, inflation, and personal circumstances can affect a personal budget. 9.2.12.B.6 Design and utilize a simulated budget to monitor progress of financial plans.	1–4, 12, 19, 82–83, 126, 134 76–78, 82, 125 125–129
Money management requires understanding of cash flow systems and business practices.	9.2.12.B.7 Develop personal financial planning strategies that respond to and use tax deductions and shelters. 9.2.12.B.8 Describe and calculate interest and fees that are applied to various forms of spending, debt, and saving. 9.2.12.B.9 Chart and evaluate the growth of mid- and long-term investments. 9.2.12.B.10 Develop a plan that uses the services of various financial institutions to meet personal and family financial goals.	1–7, 38, 50, 76, 117, 134 165, 183, 234–244, 325 315, 327, 355 140–149, 170–184, 364, 384
C. Credit and Debt Management		
Credit management includes making informed choices about sources of credit and requires an understanding of the cost of credit.	9.2.12.C.1 Compare and contrast the financial benefits of different products and services offered by a variety of financial institutions. 9.2.12.C.2 Compare and compute interest and compound interest and develop an amortization table using business tools. 9.2.12.C.3 Compute and assess the accumulating effect of interest paid over time when using a variety of sources of credit. 9.2.12.C.4 Compare and contrast the advantages and disadvantages of various types of mortgages.	54–58, 384 231, 259–266 117–120, 229, 270 266, 369, 404
Credit worthiness is dependent on making informed credit decisions and managing debt responsibly.	9.2.12.C.5 Analyze the information contained in a credit report and explain the importance of disputing inaccurate entries. 9.2.12.C.6 Explain how predictive modeling determines “credit scores.” 9.2.12.C.7 Explain the rights and responsibilities of buyers and sellers under consumer protection laws, and discuss common unfair or deceptive business practices.	104, 299, 307 234, 240, 406 102–104, 110–114, 177

CONTENT STANDARDS		PAGE REFERENCES
	9.2.12.C.8 Evaluate the implications of personal and corporate bankruptcy for self and others.	280, 291–298
D. Planning, Saving, and Investing Information about investment options assists with financial planning.	9.2.12.D.1 Summarize how investing builds wealth and assists in meeting long- and short-term financial goals.	51–56, 77–82, 129–139, 163–168, 386–390
	9.2.12.D.2 Assess factors that influence financial planning.	117–127, 134
	9.2.12.D.3 Justify the use of savings and investment options to meet targeted goals.	1–6, 35–39, 135
	9.2.12.D.4 Analyze processes and vehicles for buying and selling investments.	83–85, 314–315, 333–334, 348–353
	9.2.12.D.5 Compare the risk, return, and liquidity of various savings and investment alternatives.	163, 313–315, 323
	9.2.12.D.6 Explain how government and independent financial services and products are used to achieve personal financial goals.	11–12, 57–58, 194–203
	9.2.12.D.7 Relate savings and investment results to achievement of financial goals.	6, 45–48, 134–136, 382
	9.2.12.D.8 Differentiate among various investment products and savings vehicles and how to use them most effectively.	138–139, 166–167
	9.2.12.D.9 Assess the role of revenue-generating assets as mechanisms for accruing and managing wealth.	16, 145, 320–323, 419
	9.2.12.D.10 Compare and contrast the past and present role of government in the financial industry and in the regulation of financial markets.	13, 52–53, 351, 391
	9.2.12.D.11 Determine the impact of various market events on stock market prices and on other savings and investments.	333–339, 379, 401–403
	9.2.12.D.12 Evaluate how taxes affect the rate of return on savings and investments.	45–49, 415
	9.2.12.D.13 Analyze how savings, retirement plans, and other investment options help to shift current income for purposes of tax reporting and filing.	45–49, 319
E. Becoming a Critical Consumer		
The ability to prioritize wants and needs assists	9.2.12.E.1 Analyze and apply multiple sources of financial information when prioritizing financial decisions.	7, 118–128, 408

CONTENT STANDARDS		PAGE REFERENCES
	9.2.12.E.2 Determine how objective, accurate, and current financial information affects the prioritization of financial decisions.	7, 121–126, 399, 408
	9.2.12.E.3 Evaluate how media, bias, purpose, and validity affect the prioritization of consumer decisions and spending.	11, 34, 102, 111, 284, 342
Cost-benefit analysis informs responsible spending practices.	9.2.12.E.4 Evaluate business practices and their impact on individuals, families, and societies.	76, 101–106, 110–116, 243, 272, 284
	9.2.12.E.5 Evaluate written and verbal contracts for essential components and for obligations of the lender and borrower.	109–112, 253, 365–371
Consumer protection includes providing information about the range of products and services and about consumer resources, rights, and responsibilities.	9.2.12.E.6 Apply consumer protection laws to the issues they address.	84, 104–106, 111–116, 173–178, 284
	9.2.12.E.7 Relate consumer fraud, including online scams and theft of employee time and goods, to laws that protect consumers.	106–110, 116, 153, 202, 283, 305
	9.2.12.E.8 Determine when credit counseling is necessary and evaluate the resources available to assist consumers who wish to use it.	292–298
	9.2.12.E.9 Determine reasons for the increase of identity theft worldwide and evaluate the extent to which victims of identity theft are successful in fully restoring their personal identities.	140–144, 300–308, 389
F. Civic Financial Responsibility		
The potential for building and using personal wealth includes responsibility to the broader community and an understanding of the legal rights and responsibilities of being a good citizen.	9.2.12.F.1 Demonstrate an understanding of the interrelationships among attitudes, assumptions, and patterns of behavior regarding money, saving, investing, and work across cultures.	79, 114, 133, 393, 408
	9.2.12.F.2 Summarize the concept and types of taxation used to fund public initiatives.	328–330, 418
	9.2.12.F.3 Assess the impact of emerging global economic events on financial planning.	34, 221–222, 327, 334, 342, 357
	9.2.12.F.4 Analyze how citizen decisions and actions can influence the use of economic resources to achieve societal goals and provide individual services.	38, 55, 198, 405
	9.2.12.F.5 Summarize the purpose and importance of a will.	30, 136
Philanthropic, charitable, and entrepreneurial organizations play distinctly different but vitally important roles in	9.2.12.F.6 Compare and contrast the role of philanthropy, volunteer service, and charities in community development and quality of life in a variety of cultures.	25, 107, 132
	9.2.12.F.7 Explain the concept and forms of taxation and justify the use of taxation to fund public activities and initiatives.	328–330, 418

CONTENT STANDARDS		PAGE REFERENCES
supporting the interests of local and global communities.	9.2.12.F.8 Evaluate the effects of entrepreneurship on economic stability and quality of living in local and global communities.	43, 101
	9.2.12.F.9 Assess the impact of the global economy on entrepreneurial opportunities.	181, 356–357
G. Risk Management and Insurance		
There are common financial risks and ways to manage risks. Insurance is designed to protect the consumer against unintended losses.	9.2.12.G.1 Analyze risks and benefits in various financial situations.	103, 186–188, 193
	9.2.12.G.2 Differentiate between property and liability insurance protection.	187, 208–214, 266
	9.2.12.G.3 Compare the cost of various types of insurance (e.g., life, homeowners, motor vehicle) for the same product or service, given different liability limits and risk factors.	45–64, 185–187, 190–196
	9.2.12.G.4 Evaluate individual and family needs for insurance protection using opportunity–cost analysis.	45–47, 54, 190–194
	9.2.12.G.5 Compare insurance policy coverage limits and related premiums and deductibles to minimize costs.	45–50, 147–151, 190–197
	9.2.12.G.6 Differentiate the costs and benefits of renter's and homeowner's insurance.	185, 205–213, 261–264
	9.2.12.G.7 Compare sources of health and disability coverage, including employee benefit plans, with options in another country.	47, 62–65, 70, 194–198, 203
	9.2.12.G.8 Compare and contrast options for long-term healthcare insurance for home care and external care.	47, 198–199, 203
	9.2.12.G.9 Explain how to self-insure and how to determine when self-insurance is appropriate.	186–197, 204, 211
	9.2.12.G.10 Determine when and why it may be appropriate for the government to provide insurance coverage, rather than private industry.	63, 163, 195–198

Articulation Agreement

This Articulation Agreement (the "Agreement") dated as of July 11, 2011 (the "Effective Date") is by and between West Orange High School ("Institution"), a public high school organized under the laws of New Jersey, and DeVry University, Inc., an Illinois corporation ("DeVry").

WHEREAS, Institution and DeVry wish to establish an arrangement to provide educational opportunities to Eligible Individuals (as defined in Appendix A) of Institution, leading to credit transfer opportunities to such Eligible Individuals who are matriculated students of DeVry;

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follow:

1. Terms and Conditions

Appendix A, the terms of which are incorporated herein by reference, sets forth additional terms and conditions of this Agreement and forms an integral part of this Agreement.

2. Requirements

A. This Agreement will enable Eligible Individuals who matriculate into DeVry programs to use certain Institution courses to meet degree and certificate requirements within DeVry programs by applying course-to-course transfers as specifically outlined in Appendix B, subject to the specific requirements of the selected DeVry programs. The details of which Institution courses may be so transferred and how DeVry will accept such transferred course credits is set forth on Appendix B hereto, the terms of which are incorporated herein by reference.

B. DeVry reserves the right to deny admission to a student if such student cannot meet DeVry's requirements for admission, as amended from time to time. Additionally, DeVry may terminate a student's enrollment for violation of any rule, policy or procedure of DeVry, as amended from time to time, in the same manner as DeVry may terminate the enrollment of any student at large. Causes for termination of the student's enrollment include, but are not limited to, the student's failure to make timely payments of tuition and/or related fees.

C. This Agreement is made explicitly subject to the terms of DeVry's admissions requirements, academic policies, program requirements, and course descriptions, including but not limited to the DeVry academic catalogs and the Undergraduate Academic Policy Regarding Transfer of External Credit (all of the foregoing collectively referred to herein as the "DeVry Policies"). In developing Appendix B, the parties have also taken into consideration the Institution's catalogs, course descriptions, and other relevant information provided by Institution to DeVry. In the event of any conflict between or among the documents mentioned in this Section 2(C) or elsewhere in this Agreement, the terms of the DeVry Policies shall prevail.

D. Undergraduate students admitted to DeVry will be required to meet the same minimum admissions requirements as all other of DeVry's U.S.-based undergraduate students, including but not limited to:

i. High school diploma or equivalent (as set forth by standard international transcript evaluation policies) from an appropriately accredited school as determined by DeVry, or in the case of international applicants who have earned college-level course credits at an appropriately accredited (as determined by DeVry) school outside the United States, at least thirty (30) credits of recognized college work (as set forth by standard international transcript evaluation policies);

ii. All other standard DeVry admissions, placement and program requirements; and

iii. English-proficiency requirements for nonnative speakers of English (if applicable) as defined in the academic catalog.

E. DeVry requires that a minimum of 25 percent of the degree requirements in a baccalaureate curriculum be completed at DeVry in order to graduate with a DeVry degree.

F. Only Eligible Individuals who matriculate into DeVry programs may apply to DeVry for the course-to-course transfers outlined in Appendix B, subject to this Agreement, the specific requirements of the selected degree program and any other DeVry Policies. It shall be the student's responsibility to request any permitted credit transfer in accordance with the DeVry Policies and this Agreement.

3. Disclaimer, Limitation and Indemnification

A. DeVry hereby disclaims all warranties, including without limitation, any implied warranty of merchantability or fitness for a particular purpose. Notwithstanding anything to the contrary, DeVry's aggregate maximum liability arising from or in any way related to this Agreement (whether in contract, tort, strict liability or otherwise) shall not exceed One Thousand Dollars (\$1,000). In no event will DeVry be liable for any indirect, consequential, incidental, special or punitive damages of any kind.

B. Institution shall indemnify and hold harmless DeVry against all claims, loss, cost, damages and liability (including reasonable attorneys' fees) relating to or arising in any way in connection with: (i) the breach by Institution of any provision of this Agreement, including but not limited to breach of any limited license granted under Appendix A; (ii) any claim brought against DeVry by any current or former student of Institution relating in any way to the subject matter of this Agreement, except to the extent caused by the gross negligence or willful misconduct of DeVry; or (iii) the operation of this Agreement, except to the extent caused by the gross negligence or willful misconduct of DeVry.

C. The terms of this entire Section 3 shall survive termination of this Agreement for any reason.

4. Miscellaneous

A. This Agreement contains the entire agreement between the parties and supersedes all prior or contemporaneous agreements, discussions, or representations with respect to the subject matter hereof.

B. The relationship established under this Agreement shall be that of independent contractors and neither party shall be, nor hold itself out to the public as being, an employee, agent, joint venturer or partner of the other. Neither party shall have authority to contract for or bind the other in any manner. There is no intended or actual third party beneficiary of this Agreement.

C. Neither party may assign or transfer its rights or obligations under this Agreement without the prior written consent of the other party. Failure of a party to enforce any provision of this Agreement will not be a waiver of such provision nor of the right to enforce such provision.

D. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the validity and enforceability of the remaining provisions will not be affected thereby.

E. In the event of any dispute between the parties regarding the terms of this Agreement or the obligations of any party hereunder, all such disputes shall be referred to binding arbitration by a single arbitrator in Illinois under the arbitration rules of the American Arbitration Association.

F. This Agreement shall be interpreted in accordance with the laws of the State of Illinois, without regard to its conflict of laws provisions. Any action brought pursuant to or in connection with this Agreement shall be brought only in the state or federal courts within the State of Illinois.

G. Each party signing this Agreement represents that it has been signed by an individual who is authorized by his or her entity to enter into this Agreement on behalf of such entity.

H. Any Appendix referenced in this Agreement is hereby incorporated herein by reference. In the event of any conflict between the terms of body of this Agreement and the terms of any Appendix, the terms of the body of this Agreement shall prevail.

I. Notices under this Agreement shall be deemed given (a) on the following business day when sent by overnight courier; or (b) three (3) days following registered mailing, in each case to the other party at the address specified below or such new address as a party shall communicate to the other in writing from time to time.

To DeVry:

DeVry University, Inc.
3005 Highland Parkway
Downers Grove, IL 60515
ATTN: Marcy Tadla, Academic Outreach Department

With a copy to:

DeVry Inc.
3005 Highland Parkway
Downers Grove, IL 60515
ATTN: Gregory S. Davis, Senior Vice President, General Counsel and Secretary

To Institution:

West Orange Public Schools
179 Eagle Rock Avenue
West Orange, New Jersey 07052
ATTN: Dr. Anthony Cavanna, Superintendent of Schools

J. The entire terms of this Section 4 shall survive termination of this Agreement for any reason.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the Effective Date.

West Orange Public Schools

DeVry University, Inc.

Dr. Anthony Cavanna
Superintendent of Schools

Chris W. Grevesen, Ph.D.
President of DeVry University/NJ

Donna M. Loraine, Ph.D.
Provost/Vice President, Academic
Affairs

APPENDIX A

I. Purpose

The purpose of this Agreement is to advance the educational opportunities of Eligible Individuals by creating synergy and leveraging capabilities leading to transfer of credit opportunities to Eligible Individuals who are matriculated students of DeVry. This Agreement between Institution and DeVry is intended to allow Institution's diploma holders to transfer approved credit hours into certain DeVry programs of study. DeVry will determine the number of credits to be accepted for transfer and award semester transfer credit for approved Institution courses listed in Appendix B.

II. DeVry's Profile and Accreditation

DeVry is regionally accredited by The Higher Learning Commission of the North Central Association (HLC/NCA). DeVry fosters student learning through high quality, career-oriented undergraduate and graduate programs in technology, business and the arts. DeVry delivers its programs at campuses, centers, and online to meet the needs of a diverse and geographically dispersed student population. Classes may be offered weekdays, evenings, and weekends, as well as online. All course credits are stated in terms of semester credit hours.

III. Institution Profile and Basis for Acceptance of Academic Credit

West Orange High School (WOHS) is a large comprehensive high school with an enrollment of 2,145 students. It is accredited by the Middle States Association of Colleges and Schools. The mission of WOHS is to challenge and encourage students to strive for excellence through rigorous and comprehensive programs, to become active members of their community, and to emerge as lifelong learners. The faculty is committed to superior classroom instruction, a safe and nurturing environment, and a partnership with family and community.

At this time, Institution wishes to enter into this arrangement with DeVry to facilitate the transferring of Institution's course credits identified in Appendix B to DeVry, all subject to the terms and conditions contained in this Agreement.

IV. Eligible Individuals

This program will be available only to "Eligible Individuals" who shall be defined as students of Institution who meet the following qualifications in addition to all other requirements set forth in the Agreement: Must have met all graduation requirements for their program of study.

V. Additional Terms

a. Notwithstanding the terms of Section 2(D) of the Agreement, no graduate of an Institution academic program will be denied admission to DeVry on the basis of any admissions test score. Students admitted under this Agreement will be tested for placement purposes only. The score

obtained on such placement tests may result in the need for the admitted student to successfully complete appropriate developmental coursework (courses numbered below 100).

b. Graduates of Institution programs who matriculate into DeVry's programs may apply the specific course-to-course transfers outlined in Appendix B, subject to the specific requirements of the selected degree program.

c. Both academic institutions agree that they will promptly inform the other of any substantive changes in academic requirements, course or programs of study or any other change that may affect this Agreement.

d. For purposes of clarity, the references to "academic institutions" is intended to refer to both DeVry and Institution.

VI. Promotion and Limited License

a. Promotion

(i) Institution agrees to provide information and promote the educational opportunities and programs contemplated in this Agreement among its student population. Institution will also provide opportunities for representatives of DeVry, or DeVry's approved agents, to visit Institution's locations and disseminate information about DeVry educational opportunities and programs contemplated in this Agreement.

(ii) All promotion and advertising contemplated under this Agreement will be done in accordance with all applicable laws and regulations.

b. DeVry Grant of License

(i) "DeVry Licensed Marks" shall mean DeVry's marks identified on Appendix C to this Agreement, as may be amended by written agreement of the parties from time to time.

(ii) "DeVry Territory" shall mean the United States of America.

(iii) Institution is hereby granted a limited, non-transferable, non-exclusive right and license to use DeVry Licensed Marks during the term of this Agreement solely for promotion of educational opportunities and programs as contemplated by this Agreement in the DeVry Territory. Subject to the foregoing license and for purposes of clarity, if Institution uses any DeVry Licensed Marks on any Internet site (or similar electronic means) which is accessible outside the DeVry Territory, Institution acknowledges and agrees that (1) Institution is precluded from offering, selling or providing any of the educational opportunities and programs contemplated by this Agreement outside the DeVry Territory via the Internet (or similar electronic means); and (2) Institution will place a conspicuous (all capital letter in bold print and underlined) notice on each page containing any DeVry Licensed Marks stating that the educational opportunities and programs described are not available outside the DeVry Territory.

(iv) This Section VI(b) does not: (1) grant any rights to use DeVry Licensed Marks for any purpose other than as specifically provided herein; (2) allow Institution to grant any security interest in or to the DeVry Licensed Marks; (3) allow the assignment or sublicense of any of Institution's rights under this Section (VI)(b); (4) permit Institution to adopt or use and/or attempt to register any other mark comprised of or derived from the DeVry Licensed Marks or otherwise similar thereto; or (5) permit Institution to attempt to register any DeVry Licensed Marks.

(v) Institution acknowledges and agrees that all rights in and to DeVry Licensed Marks belong exclusively to DeVry.

(vi) Institution agrees that it will not ever directly or indirectly attack or question DeVry's exclusive ownership of DeVry Licensed Marks.

(vii) Upon any termination or expiration of this Agreement or this Section VI (b), howsoever occasioned, Institution shall (1) discontinue all use of DeVry Licensed Marks; (2) discard, destroy or delete any printed and electronic materials containing DeVry Licensed Marks; and (3) refrain from any use of DeVry Licensed Marks or marks similar to DeVry Licensed Marks. Sections VI (b) (iv), (v), (vi) and (vii) shall survive termination of this Agreement for any reason.

(viii) DeVry is familiar with Institution's business, management, and abilities and believes Institution to be fully capable of properly and competently promoting the educational opportunities and programs contemplated in this Agreement in accordance with and subject to the strict quality standards and levels demanded by DeVry in connection with the use of DeVry Licensed Marks. All use under, in connection with, and/or associated with DeVry Licensed Marks by Institution shall be conducted in strict accordance with the standards, rules and procedures set by DeVry, which DeVry may unilaterally change from time to time.

c. Institution Grant of License

(i) "Institution Licensed Marks" shall mean Institution's marks identified on Appendix D to this Agreement, as may be amended by the written agreement of the parties from time to time.

(ii) "Institution Territory" shall mean the United States of America.

(iii) DeVry is hereby granted a limited, non-exclusive right and license to use Institution Licensed Marks during the term of this Agreement solely for promotion of educational opportunities and programs as contemplated by this Agreement in the Institution Territory. Institution hereby represents and warrants that it has all requisite authority to grant the foregoing license.

(iv) Upon any termination or expiration of this Agreement or this Section VI(c), howsoever occasioned, DeVry shall: (1) discontinue all use of Institution Licensed Marks; (2) discard, destroy or delete any printed and electronic materials containing Institution Licensed Marks; and (3) refrain from any use of Institution Licensed Marks or marks similar to the Institution

Licensed Marks. This Section VI(c)(iv) shall survive termination of this Agreement for any reason.

VII. Term, Renewal, Changes and Termination

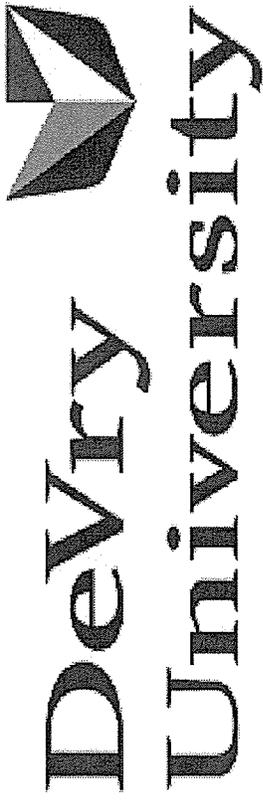
a. Subject to the other terms of this Agreement, this Agreement shall be in effect for one (1) year from the Effective Date. Thereafter this Agreement will automatically renew for periods of one (1) year each until terminated by either party upon providing thirty (30) days prior written notice to the other party. Notwithstanding the foregoing, either party may terminate this Agreement upon ten (10) days notice to the other party in the event of a material breach of this Agreement by the other party, which breach is not cured during such notice period.

b. This Agreement must be reviewed annually for continued validity, applicability, and the addition of new courses and programs at DeVry and new courses and programs at Institution, and the appropriate Institution Officer and the DeVry Vice President of Academic Affairs, or their designees, may make modifications to this Agreement by written amendment only. Any other modifications to this Agreement as part of this annual review may be made by mutually written agreement between the parties provided that the longer of one semester or four months prior written notice is provided by the party desiring major changes.

APPENDIX C

DeVry Licensed Marks

DeVry University



APPENDIX D

Institution Licensed Marks

NONE



6/17/2011

Mr. Mark Kenney
Business Administrator
179 Eagle Rock Avenue
West Orange, New Jersey 07052

Dear Mr. Kenney,

I would like to present for board consideration the following addendums for the 2011/2012 school year Food Service Program renewal:

- Increase to Management Fee of 2.5%.
2011/2012 Management Fee \$244,224.70
This is an increase of \$5,956.70 per year (\$595.67 per month)
- Guarantee to remain at \$50,000.00

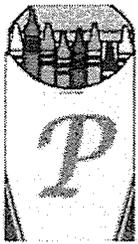
Due to the Healthy Hunger Free Kids Act which is effective July 1, 2011 the district will need to advise us as to increases in the meal prices structure for the upcoming year. I have included the Equity in School Lunch Pricing fact sheet for reference.

Thank you for your consideration and I look forward to your response. I will be happy to answer any questions you may have, please don't hesitate to call me.

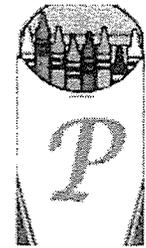
Respectfully,

A handwritten signature in cursive script that reads "Dorian Sano".

Dorian Sano
District Manager



JOINT PURCHASING AGREEMENT



Public Agenda
Date: 7/19/11
Attachment # 14

THIS AGREEMENT made this _____ day of _____, 2011, between the BOARD OF EDUCATION OF THE TOWNSHIP OF PITTSBORO, New Jersey (hereinafter referred to as "**PITTSBORO**"), and the Board of Education of _____, New Jersey (hereinafter referred to as "**JOINT PURCHASER**").

WITNESSETH:

- A. N.J.S.A. 18A: 18A-11 authorizes joint purchasing by educational districts.
- B. **PITTSBORO** purchases paper, materials, and supplies on a regular basis.
- C. **JOINT PURCHASER** wishes to join with **PITTSBORO** to purchase paper, materials, and supplies.

NOW THEREFORE, in consideration of the premises and the covenants hereinafter set forth, the parties agree as follows:

1. **PITTSBORO** and **JOINT PURCHASER** shall from time to time purchase paper, materials, and supplies.
2. **PITTSBORO** will be responsible for preparing the quotes, specifications, and bid documents and supervising the receiving of bids/quotes.
3. The bids/quotes will be in the name of **PITTSBORO**.
4. **PITTSBORO** will have the right to accept or reject any bids/quotes as to items where it is the sole purchaser, or where it is a joint purchaser or with **JOINT PURCHASER**.
5. **JOINT PURCHASER** shall have the right to accept or reject any item where it is the sole purchaser of an item.
6. **JOINT PURCHASER** shall pay **PITTSBORO** directly for those items (or portions thereof) which they purchase.

IN WITNESS WHEREOF, the parties hereto have executed this **AGREEMENT** on the date herein above set forth.

ATTEST:

Joe Gucci

BOARD OF EDUCATION OF THE TOWNSHIP OF PITTSBORO

Suzanne R. [Signature]

ATTEST:

BOARD OF EDUCATION OF THE TOWNSHIP OF _____

*The Public Schools
West Orange, New Jersey*

Public Agenda

Date:

7/19/11

Attachment #

15

To: Dr. Anthony Cavanna, Superintendent
From: Donna Rando, Ed.D., Assistant Superintendent 
Date: June 30, 2011
Re: Agenda Item

Please place the following on the agenda of the July 19, 2011 Board of Education Meeting:

“Recommend approval of the submission of the grant application for the New Jersey Child Assault Prevention (NJ CAP) Project for the 2011-2012 school year.”

Thank you.

The Public Schools
West Orange, New Jersey 07052
Telephone: (973) 669-5400, Ext. 20515

Donna Rando, Ed.D.
Assistant Superintendent

179 Eagle Rock Avenue

June 20, 2011

CAP State Office
107 Gilbreth Parkway, Suite 200
Mullica Hill, NJ 08062

To Whom It May Concern:

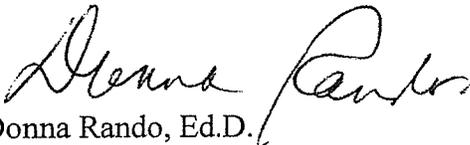
Enclosed are grant applications for the New Jersey Child Assault Prevention Project for Essex County for the West Orange Public Schools.

We are requesting a waiver for payment of 30% of the total costs of the Child Assault Prevention Program. As the result of decreased State funding, no local funding is available for the 2011-2012 school year to accommodate this program.

Please note that the grant application will be approved at the next meeting of the West Orange Board of Education on July 19, 2011.

Thank you.

Yours truly,



Donna Rando, Ed.D.
Assistant Superintendent for Curriculum and Instruction

Enc.

C: Mr. Brian Hemphill

NEW JERSEY CHILD ASSAULT PREVENTION
The Essex County Project
2011/2012 Grant Application
Elementary, Teen & Special Needs

The NJ Child Assault Prevention Project (CAP) is a statewide prevention program whose mission is to provide schools and communities with information and resources to reduce children's vulnerability to assault. NJ CAP, a program of the Educational Information and Resource Center (EIRC) and the NJ Department of Children and Families, has trained over 2.5 million children and 300,000 parents and teachers since its inception in 1985. NJ CAP has 21 county offices with an additional office in the city of Newark and over 200 program facilitators.

The District Superintendent will complete the following application, review and sign implementation timelines and contract criteria, and return it to **CAP State Office**, by **June 30, 2011**.

Schools applying for CAP funding must provide a minimum of **30%** of the total cost of implementation.

Exceptions to this provision must be approved by the State CAP Office/EIRC. If your district is eligible for urban aide funding or can document financial need and other related factors, the provision may be waived. Please attach documentation when requesting exemption from the 30% funding requirement.

Depending on availability of funds, the district may be responsible for additional funding.

(Please Print)

COUNTY: Essex

SCHOOL DISTRICT: West Orange

SCHOOL NAME _____

(private/non-public use only)

DISTRICT SUPERINTENDENT NAME: Dr. Anthony P. Cavanna

PHONE: 973-669-5400, extension 20510 EMAIL: acavanna@woboe.org

ADDRESS: 179 Eagle Rock Avenue
West Orange, NJ 07052

NJ CAP

A Project of the Education Information Resource Center (EIRC)

107 Gilbreth Parkway, Suite 200

Mullica Hill, NJ 08062

Phone – (856) 582-7000- Fax: 856.582.3588

www.njcap.org

West Orange, New Jersey

PLEASE COMPLETE THE FOLLOWING QUESTIONS

1. What needs does this meet in your school and/or community?

This program enhances the present West Orange Family Life Curriculum and Guidance Curriculum. It ensures the consistent delivery of information related to child assault.

2. A statement of broad-based community support in each school.

The PTAs and community support in the West Orange Public Schools are strong. There is frequent and positive interaction between home and school.

3. A statement of in-kind contribution which teaching staff will render on behalf of the project (e.g., additional in-service time, public relations, community outreach, curriculum additions focusing on prevention issues, bulletin boards, etc.)

Techniques and information presented by CAP staff will be discussed at faculty and grade level meetings.

4. A statement of the service which parent/home organizations will render on behalf of the project.

Evening or daytime informational meetings will be held during the PTA meetings.

5. A statement of future integration of Child Assault Prevention programming in the district. (Will there be plans to continue with a maintenance CAP program?)

The West Orange Public Schools have been implementing CAP since the 1992-93 school year. We intend to continue maintaining the CAP program.

NEW JERSEY CAP TIME LINES/DEADLINES

By February 2011- CAP State Office will have communicated with all county superintendents, notifying them of the potential Child Assault Prevention monies in their county. This notification will be accompanied by program time lines, program description, and county coordinator roster.

By March 2011 - County Superintendents Office will reproduce all the above CAP application information and distribute to district superintendents in their county.

By June 30, 2011 - All District Superintendents interested in applying for CAP monies will complete the application, receive school board approval and return application to the CAP State Office.

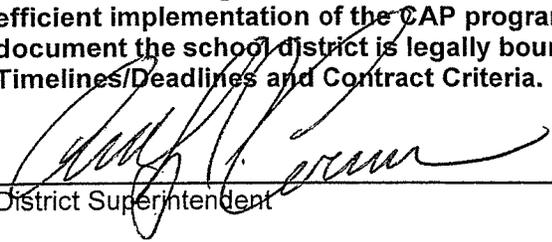
By September 9, 2011- The CAP State Office in conjunction with County Superintendents and CAP County Coordinators will have selected school districts and notified them of this selection.

By January 31, 2012 -All CAP grant workshops will have been scheduled with the CAP County coordinator.

By May 31, 2012 - All CAP workshops will have been completed. Deadline extensions must be negotiated with the State CAP Office.

Program evaluation will be completed one month following the finalization of services and will be conducted by CAP county coordinator in conjunction with school administrator.

I have read and agreed to the above deadlines and I understand that they are essential for the efficient implementation of the CAP program within my district. I understand that by signing this document the school district is legally bound to implement the CAP Program as indicated by the Timelines/Deadlines and Contract Criteria.



District Superintendent

6.20.11

Date

CONTRACT CRITERIA

A school district which chooses to nominate itself will meet the following criteria:

1. Will agree to have CAP county coordinator and facilitators implement the CAP programs according to the design of the International Center for Assault Prevention, including:
 - a. **Teacher-Staff Workshops** - provide 1½ hours of continuous and uninterrupted time for teacher/staff in service.
 - b. **Support Staff** - (e.g. bus drivers, crossing guards, maintenance and kitchen staff) will be invited to participate in parent or teacher workshops.
 - c. **Parent Workshops** - provide space to conduct a 1 ½ to 2 hour parent workshop.
 - d. **Pre-K**- provide one hour on three consecutive days for the classroom workshop and for review time. The school will allow the post workshop review to take place in the classroom. Children interested in participating in the review time shall be permitted the time to attend.
 - e. **Kindergarten**- provide one hour on two consecutive days for classroom workshop and for review time. The school will allow the post workshop review to take place in the classroom. Children interested in participating in the review time shall be permitted the time to attend.
 - f. **Elementary CAP Children Workshops** - provide 1½ hours of uninterrupted time for each workshop and for post workshop review. The school will provide space for the post workshop review. Children interested in participating in the review time shall be permitted the time to attend.
 - g. **Teen CAP Student Workshops** - provide staff to be present during the three classroom workshops and have additional staff coverage for day two and three. Provide time for each class to attend three student workshops on three sequential days, within a maximum of seven school days. The school will provide the following: space on the first day for one joint workshop which will include both male and female students; space for two separate and simultaneous workshops, one male and one female, the second and third day; space for the post workshop review for individual students to meet with workshop facilitators each day.
 - h. **Special Needs (Cognitively Impaired)** - provide five consecutive days for students workshops (day 1 and 5 taught by the classroom teacher. Day 2, 3 & 4 are presented by CAP facilitators.) A 20-30 minute workshop review is required. **(Note: This program is designed for middle school aged students with moderate to severe cognitive impairment in self-contained special education settings. Students with mild cognitive disability should receive CAP in the regular education classroom with typically developing peers.)**

2. All elementary and/or secondary schools in a district will participate.
3. All districts will have school board approval.
4. All districts will have support of home/school organization.
5. All districts will be available for implementation during the months of September 2011-May 2012.
6. All districts will participate in a CAP evaluation process which will involve evaluations of the classroom workshop by classroom teacher and an exit interview with School Principal or Chief School Administrator.

I have read and agreed to the above terms for application to this grant application.


District Superintendent

6.20.11
Date

Elementary CAP Program - 2011-2012

The application is for Pre-K, Kindergarten, and 1st - 6th Grades. (See page 7 for specific information about each program.)

County: Essex County Name of School/District: Edison Middle School, West Orange

PLEASE COMPLETE FUNDING REQUEST:

The following should be completed in conjunction with the CAP county coordinator. The CAP Program requires a 90-minute staff inservice for teachers who have not had CAP training in the last four years. The inservice date should be reserved in advance. A 90-minute parent workshop is also required for each school. However, where low attendance is anticipated, school are encouraged to combine these workshops.

Grant monies may not be authorized to districts who cannot guarantee inservice dates. Please indicate a tentative in-service date: 10/12/11.

Elementary Program (Pre-K through 6th grades)

a)	\$181.00	x	<u>0</u>	# of Preschool classes	=	<u>\$0.00</u>
b)	\$169.00	x	<u>0</u>	# of Kindergarten classes	=	<u>\$0.00</u>
c)	\$130.00	x	<u>22</u>	# of 1st - 6th classes	=	<u>\$2,860.00</u>
	(Include all classes other than cognitively impaired - see form for Special Needs classes)					
d)	\$168.00	x	<u>2</u>	# of Adult workshops	=	<u>\$336.00</u>
	List # of staff wksp:	<u>1</u>	# of parents wksp:	<u>1</u>		

Total cost of implementation (a+b+c+d) \$3,196.00

District Contribution - 30% minimum = \$3,196.00 x 0% = \$0.00
(Total funding required)

State CAP Funding \$3,196.00

Partial grants may be awarded.

If the application is not approved for CAP funding, the district may still implment the CAP program using other funding sources. Visit the NJ CAP website at www.njcap.org to download additional applications.

Elementary CAP Program - 2011-2012

The application is for Pre-K, Kindergarten, and 1st - 6th Grades. (See page 7 for specific information about each program.)

County: Essex County Name of School/District: Gregory School, West Orange

PLEASE COMPLETE FUNDING REQUEST:

The following should be completed in conjunction with the CAP county coordinator. The CAP Program requires a 90-minute staff inservice for teachers who have not had CAP training in the last four years. The inservice date should be reserved in advance. A 90-minute parent workshop is also required for each school. However, where low attendance is anticipated, school are encouraged to combine these workshops.

Grant monies may not be authorized to districts who cannot guarantee inservice dates. Please indicate a tentative in-service date: 10/12/11.

Elementary Program (Pre-K through 6th grades)

a)	\$181.00	x	<u>0</u>	# of Preschool classes	=	<u>\$0.00</u>
b)	\$169.00	x	<u>5</u>	# of Kindergarten classes	=	<u>\$845.00</u>
c)	\$130.00	x	<u>20</u>	# of 1st - 6th classes	=	<u>\$2,600.00</u>
	(Include all classes other than cognitively impaired - see form for Special Needs classes)					
d)	\$168.00	x	<u>2</u>	# of Adult workshops	=	<u>\$336.00</u>
	List # of staff wksp:	<u>1</u>	# of parents wksp:	<u>1</u>		

Total cost of implementation (a+b+c+d) \$3,781.00

District Contribution - 30% minimum = \$3,781.00 x 0% = \$0.00
(Total funding required)

State CAP Funding \$3,781.00

Partial grants may be awarded.

If the application is not approved for CAP funding, the district may still implment the CAP program using other funding sources. Visit the NJ CAP website at www.njcap.org to download additional applications.

Elementary CAP Program - 2011-2012

The application is for Pre-K, Kindergarten, and 1st - 6th Grades. (See page 7 for specific information about each program.)

County: Essex County Name of School/District: St. Cloud School, West Orange

PLEASE COMPLETE FUNDING REQUEST:

The following should be completed in conjunction with the CAP county coordinator. The CAP Program requires a 90-minute staff inservice for teachers who have not had CAP training in the last four years. The inservice date should be reserved in advance. A 90-minute parent workshop is also required for each school. However, where low attendance is anticipated, school are encouraged to combine these workshops.

Grant monies may not be authorized to districts who cannot guarantee inservice dates. Please indicate a tentative in-service date: 10/12/11.

Elementary Program (Pre-K through 6th grades)

a)	\$181.00	x	<u>0</u>	# of Preschool classes	=	<u>\$0.00</u>
b)	\$169.00	x	<u>3</u>	# of Kindergarten classes	=	<u>\$507.00</u>
c)	\$130.00	x	<u>16</u>	# of 1st - 6th classes	=	<u>\$2,080.00</u>
	<small>(Include all classes other than cognitively impaired - see form for Special Needs classes)</small>					
d)	\$168.00	x	<u>2</u>	# of Adult workshops	=	<u>\$336.00</u>
	List # of staff wksp:	<u>1</u>	# of parents wksp:	<u>1</u>		

Total cost of implementation (a+b+c+d) \$2,923.00

District Contribution - 30% minimum = \$2,923.00 x 0% = \$0.00
 (Total funding required)

State CAP Funding \$2,923.00

Partial grants may be awarded.

If the application is not approved for CAP funding, the district may still implment the CAP program using other funding sources. Visit the NJ CAP website at www.njcap.org to download additional applications.

The Public Schools
West Orange, New Jersey 07052
Telephone: (973) 669-5400, Ext. 20515

Donna Rando, Ed.D.
Assistant Superintendent

179 Eagle Rock Avenue

June 30, 2011

CAP State Office
107 Gilbreth Parkway, Suite 200
Mullica Hill, NJ 08062

To Whom It May Concern:

Enclosed is the grant application for "No More Bullies, No More Victims" for Redwood School in the West Orange Public Schools.

We are requesting a waiver for payment of 50% of the total costs of the "No More Bullies, No More Victims" Program. As the result of decreased State funding, no local funding is available for the 2011-2012 school year to accommodate this program.

Please note that the grant application will be approved at the next meeting of the West Orange Board of Education on July 19, 2011.

Thank you.

Yours truly,

Dr. D. Rando.

Donna Rando, Ed.D.

Assistant Superintendent for Curriculum and Instruction

Enc.

C: Mr. Brian Hemphill

NEW JERSEY CHILD ASSAULT PREVENTION
The Essex County Project
2011/2012 Grant Application
K-8 "No More Bullies/No More Victims"

"No More Bullies, No More Victims" is an initiative of New Jersey Child Assault Prevention (NJ CAP) for schools (grades K - 8th). The most effective prevention program for any school or district is one which involves the entire school community. As such, the CAP bullying prevention program offers a series of workshops for staff, parents and students to assess the specific nature of bullying in the school, to train adults in appropriate intervention strategies and to improve student interaction. (See pages 4, 5 & 6 for time lines, program component, and contract criteria.)

This application is to be completed for each participating school in the district. The School Principal will complete the application, review and sign Implementation Timelines and Contract Criteria, and return to **CAP State Office/EIRC**, by **June 30, 2011**.

Schools applying for CAP funding must provide a minimum of **50%** of the total cost of implementation.

Exceptions to this provision must be approved by the State CAP Office/EIRC. If your district is eligible for urban aide funding or can document financial need and other related factors, the provision may be waived. Please attach documentation when requesting exemption from the 50% funding requirement.

Depending on availability of funds, the district may be responsible for additional funding.

(Please Print)

COUNTY: Essex

SCHOOL DISTRICT: West Orange

SCHOOL NAME: _____

(private/non-public use only)

SCHOOL PRINCIPAL: Barbara Kivlon EMAIL: bkivlon@woboe.org

PHONE: 973-669-5457 FAX: 973-324-9224

ADDRESS: 75 Redwood Avenue, West Orange, NJ 07052

NJ CAP
A Project of the Education Information Resource Center (EIRC)
107 Gilbreth Parkway, Suite 200
Mullica Hill, NJ 08062
Phone – (856) 582-7000- Fax: 856.582.3588
www.njcap.org

PLEASE COMPLETE THE FOLLOWING QUESTIONS:

1. When did your district last implement the CAP Elementary Program?

The elementary CAP Program has been implemented every year in the West Orange Public School District on an ongoing basis.

2. When did you last implement the "No More Bullies, No More Victims" (NMB, NMV) program? In what grades was the program implemented?

The NMB, NMV program was implemented in 2009-2010 at Gregory School in West Orange for grades 3-5. The Implementation Committee is still involved in bullying prevention at Gregory School.

3. What needs do you think the NMB, NMV program will meet in your school and/or community?

Our Three-Year Comprehensive Equity Plan to the New Jersey State Department of Education addresses various issues, including bullying. One of the district's goals is to train staff on the prevention of bullying. The Resolving Conflict Creatively Program (RCCP) provides teacher training and programs for children. The NMB, NMV program would complement our existing programming.

4. A statement of in-kind contribution which teaching staff will render on behalf of the project (e.g. additional in service time, public relations, community outreach, curriculum additions focusing on prevention issues, bulletin boards, etc.)

Bullying prevention is in the Comprehensive Health and Guidance curriculums for grades K-12. In addition, techniques and information presented by CAP staff will be discussed at faculty and grade level meetings.

The PTAs and community support in the West Orange Public Schools are strong. There is frequent and positive interaction between home and school.

5. A statement of the service which parent/home organizations will render on behalf of the project.

Evening or daytime informational meetings will be held during the PTA meetings.

6. How will the NMB, NMV fit into your current character education?

Bullying prevention is in the Comprehensive Health and Guidance curriculums for grades K-12. In addition, techniques and information presented by CAP staff will be discussed at faculty and grade level meetings.

West Orange provides teacher training and programs for children through the Resolving Conflict Creatively Program (RCCP) The NMB, NMV program would complement our existing programming.

7. A statement on future plans on follow up of this K-8 program. Will you provide for the maintenance phase of the program for next year? A school steering committee will be developed as a result of this program. Will you support and encourage its continuation? Will you include CAP in your character education/ health curriculum in the future?

As stated above, we will maintain a focus on reinforcing bullying prevention strategies through ongoing implementation of bullying prevention programming. We will utilize the Quit It Manual as a follow up with our classroom teachers. Additionally, we will increase the knowledge base of our teachers by continuing to send them to bullying prevention conferences. These collective efforts will sustain a bully-free school environment.

NEW JERSEY CAP TIME LINES/DEADLINES

By February 2009- CAP State Office will have communicated with all county superintendents, notifying them of the potential Child Assault Prevention monies in their county. This notification will be accompanied by program time lines, program description, and county coordinator roster.

By March 2010 - County Superintendents Office will reproduce all the above CAP application information and distribute to district superintendents in their county.

By June 30, 2010 - All District Superintendents interested in applying for CAP monies will complete the application, receive school board approval and return application to the CAP State Office.

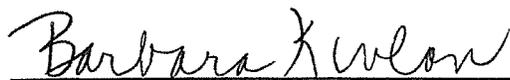
By September 9, 2011- The CAP State Office in conjunction with County Superintendents and CAP County Coordinators will have selected school districts and notified them of this selection.

By January 31, 2012 -All CAP grant workshops will have been scheduled with the CAP County coordinator.

By April 2, 2012 - All CAP workshops will have been completed. Deadline extensions must be negotiated with the State CAP Office.

Program evaluation will be completed one month following the finalization of services and will be conducted by CAP county coordinator in conjunction with school administrator.

I have read and agreed to the above deadlines and I understand that they are essential for the efficient implementation of the CAP program within my district. I understand that by signing this document the school district is legally bound to implement the CAP Program as indicated by the Timelines/Deadlines and Contract Criteria.



School Principal

6/30/11

Date

CONTRACT CRITERIA

A school district which chooses to nominate itself will meet the following criteria:

1. Since the basic CAP curriculum forms the foundation for the “No More Bullies, No More Victims” program, schools must have had CAP within the three years preceding implementation of the NMB/NMV program.
2. Will agree to have CAP county coordinator and CAP facilitators implement the “No More Bullies, No More Victims” program according to the design of NJ CAP, including:
 - a. **Administrative Meeting**-30-60 minutes. This meeting should be scheduled in the fall of the school year. The CAP County Coordinator will meet with administration to discuss all specifics of the program.
 - b. **Staff In-service**-1½ to 2 hours of **continuous** and **uninterrupted** time for teacher/staff in service. All school staff are invited including cafeteria workers, playground aides and any auxiliary staff who interfaces with the children.
 - c. **Implementation/Planning Committee**-This group will be comprised of Principal, school nurse, counselor, parent, student from all grades and staff representatives, etc. They will act as a steering committee for the implementation of the program and will meet after the staff inservice and prior to the classroom workshop. Their initial meeting will be 30-60 minutes with the CAP coordinator to discuss the specific needs of the school community and plan the implementation of school workshops. They will again meet at end of the program during the program review.
 - d. **Parent Workshop**-1½ to 2 hours. This workshop gives parents the opportunity to discuss the problem of bullying behaviors in the school community and to give strategies to help their children who may be victims, bullies or witnesses.
 - e. **Student Workshops**-Developmentally appropriate for students in Kindergarten through 8th grades. This workshop helps sensitize students to the roles of those victimized, those exhibiting bullying behavior and witnesses. Strategies to de-escalate bullying will be presented.

Kindergarten workshops will not be implemented until January of the school year.

K-5 grades- two 1 hour classroom presentations and 30 minute review time

6th-8th grades- two 40 to 60 minute classroom presentations and 30 minute review time for every two classes

Review Time – The school will provide space for post workshop review. Children interested in participating in review time should be permitted the time to attend. Review time allows students the opportunity to individually discuss issues about bullying. Specific incidents of child against child abuse will be handled and referred appropriately.

- f. **Program Review Meeting**-60 minutes. Takes place within one month of concluding the student workshops and is attended by the original Implementation Steering Committee, the principal, school nurse, counselor, parent, staff and student representatives from all grades, etc., and CAP coordinator. A report will be given to the committee which will summarize the amount and severity of bullying in the school from the school communities perspective. A suggested timeline will be given to the committee for ongoing de-escalations of bullying in the school, including setting up school policies, adult intervention and community committees on bullying. The Implementation Steering Committee will be encouraged to continue as the group which will oversee the prevention of bullying in the school.
 - g. **Exit Interview**-Within 6 weeks after completing the workshops. This meeting will allow feedback from school administrator and a written evaluation.
3. All schools will have support of home/school organization.
 4. All schools will be available for implementation during the months of September 2011 – April 2012.
 5. All schools will participate in a CAP evaluation process which will involve evaluations of the classroom workshop by classroom teacher and an exit interview with School Principal or Chief School Administrator.

I have read and agreed to the above terms for application to this grant application.

Barbara Kurlow

School Principal

6/30/11
Date

PLEASE COMPLETE FUNDING REQUEST

The following should be completed in conjunction with the CAP county coordinator.

The "No More Bullies/No More Victims" program requires a 1 1/2 hr staff in-service for teachers. The in-service date should be reserved in advance. A 1 1/2 hour parent workshop is also required for each school.

Please indicate a tentative in-service date: 10/12/11. Monies may not be authorized to districts who cannot guarantee in-service dates.

a) \$229.00	x	<u>13</u>	# of K-2nd Bully Student workshops in school	=	<u>\$2,977.00</u>
b) \$229.00	x	<u>8</u>	# of 3rd-4th Bully Student workshops in school	=	<u>\$1,832.00</u>
c) \$229.00	x	<u>4</u>	# of 5th-6th Bully Student workshops in school	=	<u>\$916.00</u>
d) \$229.00	x	<u> </u>	# of 7th-8th Bully Student workshops in school	=	<u>\$0.00</u>
e) \$208.00	x	<u>1</u>	# of Adult workshops	=	<u>\$208.00</u>
f) \$208.00	x	<u>1</u>	# of Adult workshops	=	<u>\$208.00</u>
g) \$359.00	x	<u> </u>	# of Implementation/Program Review	=	<u>\$0.00</u>

Maintenance School (check if applicable)

Required components for the first time applicants: The implementation and program review meetings are required for each school that selects the 3rd-8th grade curriculum during the first year of the program.

Total cost of implementation (a+b+c+d+e+f+g)		<u>\$6,141.00</u>
District funding required =	<u>\$5,017.00</u> x 0%	= <u>\$0.00</u>
State CAP funding =	<u>\$6,141.00</u> x 100%	= <u>\$6,141.00</u>

Partial grants may be awarded.

If the application is not approved for CAP funding, the school may still implement the CAP program using other funding sources. Schools have utilized Title IV (Safe Schools Drug Free) monies as a resource to fund this program. Visit the NJ CAP website a www.njcap.org to download additional applications.

RENEWAL APPLICATION FOR TEMPORARY INSTRUCTIONAL SPACE

2011 - 2012 SCHOOL YEAR
(multiple site form)

Public Agenda
Date: 7/19/11
Attachment # 16

INSTRUCTIONS:

- If requesting a renewal past the 5th year, a request for continued use needs to be made to the County Superintendent and attached to this page. Include the need, and future plan for site.
- Attach a floor plan for each facility indicating room dimension, and fire sensor
- Copy pages as need for more facilities

Name of facility or TCU	Address	Max # students/ aides/ teachers	Year of Initial Application	Indicate current Renewal Term 1 st , 2 nd , 3 rd , 4 th , 5 th or beyond	Grades Serviced
GREGORY Elem School	301 GREGORY AVE WEST ORANGE	44 STUDENTS 6 TEACHERS	2001	Beyond	1-5
WASHINGTON Elem School	289 MAIN ST WEST ORANGE	48 STUDENTS 2 TEACHERS	2001	Beyond	1-5
NEW WOOD Elem School	75 Redwood AVE WEST ORANGE	96 STUDENTS 4 TEACHERS	2002	Beyond	1-5

The Board of Education approved the renewal temporary application for the 2011 - 2012 school year on _____ (Date).

*****A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED*****

Certified by: _____ (Chief School Administrator) _____ (Date)

_____ (School Business Administrator) _____ (Date)

FOR COUNTY SUPERINTENDENT'S USE ONLY:

Date of inspection by County Office: _____ Inspected by: _____
 Included in Long-Range Facility Plan: Yes _____ No _____
 For the _____ - _____ school year, approval: _____ is granted _____ is not granted _____
 subject to the following conditions: _____
 _____ (County Superintendent) _____ (Date)

FOR NEW JERSEY DEPARTMENT OF EDUCATION USE ONLY:

Date of Evaluation: _____ Substandard Approval Date: _____
 Unapproved Date: _____ Abandoned by Date: _____
 Permanent Approved Date: _____
 District Abandoned Date: _____ Ref: _____
 Evaluator: _____ Date: _____

The Public Schools
West Orange, New Jersey 07052
Telephone: 973 669-5400
Fax: 973 669-1979

Buildings and Grounds Department

Robert Csigi, CEFM 
Director Buildings and Grounds

179 Eagle Rock Avenue

MEMORANDUM

NOTICE OF BID CONTRACT RECOMMENDATION

CONTRACT TITLE: Boiler Replacement (2) – Redwood Elementary School

BID NO: 6-11 DATE ADVERTISED: May 27, 2011

BIDDERS REQUESTING NOTICE: BIDS RECEIVED: June 22, 2011

ANALYSIS OF BIDS RECEIVED AND ACCEPTANCE BY BOARD:

NAME OF FIRM

Silva's Mechanical Services See Attached Spreadsheet

RECOMMENDED FOR AWARD: Silva's Mechanical Services

CONTRACT AMOUNT: Boiler Replacement (2) \$188,000

Additional Steam Traps (if required)
Steam Trap 1/2" Unit Cost \$170.00 each
Steam Trap 3/4" Unit Cost \$311.00 each
Steam Trap 1" Unit Cost \$472.00 each

DEPARTMENT(S): Buildings and Grounds

ACCOUNTING DISTRIBUTION: 12.000.400.722.16.03

THE PUBLIC SCHOOLS
WEST ORANGE, NEW JERSEY

BID ANALYSIS

Redwood School

Boiler Replacement

Bid 6-11

6/22/11 11:30AM

Contractor

Amco Enterprise

Infocom

Panetta

Silva

\$318,000.00

\$292,000.00

\$247,000.00

\$188,000.00

Boiler Replacements (2)

Steam Traps 1/2"

Steam Traps 3/4"

Steam Traps 1"

\$170.00

\$311.00

\$472.00

Bid Bond

Consent of Surety

Liability Statement

Disclosure of Political Contributions

Non-Collusion Affidavit

Stockholders Disclosure Statement

Prequalification Affidavit

Plan & Equipment Questionnaire

Sworn Contract Certification

Mandatory Equal Opportunity Language

Asbestos Acknowledgement Form

X

X

X

X

X

X

X

X

X

X

X

X

Public Agenda
Date: 7/19/11
Attachment # 18

The Public Schools
West Orange, New Jersey 07052
Telephone: 973 669-5400
Fax: 973 669-1979

Buildings and Grounds Department

Robert Csigi, CEFM
Director Buildings and Grounds

179 Eagle Rock Avenue

MEMORANDUM

NOTICE OF BID CONTRACT RECOMMENDATION

CONTRACT TITLE: Boiler Replacement (2) – Gregory Elementary School

BID NO: 5-11 DATE ADVERTISED: May 27, 2011

BIDDERS REQUESTING NOTICE: BIDS RECEIVED: June 22, 2011

ANALYSIS OF BIDS RECEIVED AND ACCEPTANCE BY BOARD:

NAME OF FIRM

Silva's Mechanical Services See Attached Spreadsheet

RECOMMENDED FOR AWARD: Silva's Mechanical Services

CONTRACT AMOUNT: Boiler Replacement (2) \$205,000

Additional Steam Traps (if required)
Steam Trap 1/2" Unit Cost \$170.00 each
Steam Trap 3/4" Unit Cost \$311.00 each
Steam Trap 1" Unit Cost \$472.00 each

DEPARTMENT(S): Buildings and Grounds

ACCOUNTING DISTRIBUTION: 12.000.400.722.16.03

THE PUBLIC SCHOOLS
WEST ORANGE, NEW JERSEY

BID ANALYSIS

	Amco Enterprise	Infocom	Panetta	Silva
Gregory School				
Boiler Replacement				
Bid 5-11				
6/22/11 11:15AM				
Contractor	Amco Enterprise	Infocom	Panetta	Silva
Boiler Replacements (2)	\$300,429.00	\$312,000.00	\$237,000.00	\$205,000.00
Steam Traps 1/2"				\$170.00
Steam Traps 3/4"				\$311.00
Steam Traps 1"				\$472.00
Bid Bond				X
Consent of Surety				X
Liability Statement				X
Disclosure of Political Contributions				X
Non-Collusion Affidavit				X
Stockholders Disclosure Statement				X
Prequalification Affidavit				X
Plan & Equipment Questionnaire				X
Sworn Contract Certification				X
Mandatory Equal Opportunity Language				X
Asbestos Acknowledgement Form				X

The Public Schools
West Orange, New Jersey 07052
Telephone: 973 669-5400
Fax: 973 669-1979

Buildings and Grounds Department

Robert Csigi, CEFM 
Director Buildings and Grounds

179 Eagle Rock Avenue

MEMORANDUM

NOTICE OF BID CONTRACT RECOMMENDATION

CONTRACT TITLE: Asbestos Removal Boiler Room – Redwood Elementary School

BID NO: 4-11 DATE ADVERTISED: May 27, 2011

BIDDERS REQUESTING NOTICE: BIDS RECEIVED: June 22, 2011

ANALYSIS OF BIDS RECEIVED AND ACCEPTANCE BY BOARD:

NAME OF FIRM

GL Group Inc. See Attached Spreadsheet

RECOMMENDED FOR AWARD: GL Group Inc.

CONTRACT AMOUNT: Asbestos removal Boiler Room \$36,500

DEPARTMENT(S): Buildings and Grounds

ACCOUNTING DISTRIBUTION: 12.000.400.722.16.03

West Orange - Redwood Boiler Room June 22, 2011 at 11:00 am

Boiler Room - Summer 2011

ASBESTOS REMOVAL

BID CHECK LIST

Contractor	LUMP SUM BID	Corporate Disclosure Statement	Non Collusion Affidavit	Affirmative Action Affidavit	Non-Debarred Suspended Affidavit	BID BOND	Consent of Surety	Cert Of Ins	NJ Asbestos License	N.J.D.P.M.C Form 701	Business Registration Paper of Treasury	DOL Contractor Registration
Metro Cont	48,300.											
Greenwood Abade	48,700.											
Netrix	64,000											
Slavco	127,753. ²¹											
DIA General	67,000.											
LILICH CORP	42,000. ⁰⁰											
D) GL Group.	36,500. ⁰⁰	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Key: Y = Yes
N = No

West Orange - Redwood Boiler Room June 22, 2011 at 11:00 am

Boiler Room - Summer 2011

ASBESTOS REMOVAL

BID CHECK LIST

Contractor	LUMP SUM BID	Corporate Disclosure Statement	Non Collusion Affidavit	Affirmative Action Affidavit	Non-Debarred / Suspended Affidavit	BID BOND	Consent of Surety	Cert O/Ins	MI Asbestos License	NLDPMAC Form 701	Business Registration Dept of Treasury	DOL Contractor Registration
East Coast Hazmat	70,000.01											
Abattech	59,000.00											
Wiram	74,000.00											
B & G Rest.	54,000.00											
Two Brothers Conf	62,000.00											
Das Abate	47,000.00											
SaVic Const	44,200.00											
Plymouth Envir.	42,400.00											
VME	37,900.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Key: Y = Yes
N = No

Public Agenda
Date: 7/19/11
Attachment # 20

The Public Schools
West Orange, New Jersey 07052
Telephone: 973 669-5400
Fax: 973 669-1979

Buildings and Grounds Department

Robert Csigi, CEFM 
Director Buildings and Grounds

179 Eagle Rock Avenue

MEMORANDUM

NOTICE OF BID CONTRACT RECOMMENDATION

CONTRACT TITLE: Asbestos Removal Boiler Room – Gregory Elementary School

BID NO: 4-11 DATE ADVERTISED: May 27, 2011

BIDDERS REQUESTING NOTICE: BIDS RECEIVED: June 22, 2011

ANALYSIS OF BIDS RECEIVED AND ACCEPTANCE BY BOARD:

NAME OF FIRM

MTM Metro Corp See Attached Spreadsheet

RECOMMENDED FOR AWARD: MTM Metro Corp

CONTRACT AMOUNT: Asbestos removal Boiler Room \$44,000

DEPARTMENT(S): Buildings and Grounds

ACCOUNTING DISTRIBUTION: 12.000.400.722.16.03



June 28, 2011

West Orange Public Schools
179 Eagle Rock Ave
West Orange, NJ 07052

Attention: Mark Kenney - Business Administrator
Phone (973)669-5400

Ref: Gregory Boiler Room

Mr. Kenney,

We are asking to have our bid withdrawn from the above referenced project due to mathematical errors. Please feel free to contact us if you have any questions and our apologies for this error.

Regards,

A handwritten signature in cursive script that reads 'Elena Solakov'.

Elena Solakov
President

West Orange - Gregory Boiler Room June 22, 2011 at 11:00 am

Boiler Room - Summer 2011
 ASBESTOS REMOVAL
 BID CHECK LIST

Contractor	LUMP SUM BID	Corporate Disclosure Statement	Non Collusion Affidavit	Affirmative Action Affidavit	Non-Debarred / Suspended / Affidavit	BID BOND	Consent of Surety	Cert of Ins	NJ Asbestos License	NIDPMC Form 701	Business Registration Dept of Treasury	DOL Contractor Registration
Greenwood Abete	58,640.											
Metrix	89,000											
Slouco	136,524. ²⁹											
DIA General	112,700.											
GL Group	39,900. ⁰⁵	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
LILICH	74,800. ⁰⁵											

Key: Y = Yes
 N = No

West Orange - Gregory Boiler Room June 22, 2011 at 11:00 am

Boiler Room - Summer 2011

ASBESTOS REMOVAL

BID CHECK LIST

Contractor	LUMP SUM BID	Corporate Disclosure Statement	Non Collusion Affidavit	Affirmative Action Affidavit	Non-Debarred / Suspended Affidavit	BID BOND	Consent of Surety	Card of Int.	NJ Asbestos License	NJ DBMC Form F01	Business Registration Dept. of Treasury	DOL Contractor Registration
Plymouth Envir.	112,400.											
SaOic Const.	97,300.											
D+S Abete	67,000.											
Two Brothers Const.	92,000.											
NIRAM Inc	114,700.											
B+G Rest.	88,000.											
AbatTech	168,700.											
MTM Metro	44,000.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Metro Contractors	83,800.											

Key: Y = Yes
N = No

The Public Schools
West Orange, New Jersey 07052
Telephone: 973 669-5400
Fax: 973 669-1979

Buildings and Grounds Department

Robert Csigi, CEFM 
Director Buildings and Grounds

179 Eagle Rock Avenue

MEMORANDUM

To: Mark Kenney
Re: Vehicle Disposal
Date: July 8, 2011

Request Board approval for the disposal of the following vehicles.

Bus Van	1999	1GDHG 31F8X 11175 99	Not Repairable
Pick Up Truck	2001	3B7KF 26Z71 M5442 44	Not repairable

c: Kathy Papa, Assistant to the Business Administrator
Kathy Winston, Executive Assistant to the Superintendent
file

Apache Auto Wreckers
Ridgefield Park

\$200 per vehicle
No Towing Charges

Total \$400 for two vehicles

United scrape Iron
Paterson

\$.10 per pound. Average weight 2,000 lbs.
\$200 per vehicle
Towing Charges \$75 per vehicle

Total \$250 for two vehicles

The Public Schools
West Orange, New Jersey 07052
Telephone: 973 669-5400
Fax: 973 669-1979

Public Agenda
Date: 7/19/11
Attachment # 28

Buildings and Grounds Department

Robert Csigi, CEFM
Director Buildings and Grounds

179 Eagle Rock Avenue

MEMORANDUM

To: Mark Kenney
Re: Student Desk Sale
Board Approval
Date: July 11, 2011

Attached is a proposal from Egg Harbor Board of Education to purchase 300 students desks at \$50 per desk for a total of \$15,000.

Please have the Board approval the sale of excess equipment.

c: Kathy Winston, Executive Assistant
Kathy Papa, Assistant to the Business Administrator
file

Egg Harbor Township Schools

www.egt.k12.nj.us

Administration Offices

13 Swift Drive

Egg Harbor Township, NJ 08234

Dr. Scott P. McCartney

Superintendent

Donald M. Robertson

Assistant Superintendent

Dr. Kimberly A. Gruccio

Assistant Superintendent

Kateryna W. Bechtel, CPA

School Business Administrator/Board Secretary

Superintendent's Office

Phone: 609-646-7911

Telefax: 609-383-8749

Business Office

Phone: 609-646-8441

Telefax: 609-484-9432

July 7, 2011

Mark Kenney, School Business Administrator/Board Secretary

West Orange Board of Education

179 Eagle Rock Avenue

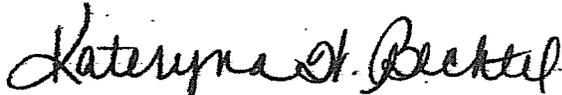
West Orange, NJ 07052

RE: Proposal to Purchase Used Student Desks

Dear Mr. Kenney:

My school district is interested in purchasing the combo HS student desks that you offered for sale through NJASBO. We would like to purchase the 300 desks for \$15,000. We would pick them up at your designated location(s) at your earliest convenience, and would need them prior to September 1, 2011.

Sincerely,



Kateryna W. Bechtel, CPA

School Business Administrator/Board Secretary

Public Agenda
Date: 7/19/11
Attachment # 129

WILLIAM C. SULLIVAN, JR., Counsel
wsullivan@scarincihollenbeck.com
Direct Phone: 201-623-1228

June 23, 2011

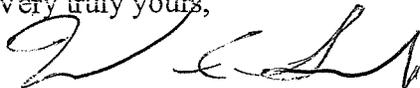
Mark Kenney
Business Administrator/Board Secretary
Township of West Orange
Board of Education
District Administration Building
179 Eagle Rock Avenue
West Orange, NJ 07052

**Re: Scarinci Hollenbeck
Professional Services – Energy Efficiency and Solar Energy**

Dear Mr. Kenney:

Thank you for the opportunity to provide you with legal services in connection with your energy efficiency and solar energy project. I am enclosing a proposed Agreement to Provide Legal Services. Please review the Agreement and contact me with any questions or concerns regarding same.

Very truly yours,



WILLIAM C. SULLIVAN, JR.
For the Firm

WCS/hr
Enclosure

AGREEMENT TO PROVIDE LEGAL SERVICES

THIS AGREEMENT, dated _____ is made

BETWEEN

WEST ORANGE BOARD OF EDUCATION

whose principal address is 179 Eagle Rock Avenue, West Orange, New Jersey 07052 (the "Client")

AND

SCARINCI HOLLENBECK, LLC

its successors and assigns, whose address is P. O. Box 790, 1100 Valley Brook Avenue, Lyndhurst, New Jersey 07071-0790, (the "Law Firm").

1. Legal Services To Be Provided. You agree that this Law Firm will represent you as follows:

To perform legal services in connection with the review and implementation of energy conservation and solar energy initiatives of the Client, including but not limited to the review of energy audits, application for State funding and incentives, and public contracting documents and negotiations.

The legal work includes all necessary research, investigation, correspondence, preparation and drafting of legal documents, conferences in person and by telephone with the Client and with others, and related work to properly represent the Client in these matters.

2. Legal Fees. The billings submitted will be based on the time spent on these matters and the amount of other expenses.

(a) For all legal services enumerated in Section 1(a), you agree to pay the law firm at the following rates:

Rate Per Hour

Services of

\$	175.00	All Attorneys
\$	95.00	All Law Clerks and Para-legals

(b) All Services Will Be Billed. You will be billed at the hourly rates set forth in Paragraph 2A for all services rendered. This includes telephone calls, attendance at meetings, dictating and reviewing letters, travel time to and from meetings, legal research, negotiations and any other service relating to the subject matter of this Contract.

3. Costs and Expenses. In addition to legal fees, the Client will pay the following costs and expenses:

Experts' fees, service fees, investigator fees, computer research, messenger services (prevailing market rates), photocopying charges (\$.20 per copy), facsimile transmissions (\$.75 per page), telephone toll calls, postage, travel expenses at the prevailing IRS rate, and any other necessary expenses.

4. Bills. The Law Firm will send you itemized progress bills from time to time, which are payable at the Client's regular monthly meeting. The Law Firm may require that costs and expenses (See Paragraph 3) be paid in advance. All other bills for costs and legal expenses are due upon receipt.

5. Your Responsibility. You must fully cooperate with the Law Firm and provide all information relevant to the issues involved in this matter. You must also pay all bills as required by this Agreement. If you do not comply with these requirements, the Law Firm may ask the Court for permission to withdraw from representing you.

6. No Guarantee. The Law Firm agrees to provide conscientious, competent and diligent services and at all times will seek to achieve solutions which are just and reasonable for you. However, because of the uncertainty of legal proceedings, the interpretation and changes in the law and many unknown factors, attorneys cannot and do not warrant, predict or guarantee

results or the final outcome of any representation.

7. Trust Money. Any money received by this Firm to be placed in our Trust Account will be placed in a non-interest bearing account unless specific written arrangements are made to the contrary.

8. Signatures. The Law Firm and the Client have read and agree to this Agreement. The Law Firm has answered all of your questions and fully explained this Agreement to your complete satisfaction. You have been given a copy of this Agreement.

9. Duration. This Contract shall take effect on July 1, 2011 and continue until June 30, 2012.

10. Affirmative Action. The Law Firm shall comply with the requirements of P.L. 1975 C. 127 (N.J.A.C. 17:27) regarding Affirmative Action and Executive Order 11246 regarding Equal Employment Opportunity, as amended.

SCARINCI & HOLLENBECK, LLC

WEST ORANGE BOARD OF EDUCATION

BY: _____
DONALD SCARINCI

BY: _____
LAURA LAB, Board President

DATED: _____

WEST ORANGE BOARD OF EDUCATION

BY: _____
MARK KENNEY, Board Secretary

Public Agenda
Date: 7/19/11
Attachment # 30

West Orange Board of Education
Office of the Business Administrator
West Orange, New Jersey 07052
973-669-5400 – Ext. 20520/20521
FAX #: 973-669-8019

Mark A. Kenney, CPA
**Business Administrator/
Board Secretary**

179 Eagle Rock Avenue

REQUEST FOR PROPOSAL RECOMMENDATION

CONTRACT TITLE: Auditor Services – Annual Audit FYE 6/30/11

DATE OPENED: July 8, 2011

AGENDA DATE: July 19, 2011

ANALYSIS OF PROPOSALS RECEIVED AND ACCEPTANCE BY BOARD:

<u>NAME OF FIRM</u>	<u>PROPOSAL AMOUNT</u>
1. Nisivoccia LLP	\$62,500.00
2. Bowman & Company LLP	\$80,000.00

RECOMMENDED FOR AWARD: Nisivoccia LLP

CONTRACT AMOUNT: \$62,500.00

BUDGET ALLOCATION: Administrative Expense – Accounting Fee

ACCOUNTING DISTRIBUTION: 11-000-230-339-01-30

WEST ORANGE SCHOOL DISTRICT
BOARD OF EDUCATION

PROPOSAL FOR APPOINTMENT
OF INDEPENDENT
AUDITORS



SECTION IV - PROPOSED AUDIT FEE AND TIMING OF THE AUDIT

We are sensitive to your responsibility and ours for the control of costs, and we will cooperate fully to minimize our fees while maintaining the quality of our services. This will be accomplished by controlling cost through manpower planning. Your engagement will be categorically budgeted, based on current records and their condition, and the time expended will be monitored against that budget.

Our proposed fee for the 2010-11 audit is \$62,500 and includes performance of the annual audit required by the Department of Education, preparation of the Comprehensive Annual Financial Report ("CAFR"), preparation of conversion of the District's financial statements into the GASB #34 reporting model, assistance in the preparation of the introductory (MD&A) and statistical sections of the CAFR from information provided by the District, preparation of the "Auditor's Management Report on Administrative Findings - Financial, Compliance and Performance" and the Audit Summary ("AUDSUM") required by the NJDOE.

We have found from our years of experience that open communication and collaboration of effort improves audit efficiency and effectiveness. Our fee includes continuous communication with administration on all financial matters throughout the year, which we encourage, in order to be kept apprised of any new developments, critical issues and potential problem situations that can be effectively addressed prior to year end and minimize year-end audit findings and to create an opportunity for us to provide you with expert financial guidance and advice.

Our fees for any additional services you may request, such as debt management plans, bond sales, tax rate projections, fund balance projections, special research projects, or other services would be billed at our standard hourly rates which vary according to the level and range of experience of the personnel to be assigned to the engagement based upon the services to be performed. Our standard hourly rates are \$135-\$150 for partners, \$110-\$135 for in-charge accountants to principals and \$95-\$110 for staff accountants.

REQUEST FOR PROPOSAL (RFP)

AUDITING SERVICES

FOR

WEST ORANGE SCHOOL DISTRICT



D. FEES AND BASIS OF CHARGES

1.0 Fee Quote

Our fees are based on the time expended and the hourly rates of our staff necessary to perform an engagement. The proposed fee for the audit of the School District for the year ending June 30, 2011 will be based on the time required to perform the audit, but will not exceed \$80,000.00. Please note that in the event our actual time does not approach our estimate, we will only bill the actual time multiplied by our standard hourly rates.

These amounts are subject to the condition and availability of the financial records on a timely basis.

2.0 Additional Services

If the District requests any additional services that are not included in the annual audit, our fees will be based on the hours spent to perform those services. Our standard hourly rates, for services rendered during the period July 1, 2011 through June 30, 2012, are as follows:

General Administration /	
Report Processing	\$50.00
Staff Accountant	79.00/81.00/83.00
Senior Accountant	86.00/90.00/94.00
Supervisor	110.00/115.00/121.00
Manager	138.00/164.00/190.00
Partner	204.00