

**WEST ORANGE BOARD OF EDUCATION**  
**Public Board Meeting – 6:00 p.m. – September 19, 2011**  
**Hazel Avenue School**  
**45 Hazel 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 August 16 and 24 and September 7, 2011 (Att. #1)
- IV. SUPERINTENDENT’S AND/OR BOARD’S REPORTS
  - A. Student Recognition: National Merit Semi-Finalists
  - B. District Goals for the 2011-2012 School Year (Att. #2)
  - C. Preliminary Adequate Yearly Progress Report
  - D. First Reading of the Following Board Policies:
    - Sports Related Concussion and Head Injury 5141.80
  - E. Second Reading of the Following Board Policies:
    - Administrative Leeway in Absence of Board Policy 2210.00
    - Employee Conflict of Interest 4119.21
    - Employee Substance Abuse 4119.23/4219.23
    - Classroom Aides (Paraprofessionals) 4123.00
    - Ceremonies and Observances 6115.00
    - English as a Second Language; Bilingual Programs 6142.20
    - Basic Skills/Title I 6142.60

<b>Second Reading of the Following Board Policies (continued):</b>	
<b>Early Childhood Education/Preschool</b>	<b>6178.00</b>
<b>Evaluation of Instructional Program</b>	<b>6300.00</b>
<b>Board Self-Evaluation</b>	<b>9400.00</b>

**V. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS**

**A. PERSONNEL**

**1. Resignations**

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

Arthur Alloggiamento, Principal, WOHS, change in retirement date from 7/1/12 to 9/1/12

Jacqueline Sloane, Instructional Aide, Edison School, effective 9/9/11

Lillie Cook, Bus Driver, Transportation Department, for retirement purposes, effective 1/1/12

Ajay Mattappallil, Math Teacher, WOHS, effective immediately

Michael Serino, Instructional Aide, Autistic, Roosevelt School, effective 1/13/12

**2. Rescissions**

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

Dena Russo, .5 Basic Skills, Mt. Pleasant School, .5 Basic Skills, Pleasantdale School, effective immediately

Darryl Powell, Math Teacher, Edison School, effective immediately

**3. Appointments**

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

**Monique Lyons, Math Teacher, Edison School, MA-4, \$54,000, effective 9/1/11 (replacement)**

**Jean Medley, Administrative Assistant, Guidance, Edison School, Column 2 Step 7, \$36,908, effective 9/7/11 (replacement)**

**Michael Schiavo, Jr., Grade 2 Teacher, Washington School, BA-1, \$48,000, effective 9/6/11 (replacement)**

**Bari Leff, Math Teacher, WOHS, BA+16-1, \$48,536 (replacement)**

**Vincent DeJesus, Science Teacher, Liberty School, maternity leave replacement, at the per diem rate of \$240, effective 9/1/11-6/21/12 (replacement)**

**Wendy Wolgast, Administrative Assistant, Transportation Department, Column 5 Step 9, \$54,388, effective 8/29/11 (replacement – previously Dispatcher)**

**Debra Joseph Kelly, Instructional Aide, 1:1 Resource, Edison School, BA-1, \$26,140, effective upon completion of paperwork (replacement)**

**Mariann Jensen, Instructional Aide, Washington School, BA-1, \$26,140, effective 9/19/11 (replacement)**

**Michael Daniels, Security Guard, Roosevelt School, 5 additional hours per week directing traffic at Gregory School, effective 9/7/11-6/20/12 , at an hourly rate of \$25.31**

**Amanda Greenlees, Instructional Aide, WOHS, 1:1 support for student, 3 hours at an hourly rate of \$23, for a total of \$69 (Att. #3)**

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

- **Louis Venturi, Set Designer, Roosevelt School, \$1,305**
- **Cristina Gonzalez, National Honor Society Co-Advisor, WOHS, \$453**
- **Mary Kehoe, National Honor Society Co-Advisor, WOHS, \$453**
- **Guerlyne Millington, National Honor Society Co-Advisor, WOHS, \$453**
- **Debby Cohen, Unity Club Co-Advisor, Liberty School, \$679.50**
- **Chris Todd, Unity Club Co-Advisor, Liberty School, \$679.50**

**Coaching Assignments for the 2011-2012 school year:**

- Tamara Lynch, Cross Country Co-Coach, Liberty School, \$2,344
- Tamara vonOuhl, Cross Country Co-Coach, Liberty School, \$2,344
- Telmo Nunes, Boys Soccer Coach, Roosevelt School, \$4,688

**Darrell Favors, Instructional Assistant, West Orange Achievement Program (WOAP), 2 days per week, effective 9/19/11 (currently Instructional Assistant, WOHS)**

**Additions to the 2011-2012 Substitute List as per the attached (Att. #4)**

**Recommend approval of instructors for the 2011 Fall HSPA Preparation Program for a total cost of \$5,256 (Att. #5)**

**4. Leave(s) of Absence**

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

**Danielle Bridge, Math Teacher, Liberty School, maternity leave of absence, effective 11/28/11-9/1/12**

**Joseph Romano, Instrumental Music Teacher, Edison School, medical leave of absence, effective 9/1/11 until released by physician**

**Shannon Core, Resource Room Teacher, WOHS, maternity leave of absence, effective 1/3/12-6/30/12**

**Bonnie Frith, Art Teacher, Washington School, maternity leave of absence, effective 1/3/11-6/30/12**

**Gisel Montoya, Instructional Aide, WOHS, change in return date from maternity leave from 10/31/11 to 10/11/11**

**Rebecca Rud, Special Education Teacher, Roosevelt School, medical leave of absence, effective 9/19/11-11/3/11**

**5. Transfers**

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

Special Education Transfers for the 2011-2012 school year (Att. #6)

Employee Transfers/Reassignments for the 2011-2012 school year (Att. #7)

**B. CURRICULUM AND INSTRUCTION**

1. Recommend approval of Field Trip requests for the 2011-2012 school year (Att. #8)
2. Recommend approval of Roosevelt School's 8<sup>th</sup> Grade trip to Washington, D.C., Virginia, and Maryland on June 6-8, 2012 (Att. #9)

**C. FINANCE**

1. Recommend approval of the 9/19/11 Bills List: (Att. #10)

Payroll/Benefits	\$ 4,855,768.77
Transportation	\$ 465,977.85
Special Ed. Tuition	\$ 680,028.34
Instruction	\$ 288,583.93
Facilities	\$ 757,393.52
Capital Outlay	\$ 713,032.17
Grants	\$ 114,578.94
Food Service	\$ 107,271.19
Textbooks/Supplies/Athletics/Misc.	\$ 223,117.91
	<u>\$ 8,205,752.62</u>

2. Recommend approval for following Board Members to attend the 2011 New Jersey School Boards Association Annual Workshop in Atlantic City on October 24-26, 2011 for a cost of \$1,620: Laura Lab, Paul Petigrow, Michelle Casalino, Megan Brill, Sandra Mordecai. Also attending will be Anthony Cavanna, Superintendent, Mark Kenney, Business Administrator and Stephen Christiano, Board Attorney.
3. Recommend approval to receive five students for tuition in the total amount of \$236,583 for the 2011-2012 school year. (Att. #11)

4. **Recommend acceptance of the following donations:**
  - **\$2,533 from Mr. and Mrs. Strakker for the purchase of a SMART Board at Mt. Pleasant School**
  - **\$3,784 from the St. Cloud PTA for the purchase of three SMART Boards at St. Cloud School**
  - **\$281.84 from Target, 2011 Take Charge of Education Program, to West Orange High School**
  
5. **Recommend approval for Coach Randy of Project NextGen to present student orientation programs to WOHS freshman on 9/22/11, for a cost of \$1,000, to be paid from the SLC Grant. (Att. #12)**
  
6. **Recommend approval of tuition for the 2011-2012 School Year, including Extended School Year, Out-Of-District placements, in the total amount of \$110,418.60, as per the attached (Att. #13)**
  
7. **Recommend approval of service contract agreement with Caldwell Pediatric Therapy Center for Speech, Occupational, Feeding and Physical Therapies for student for the 2011-2012 school year, in an amount not to exceed \$31,080 (Att. #14)**
  
8. **Recommend approval of submission of IDEA-B Grant for fiscal year 2012 to the New Jersey State Department of Education in the amount of: (Att. #15)**

<b>\$1,718,279</b>	<b>Basic</b>
<b>\$ 68,560</b>	<b>Preschool</b>
  
9. **Recommend approval of Sports Medicine/Athletic Healthcare Proposal from New Jersey Sports Medicine Consultants, LLC in the amount of \$30,000 for the 2011-2012 school year (Att. #16)**
  
10. **Recommend approval of Memorandum of Understanding issued by the State Department of Education for the establishment of an Educational Technology Training Center (ETTC) program, for the period 7/1/11-6/30/12 (Att. #17)**
  
11. **Recommend approval of Memorandum of Agreement between the West Orange Board of Education and the Township of West Orange with respect to the Township of West Orange Juvenile Community Service Program (Att. #18)**

**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 October 3, 2011 at St. Cloud Elementary School.**
- VIII. PETITIONS AND HEARINGS OF CITIZENS**
- IX. ADJOURNMENT**

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

*Public Agenda*  
*Date:* 9/19/11  
*Attachment #* 2

**District Goals for 2011-2012 School Year**

- Goal 1: Enhance district efforts to develop and implement a student-centered, integrated K-12 curriculum that promotes civic responsibility, social and emotional growth, and academic achievement, which utilizes best practices that are aligned to the core standards and 21<sup>st</sup> century skills.
- Research and design Social Studies curriculum, K-5 per district guidelines
  - Enhance balanced literacy program
  - Enrich mathematics curriculum
  - Research Science, Technology, Engineering, and Mathematics (STEM) Program
  - Implement Common Core Standards and New Jersey Core Curriculum Content Standards
  - Use current assessment data to improve student learning
  - Provide specific and targeted professional development to support district initiatives
- Goal 2: Cultivate a safe and secure environment where students are viewed holistically in order to promote academic growth, physical well-being, and the social and emotional development needed to excel and demonstrate mastery as independent 21<sup>st</sup> century learners.
- Establish relevant committees such as the District Health and Wellness Committee
  - Implement the Board Policy/State Guidelines on Harassment, Intimidation and Bullying (HIB)
  - Further develop student-centered learning environments by implementing support systems such as Personalized Student Learning Plans, Advisories, and Small Learning Communities
  - Increase academic support systems to ensure that the needs of all students are met
- Goal 3: Direct the district toward facilities that respect the environment, achieve cost savings through energy efficiency, and provide opportunities for students to learn about sustainability using 21<sup>st</sup> century technology.
- Develop and implement strategies to assess district needs
  - Research current State and Federal energy saving initiatives
  - Review and revise Five-Year Facilities Plan to include green initiatives
  - Develop ways to involve the entire school community in green initiatives
- Goal 4: Encourage community engagement, enhance strategic partnerships, and promote positive and productive communication with the common purpose of building student success and fostering pride.
- Ensure equity in all schools
  - Increase community involvement in relevant district committees
  - Develop new community partnerships
  - Survey stakeholders on relevant topics
  - Increase the range of positive media coverage
  - Seek ways to attract additional resources and revenues

To be adopted by the West Orange Board of Education September 19, 2011





The Public Schools  
West Orange, New Jersey

Public Agenda  
Date: 9/19/11  
Attachment # 5

**To:** Dr. Anthony Cavanna  
**From:** Donna Rando, Ed.D., Assistant Superintendent *DR*  
**Date:** September 13, 2011  
**Re:** Fall HSPA Preparation Program

The teachers listed below will be instructing the 2011 Fall HSPA Preparation Program at the contractual rate of \$73.00/hour.

Subject Area	Instructor	Hours	Payment	Account #
Mathematics	Katelyn Busby	12	\$876.00	11.140.100.101.03.00
	Kerry Coyne	12	\$876.00	11.140.100.101.03.00
	Caniece Montague	12	\$876.00	11.140.100.101.03.00
	Jonathan Tick	12	\$876.00	11.140.100.101.03.00
Mathematics (Spec. Ed.)	Christine O'Neill	12	\$876.00	11.213.100.101.19.51
	Jan DeRosa	12	\$876.00	11.204.100.101.19.59

C: Mr. M. Kenney  
Ms. P. Simmons

**HUMAN RESOURCES DEPARTMENT**

**EMPLOYEE TRANSFERS/REASSIGNMENTS  
 FOR THE 2011-2012 SCHOOL YEAR**

*Administrative recommendations for all transfers/reassignments must be reported to Human Resources Department using the form below. The Human Resources Department will notify Dr. Cavanna and submit a final listing of transfers for Board approval.*

*All transfer information will be used to update and maintain the following:*

1. *Systems 3000 Visual Personnel Database*
2. *AESOP*
3. *Building Directories*
4. *Payroll Department*
5. *Email accounts*
6. *Phone extensions*

Employee Being Transferred	From		To		Effective Date of Transfer
	Location	Grade/Subject	Location	Grade/Subject	
Daniel Schoch	Liberty	IA - Resource	Roosevelt	IA - 1:1 Autistic	9/08/11
Joyce Soto	Mt. Pleasant	IA - Autistic	Pleasantdale	IA - Autistic	9/01/11
Joe Antonucci	IA - WOHS	Resource	Washington	IA - Resource	9/01/11
Nick Alfano	IA - Liberty	Resource	IA -Roosevelt	LLD	9/01/11

Submitted by: Connie Salimbeno  
 Principal

Date: 9/08/11

# HUMAN RESOURCES DEPARTMENT

Public Agenda  
Date: 9/19/11  
Attachment # 7

## EMPLOYEE TRANSFERS/REASSIGNMENTS FOR THE 2011-2012 SCHOOL YEAR

*Administrative recommendations for all transfers/reassignments must be reported to Human Resources Department using the form below. The Human Resources Department will notify Dr. Cavanna and submit a final listing of transfers for Board approval.*

*All transfer information will be used to update and maintain the following:*

1. Systems 3000 Visual Personnel Database
2. AESOP
3. Building Directories
4. Payroll Department
5. Email accounts
6. Phone extensions

Employee Being Transferred	From		To		Effective Date of Transfer	Staff Contacted
	Location	Grade/Subject	Location	Grade/Subject		
Nick Galante	Pleasantdale	Elementary	Pleasantdale	Student Intervention Teacher	Immediately	
Ben Benson	Edison	ICR Teacher	Edison	Math Teacher	9/1/2011	

Submitted by: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

*The Public Schools  
West Orange, New Jersey*

Public Agenda  
Date: 9/19/11  
Attachment # 8

**To:** Dr. Anthony Cavanna, Superintendent  
**From:** Donna Rando Ed.D., Assistant Superintendent *DR*  
**Date:** September 8, 2011  
**Re:** Field Trips

Please place the following on the West Orange Board of Education Meeting Agenda of Monday, September 19, 2011 under *Curriculum and Instruction*.

“Recommend acceptance of field trip requests submitted for Board of Education approval.”

See attached.

Thank you.

C: M. Kenney  
P. Nicholais

**Field Requests  
September 19, 2011**

School	Destination	Course/Grade	Teacher	Describe How Activity Relates to Curriculum	Transportation Cost	Source of Funds (i.e., District, School, PTA, Student Activity Account, Student)
Washington Liberty	Franklin Mineral Museum	Grade 4	Geller	Earth Science	\$345	District
Liberty	St. Gennaro Festival, NYC	Italian	Zamiloot	Cultural Event	\$690	Student
Liberty	DiCapo Opera, NYC	Italian	Zamiloot	Cultural Experience	\$345	Student
Roosevelt	Washington, DC	Grade 8	Grade 8 Staff	History rich experience: War memorials, monuments, Williamsburg and Jamestown	\$460	Student
WOHS	OSPAC, WO	Marching Band	Kelly	Performance at WO 10th Anniversary of 9/11 Ceremony	\$1,035	District

# WEST ORANGE PUBLIC SCHOOLS

## ROOSEVELT MIDDLE SCHOOL

36 Gilbert Place  
West Orange, NJ 07052  
(973) 669-5373  
(973) 243-9807 Fax

Lionel O. Hush, Jr., Principal  
Julianne Bello, Assistant Principal

Public Agenda  
Date: 9/19/11  
Attachment # 9



August 16, 2011

Dr. Cavanna:

This correspondence is to ask your permission, and that of the Board of Education to allow Roosevelt students to participate in Roosevelt's 8<sup>th</sup> Grade trip. As we are in the process of working out some minor details we have already scheduled the trip to take place June 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>. In the past the students visited Arlington National Cemetery, war memorials and monuments in our nation's capital, a dinner boat cruise on the Spirit of Norfolk, colonial Williamsburg, Busch Gardens, and a brief visit to the Baltimore Inner Harbor. Though some of the sites visited may change the overall experience will continue to be a memorable one for our students. Thank you for your time and support.

Yours truly,

A handwritten signature in black ink, appearing to read 'L. O. Hush, Jr.', written in a cursive style.

Lionel O. Hush, Jr.,  
Principal

**Kathy Papa**

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**From:** Arthur J. Alloggiamento  
**Sent:** Tuesday, September 06, 2011 4:10 PM  
**To:** Anthony Cavanna  
**Cc:** Donna Rando; Kathy Papa; Mark Kenney; Frances Neceskas; Annette Dade  
**Subject:** Board Agenda Item  
**Attachments:** Invoice82211.pdf

Dr. Cavanna,

As part of our SLC grant, we would like to have staff development for our faculty and guest speakers for our students.

The first guest speaker that we would like to hire for two 9th year assemblies to be held on Sept. 22, 2011 is Coach Randy of Project NextGen. We seek BOE approval for this and have attached an invoice.

Thank you for your assistance.

Artie

*Arthur J. Alloggiamento*

Arthur J. Alloggiamento  
Principal  
West Orange High School  
51 Conforti Avenue  
West Orange, NJ 07052  
(373) 669-5301 ext. 31510  
[aalloggiamento@woboe.org](mailto:aalloggiamento@woboe.org)

*West Orange High School, a vital part of a culturally and linguistically diverse community, challenges and encourages students to strive for excellence through rigorous and comprehensive programs, to become active members of their community, and to emerge as lifelong learners. To this end, we are committed to superior classroom instruction, a safe and nurturing environment, and a partnership with family and community. - WOHS Mission Statement*





# PROJECT NEXTGEN

160 S. Livingston Avenue, Suite 108  
Livingston, NJ 07039  
Phone: 973-809-3223  
Email: info@projectnextgen.com  
Website: www.projectnextgen.com

## Invoice

**Bill To:**

West Orange High School  
51 Conforti Avenue  
West Orange, NJ 07052-2887  
Attn: Erica DePalo

<b>Invoice #:</b>	<b>1001WOHS</b>
<b>Invoice Date:</b>	<b>8/22/11</b>
<b>Customer ID:</b>	<b>West Orange HS</b>

Date	Your Order #	Sales Rep.	Terms	Tax ID
8/22/11			Due upon receipt	02-0743419

Quantity	Item	Units	Description	Unit Price	Total
2	Presentations		Freshman Orientation – 9/22/11	\$1,000.00	\$2,000.00
1	Discount			(\$1,000.00)	(\$1,000.00)
<b>Sub-total</b>					\$1,000.00
<b>Payments</b>					
<b>Amount Due</b>					\$1,000.00

<b>REMITTANCE</b>	
<b>Customer ID:</b>	<b>West Orange HS</b>
<b>Date:</b>	<b>8/22/11</b>
<b>Amount Due:</b>	<b>\$1,000.00</b>
<b>Amount Enclosed:</b>	
<b>Check #</b>	
<b>MC/VISA/Discover #</b>	
<b>CC Expiration Date</b>	
<b>CVS #</b>	



WEST ORANGE PUBLIC SCHOOLS  
DEPARTMENT OF STUDENT SUPPORT SERVICES

Public Agenda  
Date: 9/19/11  
Attachment # 15

179 Eagle Rock Avenue • West Orange • New Jersey • 07052  
Telephone: 973-669-5400 Ext. 20539  
Fax: 973-669-8601

MS. KRISTIN GOGERTY, SUPERVISOR, PRESCHOOL, K-8  
MS. CONSTANCE SALIMBENO, DIRECTOR  
MRS. DAWN RIBEIRO, SUPERVISOR, 9-12

**DATE:** September 12, 2011  
**TO:** Dr. Anthony P. Cavanna  
**FROM:** Constance Salimbeno  
**RE:** Agenda Item

Board approval is requested to submit to the New Jersey State Department of Education a combined IDEA-B Grant Application for fiscal year 2012.

Allocated amounts are:

IDEA Basic	\$1,718,279
IDEA Preschool	\$68,560

\$94,257 of Basic funds are allocated for the nonpublic share.

CS/co  
c: M. Kenney

**NEW JERSEY SPORTS MEDICINE CONSULTANTS, LLC**  
**11 Overlook Rd., MAC 2, Suite B110**  
**Summit, NJ 07901**  
**P 908-522-2808 / F 908-522-6217**

Gerard A. Malanga, M.D.  
Jay E. Bowen, D.O.  
Thomas Agesen, M.D.  
Kevin Dunn, M.D.

June 1, 2011

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West Orange Board of Education  
(High School, Roosevelt and Liberty Middle Schools)  
179 Eagle Rock Ave.  
West Orange, NJ 07052

Superintendent: Dr Anthony P. Cavanna  
Athletic Trainer: Eugene Palatianos

**BID PROPOSAL**  
**Sports Medicine / Athletic Healthcare**

This proposal consists of pre-participation physical examinations and football coverage for the 2011-2012 school year.

Pre-participation physical examinations for athletes: \$22,000  
Includes West Orange High School, Roosevelt and Liberty Middle Schools.

Football Coverage: \$8,000  
Includes Varsity Home Games / Scrimmages  
Junior Varsity, Sophomore and Freshman Home Games

\*\*Additional games such as play-offs and away games, if requested will be billed separately; ~~\$500~~ each.

400 mk

Please note that we will make every attempt to cover football games whose dates or time has been rescheduled after the season's schedule has been provided to us, but no guarantees can be made.

Additional Services:

- Accessible team physician medical care.
- Scheduling of athletes within 24-48 hours.
- Facilitation with scheduling and authorizing of diagnostic services.
- Standing orders for athletic training staff.
- Access and facilitation of bracing the injured athlete.
- Direct access to our billing office to help with insurance claim submission and other payment arrangements.

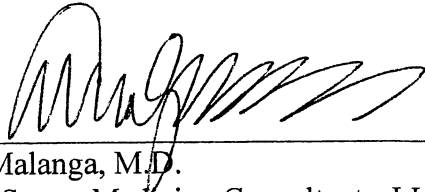
**TOTAL COST of 2011-2012**

**Sports Medicine / Athletic Healthcare:**

**\$30,000.00**

If the above bid is accepted as represented by the signatures below, a reimbursement schedule is to be defined.

\_\_\_\_\_  
Dr Anthony P. Cavanna, Superintendent  
West Orange High School  
Designated Representative

  
\_\_\_\_\_  
Gerard A. Malanga, M.D.  
New Jersey Sports Medicine Consultants, LLC  
Designated Representative

Reimbursement will be distributed:

\_\_\_\_\_ In 10 equal installments on the first of each month during the school year .

\_\_\_\_\_ In 2 equal installments at the beginning of the school year (September 1, 2011)  
and on January first of the following calendar year (2012).

\_\_\_\_\_ One payment at the beginning of the school year.

**PLEASE MAKE CHECKS PAYABLE TO NEW JERSEY SPORTS MEDICINE  
CONSULTANTS, LLC  
TAX ID# 26-4242997**

# Educational Technology Training Center

## Memorandum of Understanding

July 1, 2011 through June 30, 2012

The Educational Technology Training Centers were established by New Jersey Law [P.L.1996, c.129].

*The mission of the Educational Technology Training Centers (ETTCs) is to provide ongoing, high quality professional development that is responsive to the educational technology training and curriculum integration needs of educators from all grade levels (K-12) in both public and non-public schools throughout the state. Training activities will be aligned with New Jersey's Core Curriculum Content Standards, Common Core State Standards and pedagogies and instructional styles consistent with life-long learning*

This Memorandum of Understanding seeks to clarify the roles, responsibilities and benefits for the Educational Technology Training Centers and their local education agency.

If the ETTC program continues to focus on the above mission statement and the local education agency continues to support the ETTC in the manner described below in this MOU, then the ETTC will be approved by the New Jersey Department of Education to continue as the designated ETTC for the county.

To become department approved, the ETTC must agree to continue to meet the following criteria:

1. Use of the Educational Technology Training Center (ETTC) name.
2. Maintenance of a "user-friendly" demonstration center. The center should include computers, multimedia hardware, software, curriculum-related materials, access to distance learning, etc., and should post signs designating it as the county ETTC.
3. Assignment of a director/coordinator that is responsible for coordinating professional development, technical assistance and related activities at the ETTC. The director/coordinator must attend quarterly meetings as established by the Department of Education. No substantive portion of the scope of work may be subcontracted to an outside entity.
4. Offering of workshops and services to the primary target audience of educators; however, workshops and other services may also be provided to the broader learning community of parents, families, local businesses, community members, libraries, and other entities.
5. Electronic submission on a quarterly basis of data from educators participating in ETTC workshops and other training events to the Office of Educational Technology. (Data include the number of workshops held, number of participants, and evaluation of workshops by educators.)

- Maintenance of the ETTC web site with training opportunities updated regularly. (The department's web site will link to the ETTC web site.)

Department approved county ETTCs will enjoy the following benefits:

- Eligibility for targeted state and federal funding opportunities;
- Assistance from the department in identifying potential private sector partnerships;
- Direct communication with the department on key issues via e-mail, web site links and regularly scheduled meetings to ensure timely receipt of information concerning major educational initiatives and potential resources; and
- Continued statewide and national recognition initiated and promoted by the department.

This memorandum of understanding must be renewed annually and requires the signature of the chief school administrator and a board resolution to demonstrate commitment to the ETTC mission and program components.

When this document is fully executed, the agency is eligible for future grants and activities targeted for the ETTC program.

\_\_\_\_\_  
Signature of Chief School Administrator/  
Chief Executive Officer

\_\_\_\_\_  
Type Name and County

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Christopher D. Cerf, Acting Commissioner  
New Jersey Department of Education

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**School Board Resolution Date**

*Attach the local School Board Resolution or send after the board meets.*

Please return this signed document to:  
Susan Sullivan  
Educational Technology Coordinator  
Office of Educational Technology  
New Jersey Department of Education  
P.O. Box 500  
Trenton, NJ 08625-0500

**INDEMNIFICATION IN FAVOR OF  
[THIRD-PARTY ENTITY] WITH RESPECT TO  
TOWNSHIP OF WEST ORANGE JUVENILE  
COMMUNITY SERVICE PROGRAM**

Whereas, the Juvenile Conference Committee of the Township of West Orange is implementing a program whereby certain juvenile offenders may be directed by them to perform community service as a sentence in response to a crime or offense committed:

The Township of West Orange hereby indemnifies and holds harmless [THIRD-PARTY ENTITY TO BE IDENTIFIED] (hereinafter "Host Entity"), to the extent allowable by law, from suits, actions, damages, and liabilities relating to bodily injury or property damage, resulting from the sole negligence of juveniles or community youth for work performed for the Host Entity by the juveniles or community youth who have been placed with and/or assigned to work for or with the Host Entity, pursuant to the orders of the West Orange Juvenile Conference Committee. This community service program is implemented by the Essex County Superior Court, Family Part, The Juvenile Conference Committee and the Township of West Orange, its employees, agents or representatives, including the Juvenile Aid Bureau of the West Orange Police Department or Juvenile Conference Committee of the Township of West Orange. This agreement shall be effective only during the times within which the juvenile or community youth is actually with, overseen or controlled by the Host Entity.

ATTEST:

Host Entity Representative:

\_\_\_\_\_  
Municipal Clerk  
Township of West Orange

By: \_\_\_\_\_  
Name:

Dated:

Dated: