

**WEST ORANGE BOARD OF EDUCATION**  
**Public Board Meeting – 6:00 p.m. – January 23, 2012**  
**West Orange High School**  
**51 Conforti Avenue**

**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 January 9, 2012 (Att. #1)**

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

**A. Student Recognition:**

- Boys Winter Indoor Track & Field Team – Super Essex Conference Championship, Third Consecutive Year
- Varsity Ice Hockey Team – Essex County Codey Arena Holiday Hockey Classic Championship

**B. HIB Report**

**C. Second Reading of the Following Board Policies:**

Technology

6142.10

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

**A. PERSONNEL**

**1. Resignations**

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

**Edward Jung, Physical Education Teacher, Hazel School, for retirement purposes, effective 7/1/12**

**2. Appointments**

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

**Terry DeMasi, Data Base Maintenance Secretary, Student Support Services, \$62,080, effective 1/24/12**

**Michael Marini, Special Education Instructional Aide, Resource Room, Roosevelt School, BA-1, \$26,140, effective 1/24/12 (replacement)**

**Derek Smith, Special Education Instructional Aide, Autistic, Roosevelt School, BA-1, \$26,140, effective 1/16/12 (replacement)**

**Tyler Mandel, Special Education Instructional Aide, Resource Room, Mt. Pleasant School, BA-1, \$26,140, effective upon completion of paperwork (replacement)**

**Danielle Petrucelli, Language Arts Teacher, Edison School, maternity leave replacement, BA-1, at the per diem rate of \$240, effective 1/23/12-6/23/12 (replacement)**

**Misty Foreman, Special Education Teacher (in class support), Edison School, BA+32-5, \$55,500, effective 2/2/12 (replacement)**

**Jacobo Perez, Jr., Security Guard, Liberty School, \$16.87/hour, 8.5 hours/day, effective upon completion of paperwork (replacement)**

**Travis China, Sub Custodian, Night Shift, Buildings and Grounds Department, \$10/hour, effective 1/30/12 or upon**

completion of paperwork

Althea Charles, Volunteer Track and Field Coach, effective upon completion of paperwork

Additions to the 2011-2012 Substitute List as per the attached (Att. #2)

3. Leave(s) of Absence

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

Maria Stanziale, Basic Skills Instructor, Washington School, maternity leave of absence, effective 3/26/12-6/30/13

B. CURRICULUM AND INSTRUCTION

1. Recommend approval of Field Trip requests for the 2011-2012 school year (Att. #3)
2. Recommend approval of “The Introduction to Teaching Reading in a Workshop Model, 3-5” training, to be conducted by a Lesley University faculty member, February 22-23, 2012, for a total cost of \$8,795, funded through Title I Grant (Att. #4)
3. Recommend approval of the attached curriculum writing projects in the total amount of \$17,199 as recommended by the Curriculum Council (Att. #5)

C. FINANCE

1. Recommend approval of the 1/23/12 Bills List: (Att. #6)

Payroll/Benefits	\$ 3,904,194.44
Transportation	\$ 468,851.54
Special Ed. Tuition	\$ 267,723.73
Instruction	\$ 42,266.80
Facilities	\$ 200,791.65
Capital Outlay	\$ 33,954.00
Grants	\$ 142,751.86
Food Service	\$ 256,313.32
Textbooks/Supplies/Athletics/Misc.	\$ 73,097.42
	<u>\$ 5,389,944.76</u>

2. **Recommend approval of service contract agreement with Phoenix Health Care for a Health Aide for student for the 2011-2012 school year in an amount not to exceed \$15,000 (Att. #7 - confidential)**
3. **Recommend acceptance of donation of \$800 from Rutgers University to Liberty School for participation in the 2011-2012 New Jersey Middle School Risk and Protective Factors Survey.**

**4. Recommend approval of the Visiting International Teacher Agreement between Bloomfield College and the West Orange Public School District for the period 1/23/12-5/31/16 as per the specifications in the attached (Att. #8)**

**5. Establishing the Date for the Election of Members of the West Orange Board of Education As the First Tuesday after the First Monday in November**

WHEREAS, P.L. 2011, c.202 (Senate Bill 3148) authorizes a local board of education to change the election date of school board members from the third Tuesday in April to the first Tuesday after the first Monday in November (the "General Election"); and

WHEREAS, Such action requires the adoption of a resolution by a majority vote of a quorum of the local board of education; and

WHEREAS, P.L. 2011, c. 202 (S-3148) requires that the change in election date remain in effect for four years; and

WHEREAS, P.L. 2011, c. 202 (S-3148) eliminates the annual voter referendum on the proposed general fund tax levy (i.e., the base budget which is at or below the statutory tax levy cap) in school districts where board of education members are selected at the General Election; and

WHEREAS, P.L. 2011, c. 202 (S-3148) requires that an additional general fund tax levy proposal (i.e., for an expenditure in excess of the tax levy cap) be presented to voters as a separate question at the General Election (Type II District); and

WHEREAS, The West Orange Board of Education believes that the financial interest of its constituents is safeguarded by the state's tax levy cap and the thorough review of the proposed school budget by the Executive County Superintendent and the Executive County School Business Administrator; and

WHEREAS, The West Orange Board of Education believes that moving the election of members of the Board of Education to the General Election is in the best interests of citizens of West Orange in that more citizens will participate in the selection of its members at the General Election than on the third Tuesday in April and that the higher level of participation will foster positive interest in our public schools; and

WHEREAS, The West Orange Board of Education, consistent with the budgetary restrictions expressed above, believes that moving the election of Board of Education members to the General Election and eliminating the special Board election in April will result in a savings to the taxpayers of West Orange;

NOW, THEREFORE, BE IT

RESOLVED, That, pursuant to P.L. 2011, c. 202 (S-3148), the West Orange Board of Education changes the annual election date for its members from the third Tuesday in April to the first Tuesday after the first Monday in November (the General Election), beginning in 2012; and be it further

RESOLVED, That, pursuant to P.L. 2011, c. 202 (S-3148), this change will remain in effect at least through November 2015; and be it further

RESOLVED, That, pursuant to P.L. 2011, c. 202 (S-3148), the annual organization meeting of the West Orange Board of Education will take place in the first week of January following the General Election; and be it further

RESOLVED, That, pursuant to P.L. 2011, c. 202 (S-3148), members of the West Orange Board of Education whose terms would have expired by May 1, 2012 will continue to serve in office until the January 2013 organization meeting; and be it further

RESOLVED, That the Board Secretary is hereby directed to transmit a copy of this resolution to all appropriate governmental authorities.

**6. Receipt of the Board Secretary's Report for the month of November, 2011 (Att. #9 - confidential)**

**7. Receipt of the Treasurer of School Monies Report for the month of November, 2011 (Att. #10 - confidential)**

**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 February 6,  
2012 at the Administration Building.**

**VIII. PETITIONS AND HEARINGS OF CITIZENS**

**IX. ADJOURNMENT**

Substitutes for 2011-2012 January 23, 2012	
Name	Subject Area
Bencosme, Lourdes	Grades K-5 & Spanish
Donegan, Peter	K-12 & Math & Science
Hobson, Dagmar	K-12
Kehoe, Anne	K-5
Mayers, Shamshadeen	K-12 & Special Education
Petriello, Erlinda	Lunch Aide
Walsh, Meaghan	K-12 & Special Education
White, Sandra	K-12, Social Worker

*The Public Schools  
West Orange, New Jersey*

Public Agenda  
Date: 1/23/12  
Attachment # 3

**To:** Dr. Anthony Cavanna, Superintendent  
**From:** Donna Rando Ed.D., Assistant Superintendent *DR*  
**Date:** January 13, 2012  
**Re:** Field Trips

Please place the following on the West Orange Board of Education Meeting Agenda of Monday, January 23, 2012 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  
D. Daniel



**Field Trip Requests  
January 23, 2012**

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)
Liberty	Int'l Culinary Inst., NYC	Italian	Zamlot	Learn basic food for classic Italian recipes	\$345	Students
Washington	Freedom Trail	Grade 5	Tarullo	Harriet Tubman	\$690	District
Washington	WO Library	Grade 1	Blecke	Presentation of Library Cards	\$168	District
Washington	Montclair University	Kdg	Fitzpatrick	Social Studies/Science/Lang. Arts	\$552	District
Washington	Newark Museum	Grade 4	Geller	Earth Science	\$690	District
Washington	Livingston Mall	Grade 5	Heil	Expo Pride	\$276	District
Washington	Community Tour	Grade 3	Engelhardt	Social Studies	\$414	District
Washington	Thomas Edison Site	Grade 3	Engelhardt	Social Science	\$0	District
Washington	W.O Municipal Complex	Grade 3	Engelhardt	Government Day	\$345	District
Washington	Turtle Back Zoo	Grades 1 and 3	Engelhardt	Science	\$1,380	District
Washington	Jenkinsons Aquarium	Kdg	Fitzpatrick	Social Studies/Science/Lang. Arts	\$690	District
WOHS	Panasonic, Secaucus NJ	Technology Student Association	Kron & DellaPia	Panasonic Robotics Challenge	\$206	District
WOHS	Hazel Elementary School	Chinese Club	LI	Read Chinese folktales and sing songs to promote Chinese culture and celebrate Chinese New Year	\$136	District
WOHS	Rutgers-Douglas Campus	Drama/Thespians	Van Dyke	Acting Competition	\$759	District
WOHS	Edison High School	Jazz Band 1	Kelly	Jazz Competition	\$952	District
WOHS	Edison Central 6	WOHS Jubilee Choir	Farley	Performance	\$173	District
WOHS	Bergen Performing Arts Center	Esriptus Honor Society & Poetry Out Loud Finalists	Thomassic, Martino, DePalo, Perry	Poetry, Language Arts Curriculum	\$340	District (SLC)
WOHS	Respetorio Español & Casa Vasca	French & Spanish Honor Societies	Pérez & Peart	Curriculum related play - Culture & Literature	\$4,000	Students/Club
WOHS	Washington D.C.	Junior Statesmen of America	Iannucci	Winter Congress 2012	\$2,160	Students
WOHS	Montville Twp. High School	Indoor Percussion Ensemble	Kelly	Competition	\$952	District
WOHS	Lincoln Center	WOHS Orchestra	Peres	Performance	\$1,104	District
WOHS	Scotch Plains/Fanwood HS	Jazz Band 1	Kelly	Jazz Competition	\$952	District

*The Public Schools  
West Orange, New Jersey*

Public Agenda  
Date: 1/23/12  
Attachment # 4

**To:** Dr. Anthony Cavanna, Superintendent  
**From:** Donna Rando, Ed.D., Assistant Superintendent *DR*  
**Date:** January 11, 2012  
**Re:** Agenda Item: Lesley University Training

Please place the following on the agenda for the January 23, 2012 Board of Education Meeting under Curriculum and Instruction:

“Recommend approval of “*The Introduction to Teaching Reading in a Workshop Model, 3-5*” training to be conducted by Lesley University.”


Dates:	February 22-23, 2012
Trainer:	Lesley University Faculty Member
Participants:	Title I Staff
Level:	Grades 3-5
Cost for Training:	8,795
Funding:	Title I

Thank you.

C: Mr. M. Kenney  
Ms. T. Granato

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

Public Agenda  
Date: 1/23/12  
Attachment # 5

**To:** Dr. Anthony P. Cavanna, Superintendent  
**From:** Donna Rando, Ed.D., Assistant Superintendent   
**Date:** January 17, 2012  
**Re:** Curriculum Writing Projects

The following curriculum writing projects have been recommended by the Curriculum Council for approval:

<b>Title of Project</b>	<b>Writer's Name</b>	<b># of Hours</b>	<b>Cost (\$39./hr)</b>
Art, Grades K-5	Cecilia Ferrera	60	\$2340.00
Art, Grades 7-8	Lisette Villalobos	60	\$2340.00
Health Education, Grades K-2	Gregory Marchesi	60	\$2340.00
Health Education, Grades 3-6	Sebastian DePinho	27	\$1053.00
	Ryan Patscher	27	\$1053.00
	Jason Webber	27	\$1053.00
Health Education, Grades 7-8	Kim Carrissimo	40	\$1560.00
Health Education, Grades 9	Claire Moss	20	\$780.00
Health Education, Grade 10 (Driver Education)	Franco Cozzolino	20	\$780.00
Health Education, Grade 11	To be Determined	20	\$780.00
Health Education, Grade 12 (CPR)	Marge Theobald	10	\$390.00
	Anthony Vitale	10	\$390.00
Health Education, Teen PEP	Ozzie Diaz	30	\$1170.00
	Claire Moss	30	\$1170.00



# Institute for Technology and Professional Studies

Public Agenda

Date: 1/23/12

Attachment # 8

467 Franklin Street • Bloomfield, New Jersey 07003

973-748-9000 Ext 117 • Fax 973-743-3795

Email: [itps@bloomfield.edu](mailto:itps@bloomfield.edu) • Website: [itps.bloomfield.edu](http://itps.bloomfield.edu)

## **VISITING INTERNATIONAL TEACHER AGREEMENT**

### **BETWEEN THE WEST ORANGE PUBLIC SCHOOL DISTRICT AND BLOOMFIELD COLLEGE**

### **OFFICE OF INTERNATIONAL TRAINING AND PROFESSIONAL STUDIES**

This is a visiting teacher placement agreement, hereinafter referred to as "Agreement." The Agreement is entered into by and between West Orange Public School District, 179 Eagle Rock Avenue, West Orange, NJ 07052, hereinafter referred to as "District" and Bloomfield College's Office of International Training and Professional Studies, 467 Franklin Street, Bloomfield, NJ 07003, hereinafter referred to as "College" and dated January 2012.

#### **RECITAL**

WHEREAS, the College provides training programs in teaching, education, and related fields that require field experience for visiting teachers ("Visiting Teachers") enrolled in these programs;

WHEREAS, the Visiting Teachers in the College's International English Teacher, Math and Science Teacher programs have accrued years of teaching experience in elementary and secondary schools in Korea, Taiwan, or China and have earned teaching certificates and licenses there;

WHEREAS, it is to the benefit of the Visiting Teachers and the school districts in Korea, Taiwan, or China to provide them with a teaching practicum and field experience in American elementary and secondary schools to enhance their capabilities as practitioners;

WHEREAS, the District has schools suitable for the teaching practicum and field experience needs of the College training programs;

WHEREAS, the District will benefit from the experience and expertise of the Visiting Teachers, who will provide a global dimension to the District's instructional activities in service of a multi-ethnic student body;

NOW, THEREFORE, District and College agree as follows:

#### **I. TERM**

The term of this Agreement shall commence on January 23, 2012, and shall end on May 31, 2016, in accordance with District calendars.

#### **II. GENERAL TERMS**

A. The District shall provide opportunities for observation and teaching experiences to Visiting Teachers through a teaching practicum in schools of the District, under the direct supervision and instruction of District employees, as the District and College may agree upon through

their duly authorized representatives. The District may, for good cause, refuse to accept for a teaching practicum any Visiting Teacher assigned to the District, and upon request of the District, made for good cause, the College shall terminate the assignment of any Visiting Teacher of the College in the District. "Teaching practicum" as used in this Agreement means observation and active participation in the duties and functions of classroom teaching under the direct supervision and instruction of District employees holding valid teaching credentials issued by the State of New Jersey that authorize them to serve as classroom teachers in the schools or classes in which the teaching practicum is provided. Such employees are hereinafter referred to as "Supervising Teachers."

B. The College will provide the District with criminal background checks and health clearance records, including but not limited to the Mantoux tuberculin test, for all Visiting Teachers assigned to its schools.

C. The College will assign a Coordinator to work with the Supervising Teachers and Visiting Teachers at District schools. The College Coordinator will (1) consult and collaborate with the Supervising Teacher and the site principal in the activities of the Visiting Teacher; (2) communicate regularly with the Supervising Teacher to discuss the Visiting Teacher's progress; (3) monitor the quality of the match between the Supervising Teacher and the Visiting Teacher and notify the principal if there is an inappropriate match; (4) provide regular written and oral feedback to the Visiting Teacher about his or her progress and inform the Supervising Teacher about the nature of this feedback; and (5) compile a written evaluation of the Visiting Teacher at the end of the assignment.

D. Supervising Teachers agree to (1) provide a model for the Visiting Teacher by continuously demonstrating exemplary teaching strategies; (2) develop a plan that progresses from observation to increased responsibility as the Visiting Teacher demonstrates enhanced skill in delivering curriculum; (3) keep the site principal and College Coordinator informed of the Visiting Teacher's progress; (4) meet with the College Coordinator periodically to discuss the Visiting Teacher's progress; and (5) complete and submit documentation and evaluations as required by the College. The District administration will assign Supervising Teachers, and Visiting Teachers will be paired with Supervising Teachers by site principals and College faculty.

E. An assignment of a College student as a Visiting Teacher in schools or classes of the District shall be for the time period set forth in Attachment A and shall be at the discretion of the District. The assignment of a College student as a Visiting Teacher in the District shall be deemed to be effective for the purposes of this Agreement as of the date set forth in Attachment A. Visiting Teachers serve without pay.

F. The site principal will (1) introduce the Visiting Teacher to the school's faculty, philosophy, policies, and procedures, and provide an orientation to the facility and school community; (2) encourage the Visiting Teacher to participate in site and District professional development opportunities; (3) confer with the Supervising Teacher and College Coordinator.

G. Notwithstanding any other provisions of this Agreement, details such as maximum number of students, the defined unit of time, or the distribution of assignments of Visiting Teachers to training levels, shall be arranged for, by, and between the College and the District, it being understood that the District shall not be obligated to accept assignments of Visiting Teach-

ers beyond the ability of the District, within its established training programs, to effectively provide services pursuant to this Agreement; and, further, that the College shall not be obligated to pay the District's Supervising Teachers for services in any amount in excess of that provided for under the terms of this Agreement.

### III. COMPENSATION

The College will pay Supervising Teachers a stipend at the completion of the assignment, based on a predetermined amount of one hundred (100) dollars per month. If a stipend is paid, the College will make such payment directly to the Supervising Teacher. In the event the College terminates the assignment of a Visiting Teacher for any reason, the Supervising Teacher shall receive a prorated payment based upon actual time spent working with the Visiting Teacher. If a Visiting Teacher is reassigned to another Supervising Teacher, this shall be considered for payment purposes an entirely new and separate assignment.

### IV. AMENDMENT

This Agreement may be amended only with the mutual consent of the parties. All amendments must be in writing and must be approved by the District's governing board and the authorized College representative.

### V. INSURANCE

The College shall maintain in full force and effect, at its sole expense, the following minimum insurance coverage or comparable program of self-insurance:

- A. Insurance Service Office Commercial General Liability coverage.
  - 1. Coverage: \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project, or the general aggregate limit shall be twice the required occurrence limit.
- B. Workers' Compensation insurance as required by the State of New Jersey and Employer's Liability Insurance.
  - 1. Coverage: \$1,000,000 per occurrence.
- C. Errors and Omissions Liability Insurance.
  - 1. Coverage: \$1,000,000 per occurrence.

The College shall provide the District with at least thirty (30) days' written notice before cancellation, or any reduction or material change in coverage. The College shall provide the District a Certificate of Insurance at the District's written request.

The District shall maintain in full force and effect, at its sole expense, the following minimum insurance coverage or comparable program of self-insurance:

- A. Insurance Service Office Commercial General Liability coverage.
  - 1. Coverage: \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall

apply separately to this project, or the general aggregate limit shall be twice the required occurrence limit.

B. Workers' Compensation insurance as required by the State of New Jersey and Employer's Liability Insurance.

1. Coverage: \$1,000,000 per occurrence.

C. Errors and Omissions Liability Insurance.

1. Coverage: \$1,000,000 per occurrence.

The District shall provide the College with at least thirty (30) days' written notice before cancellation, or any reduction or material change in coverage. The District shall provide the College with a certificate of insurance at the College's request.

## **VI. TERMINATION**

This Agreement may be terminated by either party for any reason or for no reason at all upon thirty (30) days' written notice. Such termination shall not be deemed to be a breach of this Agreement, nor shall it be deemed to be tortious conduct.

## **VII. ASSIGNMENT**

Neither the College nor the District may assign or transfer any interest in or rights to or obligations made in this Agreement or use the other's name or any corporate or business name that in reason is likely to suggest that the two are related without in each case first obtaining the written consent of the other party.

## **VIII. MUTUAL INDEMNIFICATION**

A. The College agrees to defend, indemnify, and keep free and harmless the District, its officers, agents, and employees against any and all losses, injuries, claims, actions, causes of action, judgments, or liens which may arise from, or which may be alleged to have arisen from, the intentional or negligent acts or omissions of the College, its officers, agents, or employees in connection with or relating to this Agreement.

B. The District agrees to defend, indemnify, and keep free and harmless the College, its officers, agents, and employees against any and all losses, injuries, claims, actions, causes of action, judgments, or liens which may arise from, or which may be alleged to have arisen from, the intentional or negligent acts or omissions of the District, its officers, agents, or employees, including without limitation any employment-related claims, in connection with this or relating to this Agreement.

## **IX. NOTICES**

All notices, demands, or other communications given under this Agreement shall be in writing and shall be deemed to have been duly given as of the date delivered if made by personal delivery, or if mailed as of the second business day after mailing by United States Postal Service, postage pre-paid, addressed to the parties whose signatures appear on this document, or to other such address or other such person as any party hereto shall designate to the other for such purposes in the manner hereinabove set forth. Delivery of such notice, demand, or communication may be made to the addresses stipulated below, shall be deemed given as of the date(s) of such delivery as provided herein, and shall be served either by United States mail or personal delivery:

**X. EXECUTION**

This Agreement (a) shall be binding upon and inure to the benefit and be enforceable by the parties hereto and their respective legal representatives, successors, or assigns, (b) may be executed in any number of counterparts, each of which may be deemed to be an original, but all of which together shall constitute one and the same instrument, (c) shall be construed and enforced in accordance with the laws of the State of New Jersey, and (d) has been executed at Bloomfield, New Jersey, as of the last date set forth below. In witness thereof, the duly authorized representatives of the parties sign this Agreement below.

Bloomfield College  
Office of International Training  
and Professional Studies  
Address: 467 Franklin Street  
Bloomfield, NJ 07003  
Name: Dr. Peter K. Jeong  
Title: Vice President for Global Affairs  
and Professional Studies

West Orange Public School District  
The Office of Superintendent  
Address: 179 Eagle Rock Ave.  
West Orange, NJ 07052  
Name: Dr. Anthony P. Cavanna  
Title: Superintendent

\_\_\_\_\_  
Signature:

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

\_\_\_\_\_  
Signature:

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