

WEST ORANGE BOARD OF EDUCATION
Public Board Meeting – 6:00 p.m. – March 12, 2012
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 January 17, 2012.
 - 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 February 28 and , March 1 and 5, 2012 (Att. #1)
- IV. SUPERINTENDENT’S AND/OR BOARD’S REPORTS
 - A. Presentation on Partnership with Diversity Council at Kean University
 - B. Board Wellness Presentation
 - C. HIB Report
 - D. Second Reading of the Following Board Policies:

Conduct/Discipline	5131.00
Student Disabilities Pursuant to Section 504	6164.40
- V. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS
 - A. PERSONNEL

1. Resignations

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

Peggy Simmons, Payroll Department, Business Office, for retirement purposes, effective 6/30/12

Kerri Egan, School Nurse, WOHS, effective 2/28/12

David Gadallah, Cisco Instructor, WOHS, effective 3/19/12

2. Appointments

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

Veronica Piombo, 504 Aide, WOHS, BA-4, \$27,441, effective 3/12/12

Megan Durkin, Physical Education Teacher, WOHS, maternity leave replacement, BA-1, \$240 per diem, effective 5/7/12-6/20/12 (replacement)

Yanet Guervara, Spanish Teacher, Mt. Pleasant/Pleasantdale Schools, maternity leave replacement, MA-1, \$256.28 per diem, effective 3/27/12-6/21/12 (replacement)

Thomas Biasi, Cisco Instructor, WOHS, medical leave replacement, BA-1, \$240 per diem, effective 3/14/12-6/21/12 (replacement)

Jessica Clancy, Grade 4, Pleasantdale School, maternity leave replacement, MA-1, \$256.28 per diem, effective 4/2/12-6/20/12 (replacement)

Tiffany Goodson, Project Director, Small Learning Community Project Director, \$8,000 annual stipend

Jeanne Bielecke, Instructor for Grade 3 NJASK After-School Program, Washington School, for the period 2/28/12-4/26/12, for a total cost of \$1,022 (Att. #2)

Elizabeth Ramos, Nurse, Edison School, NJASK After-School Program, for the period 3/1/12-4/18/12, for a total cost of \$766.50 (Att. #3 - confidential)

Rosalie Dudkiewicz, Nurse, Roosevelt School, NJASK After-School Program, for the period 2/28/12-4/18/12, for a total cost of \$1,788.50 (Att. #4 - confidential)

Marianne VanCauwenberge, Special Education Teacher, Redwood School, NJASK After-School Program, for the period 3/7/12-4/26/12, for a total cost of \$876 (Att. #5 - confidential)

Lynn Steinberg, Mathematics Teacher in the Freshman Academic Coaching Program, for a projected cost of \$2,450, to be funded through the SLC Grant (Att. #6)

Scott Ryan, Assistant Lacrosse Coach, WOHS, \$8,033 stipend, effective retroactive to 3/2/12

William Urbanski, Weight Room Monitor, WOHS, Spring 2012, \$3,560 stipend, effective retroactive to 3/9/12

Volunteer Coaches, WOHS, for the 2011-2012 school year:

- Brian Dorf, Baseball Team
- Joe Perna, Baseball Team
- Megan Durkin, Softball Team
- Kelly Karp, Softball Team

Wendi Giuliano, Writing Club Advisor, Washington School, \$500 stipend

Additions to the 2011-2012 Substitute List as per the attached (Att. #7)

Staff to provide home instruction on an “as needed” basis for the 2011-2012 school year (Att. #8)

Security Officer, Parking Detail, one hour/day, 5 days/week, \$25/hour:

- Hazel School, effective 3/14/12
- Redwood School, effective retroactive to 3/1/12

3. Leave(s) of Absence

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

Meredith Schwartz, Physical Education/Health Teacher, WOHS, maternity leave of absence, effective 6/11/12-6/30/12

Cheryl Ann Dunlap, Business Education Teacher, WOHS, extension of medical leave of absence through 4/5/12

Purvi Patel, Special Education Teacher, WOHS, leave of absence, effective 5/21/12-6/30/12

Christine O'Neill, Resource Room Teacher, WOHS, medical leave of absence, effective 5/7/12-6/8/12

Lisa Leuzzi, Special Education Instructional Aide, Pleasantdale School, medical leave of absence, effective 2/27/12-5/7/12 (or until released by physician)

B. CURRICULUM AND INSTRUCTION

1. Recommend approval of Field Trip requests for the 2011-2012 school year (Att. #9)
2. Recommend approval of Writing Club at Washington School for the 2011-2012 school year as per the attached (Att. #10)
3. Recommend approval of "The Introduction to Teaching Reading in a Workshop Model, 3-6" training, to be conducted by a Lesley University faculty member, April 3-4, 2012, for a total cost of \$8,795 (Att. #11)
4. Recommend approval of the 2012-2013 School Calendar (to be discussed)

C. FINANCE

1. Recommend approval of the 3/12/12 Bills List: (Att. #12 summarized below)

Payroll/Benefits	\$ 2,891,670.69
Transportation	\$ 358,226.48
Special Ed. Tuition	\$ 308,445.39
Instruction	\$ 58,998.48
Facilities	\$ 117,673.35
Capital Outlay	\$ 20,944.38
Grants	\$ 16,344.59
Textbooks/Supplies/Athletics/Misc.	<u>\$ 48,123.91</u>
	<u>\$ 3,820,427.27</u>

2. **Recommend approval of Application for School Business Request, in the amount of \$4,070.50, as per attached (Att. #13)**
3. **Recommend approval of NJ Sustainable Schools Project 2012-2015 District Commitment Letter (Att. #14)**
4. **Recommend acceptance of donation of \$1,000 from the West Orange Mountaintop Association to the WOHS Baseball Teams.**
5. **Recommend approval of Agreement between Covers2Trust and West Orange High School as per the attached. (Att. #15)**

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 March 28, 2012 at West Orange High School.

VIII. PETITIONS AND HEARINGS OF CITIZENS

IX. ADJOURNMENT

*The Public Schools
West Orange, New Jersey*

*Public Agenda
Date: 3/12/12
Attachment # 2*

To: Mark Kenney
From: Terry Granato
Date: February 24, 2012
Re: Agenda Item

Please place the following item on the West Orange Board of Education Meeting agenda of March 12, 2012 under Finance.

“Recommend the appointment of 1 additional teacher to teach the Grade 3 NJ ASK After-School Program at Washington Elementary School for 1 hour every Tuesday and Thursday from February 28, 2012-April 26, 2012.”

Cost: \$73.00 per hr. X 2hrs. per week for 7 weeks = \$1,022.00 FICA = \$78.18

Thank you.

C: Dr. A. Cavanna
K. Papa

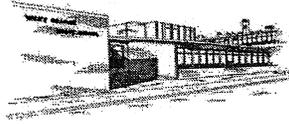
MEMO

To: Terry Granato
Basic Skills Coordinator

From: Marie DeMaio, Principal
Washington School

We need an additional teacher for our ASK Preparation Program for the third grade. We need smaller classes so that all the students can benefit from this worthwhile program.

West Orange High School
Arthur J. Alloggiamento, Principal



To: Dr. Anthony Cavanna

From: Arthur J. Alloggiamento

Date: February 16, 2012

Re: Teacher for Freshman Academic Coaching Program

The teacher listed below had been recommended to serve as a teacher in the Freshman Academic Coaching Program, but was not on the original list.

We seek approval for her employment in this program. Funding will be through the SLC Grant.

Thank you.

Subject Area	Teacher	Estimated Hours	Projected Cost
Mathematics	Lynn Steinberg	25 weeks at 2 hrs per week = 50 hrs.	50 x \$49 = \$2,450

Projected Total = \$2,450

Public Agenda

Date: 3/12/12

Attachment # 7

Substitutes for 2011-2012
March 12, 2012

Name	Subject Area
Brennan, Brandi	K-12
Robinson, James	K-12 Music
Wilburn, Alterik	K-12
Yeghiazaryan, Sona	K-12

WEST ORANGE PUBLIC SCHOOLS
DEPARTMENT OF STUDENT SUPPORT SERVICES

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

MS. CONSTANCE SALIMBENO, DIRECTOR

MS. KRISTIN GOGERTY, SUPERVISOR, PRESCHOOL, K – 8

MRS. DAWN RIBEIRO, SUPERVISOR, 9-12

MEMORANDUM

DATE: February 27, 2012
TO: Anthony Cavanna, Superintendent
FROM: Constance Salimbeno, Director
Student Support Services
SUBJECT: Agenda Item
Approval of Home Instruction for Certified Teaching Staff

Recommend approval for the attached list of staff to provide home Instruction, on an “as needed” basis, for the 2011-2012 school year.

CS: idg

C: Peggy Simmons, Payroll Dept.
Denise Keastead, Payroll Dept.
Kathy Papa

Applicants to provide Home Instruction – 2011-2012 School Year

District Employees

<u>Name</u>	<u>Where Employed</u>	<u>Certifications</u>
Busby, Victoria	Washington	HQT: Elementary Ed.
Dandrea, Rachel	LMS	HQT: English; Reading;Elem.
Lauren, Sonia	WOHS	HQT: Chemistry; Secondary Ed.
Lupo, Jennifer	RMS	HQT: Reading, English, SS
McGonigle, MaryAnn	WOHS	HQT: Language Arts;Secondary
Pallante, Louis	WOHS	HQT: Counseling
Rubin, Elizabeth	Pleasantdale	HQT: TOH;Preschool
Sadler, Carol	RMS	HQT: Counseling, SS, Reading
Silva, Nancy	LMS	HQT: English
Wojchik, Rita	WOHS	HQT: Language Arts

*The Public Schools
West Orange, New Jersey*

Public Agenda

Date: 3/12/12

Attachment # 9

To: Dr. Anthony Cavanna, Superintendent
From: Donna Rando Ed.D., Assistant Superintendent 
Date: March 5, 2012
Re: Field Trips

Please place the following on the West Orange Board of Education Meeting Agenda of Monday, March 12, 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 Requests
March 12, 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)
Hazel	Morristown Museum	Grade 3	Seibert	Language Arts: View the work of author/illustrator Faith Ringgold	\$173	District
Hazel	AMC Essex Green in West Orange	Grade 1	Bolivar/Torre Varanelli	Language Arts/Science: Recycling and protecting natural resources	\$483	District
WOHS	UMDNJ, Newark	IMS 10	DePalo/ Busby/ Fernandez- Perez/ Brandt	To expose students to medical programs at UMDNJ	\$544	SLC Grant
WOHS	Robert Wood Johnson Hamilton Ctr for Health and Wellness, Mercerville, NJ	TEEN PEP	Diaz/ Moss	Workshop-training TEEN PEP module	\$578	District
WOHS	Rutgers, New Brunswick	TEEN PEP	Diaz/ Moss	Present workshop	\$510	District
WOHS	Colonia High School	Drill Team, Boys' Step Team	Farley	State Championship	\$414	District
WOHS	Johnson & Johnson World Headquarters, New Brunswick	Personal Finance	Frangos	"Young Women" Leadership Conference	\$483	DeVry Institute
WOHS	Kendall Main St Theatre, Ewing, NJ	Esriptus, Poetry Out Loud Finalists	Thomassie	State Finals for Poetry Out Loud	\$544	SLC Grant
WOHS	Brookdale Community College	World History Classes	Kale/ Romanyshyn/ Bastaiao/ Fess	Colloquium @ Holocaust Education Center	\$408	Holocaust Education Grant

Public Agenda
Date: 3/12/12
Attachment #/ 10

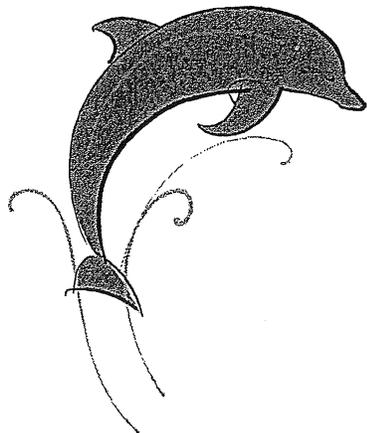
To: Dr. Donna Rando
Assistant Superintendent

From: Marie DeMaio
Principal – Washington School

Re: Proposal – Writing Club

Attached please find a proposal for a Writing Club. The money is \$500.00 and it should come from the \$2000.00 for clubs.

Washington Elementary School
289 Main Street
West Orange, New Jersey 07052
Marie De Maio, Principal



***Writing Club Proposal for
Washington Elementary School***

Section One: Meeting Times/Dates

*The Writing Club would benefit from a minimum of a one hour session every Friday afternoon.
March 2012 – May 2012*

Section Two: Involvement of Student Body

Selected 4th Graders (based on teacher referrals) and interested 5th grade students will be selected to participate in the Writing Club.

Section Three: Club Development Committee and Advisors

Marie DeMaio, Principal
Wendi Giuliano, Club Advisor
5th Grade – President
4th Grade – Vice President

Section Four: Nature of Proposal

The Club Committee's purpose for initiating a Writing Club is to magnify the goal of literacy for Washington Elementary School students. Participating students will be required to write utilizing literary elements and techniques. Journals will be maintained as students explore ideas and grow and develop through the writing journey.

Section Five: Rationale

Washington Elementary School Students are an exceptional group of students who crave the enrichment of literacy. The implementation of a Writing Club will envelop all involved in an educational experience with the power to enhance our future leaders. Students will embark on a reading journey while exploring ideas from within and utilizing these talents to develop superior writing skills.

Participation in our club will provide opportunities for peer leadership roles, social skills training, critical thinking enrichment, heritage appreciation, integration of family and community, technology usage as well as potential publication.

Section Six: Goal/Anticipated Impact

The goal of the Writing Club is to enhance literacy development of students involved. Participation is voluntary and requirements to maintain status within club must be met. The committee hopes that as the club develops, imperative skills for life-long learning will thrive and exceed expectations.

Section Seven: Curriculum, Instruction, Assessment

The district requires the use of the Writer's Workshop methodology for effective writing instruction. Utilization of strategies and techniques from the workshop model will be implemented into the club curriculum.

Instruction will be the responsibility of the club advisor and educational representatives.

Portfolio assessment will be available for review by teachers, parents and administrators.

Section Eight: Recognition of Success

Students will receive recognition for works through teacher recognition, peer reviews, self-reflection and awards. Publication possibilities exist as exceptional works will be submitted for review. Committed, dedicated students will receive accolades and awards for their efforts during the Washington Elementary School End of Year Awards Assembly*.

Section Nine: Fiscal Responsibilities

The use of the Washington Elementary School facility will be required. All monies necessary for club activities will be contributed through donations and fund-raising from participating students and community. Purchase of t-shirt has been requested by the students.

*The Public Schools
West Orange, New Jersey*

Public Agenda
Date: 3/12/12
Attachment # 11

To: Dr. Anthony Cavanna, Superintendent
From: Donna Rando, Ed.D., Assistant Superintendent 
Date: February 29, 2012
Re: Agenda Item: Lesley University Training

Please place the following on the agenda for the March 12, 2012 Board of Education Meeting under Curriculum and Instruction:

“Recommend approval of “*The Introduction to Teaching Reading in a Workshop Model, 3-6*” training to be conducted by Lesley University.”

Dates: April 3-4, 2012
Trainer: Lesley University Faculty Member
Participants: Mt. Pleasant School, Redwood School, and Edison School Staff
Level: Grades 3-6
Cost for Training: 8,795

Thank you.

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

The Public Schools
West Orange, New Jersey

Public Agenda
Date: 3/12/12
Attachment # 13

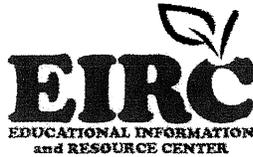
To: Dr. Anthony P. Cavanna, Superintendent
From: Donna Rando, Ed.D., Assistant Superintendent *DR*
Date: March 5, 2012
Re: Agenda Item

Please place the following on the West Orange Board of Education Meeting agenda of March 12, 2012 under "Finance."

"Recommend acceptance of *Application for Absence for School Business* request submitted for Board of Education approval."

Date(s)	Conference	Location	Teacher/ Administrator	Total Travel Amount
3/4/12-3/8/12	PowerSchool University	Orlando, Florida	Annette Dade	\$4070.50

C: Mr. M. Kenney



Helping People Help Kids

www.eirc.org

Public Agenda
Date: 3/12/12
Attachment # 14



February 23, 2012

Dear Mr. Cavanna:

Congratulations! It gives us great pleasure to inform you that your application has been accepted for participation in the NJ Sustainable Schools Project, conducted by the Educational Information and Resource Center (EIRC), a public non-profit service agency, and underwritten by a grant from the Alliance for Competitive Energy Services (ACES), a statewide energy-buying cooperative for public schools, coordinated by the New Jersey School Boards Association.

We believe this three-year research project presents a unique opportunity for collaboration among K-12 schools, education organizations, non-formal environmental education groups, and green industry experts to determine how sustainability impacts existing NJ schools both financially and academically.

This summer, you and a team from your district will be attending the Green Schools Leadership Institute scheduled for June 22-25th at Linwood Middle School in North Brunswick. There, your team will develop a green mission statement, green strategic plan, measurable objectives, action steps, and lesson plans, and identify resources you will need to implement your plan. During the institute, you will have the opportunity to meet and interact with other school teams, green industry professionals, and government and non-formal educational partners.

Please review the attached letter of commitment that outlines the district commitment for this three year project, and return it with the signature of your Superintendent to Carol James at: cajames@me.com or fax to 732-329-8950 by March 23, 2012. We also ask that you provide the complete information requested on the application regarding: 1) Information for the primary contact person 2) Completed information for each participant, if you have not done so on your original application. I've attached another application form for your use, if needed.

We are very excited about the resources that will be made available to participating schools as a result of leveraging resources with our partners. US Green Builders Council NJ Chapter will deliver GPRO training to Facilities Managers from each school at no cost. GPRO is a comprehensive national training and certificate program developed by Urban Green Council, USGBC New York. It is designed for the building professional who seeks to integrate green practices into his/her core knowledge of their trade. The core required course is "Fundamentals of Sustainability," followed by "Operations and Maintenance Essentials" of a green building. Participants will receive a nationally recognized certificate upon successful completion of the two-day course and exam. USGBC NJ Chapter members have also volunteered to assist schools in the development and implementation of their green strategic plans.

We are currently working with our evaluator, Dr. Phil Mackey, to complete our evaluation design and data collection plans. He will be in touch with you in late April about scheduling his pre-intervention interviews.

Please don't hesitate to contact us if you have any questions.

Sincerely yours,

NJ Sustainable Schools Project Staff

Carol James, Program Development Coordinator - EIRC

Cajames@me.com

Phone: 856-582-7000 X 170

Cell: 856-237-4003

John Henry, Program Director - EIRC

jhenry@eirc.org

856-582-7000 ext. 146

Cell: 609-330-9218

**NJ Sustainable Schools Project 2012-2015
District Commitment**

I agree that my district will:

1. Recruit a five-member project team, typically a school board member, principal, two teachers, and a facilities manager (school board members must be part of every team) to attend GSLI training in June 2012; recruit 2-3 additional teachers (of additional grades or subjects) to attend GSLI training in June/July 2013 and participate in team activities thereafter; recruit 2-3 additional teachers (of additional grades or subjects) to attend GSLI training in June/July 2014 and participate in team activities thereafter.
2. Support the team's participation in the project throughout the three-year process, subject to annual approval by the board of education, including:
 - four-day institutes in the summers of 2012, 2013, and 2014;
 - development and implementation of a green strategic plan, including a mission statement, measureable objectives, action steps/lesson plans, and a list of resources necessary to implement the plan in the period July 2012-June 2015;
 - active involvement in a green online professional learning community, including online coaching and consulting sessions during the entire three-year period;
 - whole-group sharing sessions in mid-year 2012-13, 2013-14 and 2014-15;
 - maintenance of an online log documenting implementation activities and progress;
 - development of a presentation to share with key stakeholders;
 - presentations to school/district staff and the board of education at the beginning and end of each year;
 - presentations at NJSBA and other conferences, as opportunities arise; and
 - a culminating symposium, in which teams will present reports of their progress.
3. Ensure the cooperation of team members and district and school administrators as the external evaluator conducts interviews and gathers data at the beginning of Years 1 and 2 and at the end of Year 3, relative to:
 - impediments to implementation and how they were overcome;
 - reducing district operating costs;
 - improving district water quality, air quality, lighting, recycling procedure, or procurement practices;
 - improving curriculum;
 - improving teacher instructional strategies;
 - improving student achievement;
 - preparing students for emerging green and STEM careers;
 - raising student and staff consciousness about environmental issues;
 - communicating about the GSLI process to other staff, other districts, and other organizations; and
 - identifying roles, policies, partnerships, and professional development needed by school board members to implement a green schools model.

Chief School Administrator

Date

Morning Dr. Cavanna

A presentation was given by Robert Montuore, co-founder of **Covers2Trust** and former graduate of Mountain High School. His company is involved with Disabled Veterans and donates a percentage of its cell phone cover sales to disabled veterans. This enterprise manufactures its products in this country and hires disabled veterans.

The presentation given to Mr. Della Pia and me presented the possibility of his company displaying their cell phone covers in the School Store. A percentage of the electronic sale would be given back to the store. This endeavor would not cost the district any monies or effort as we would just be displaying the covers. If students wished to purchase them, they would go online and place an order.

Mr. Montuore would be happy to come in and do a presentation for you and the Board of Education, if necessary. We understand this might need Board approval. Please let us know what you think of the idea so we can get back to Mr. Montuore. Mr. Alloggiamento welcomes the arrangement.

Kathryn Winston

From: Victor Paglio
Sent: Tuesday, March 06, 2012 9:52 AM
To: Anthony Cavanna
Cc: Louis DellaPia; Kathryn Winston; Stephen Christiano
Subject: FW: FW: Logo
Attachments: WOHS_Logo[1].JPG; West Orange Mountaineer Logo with Navy Blue .jpg; mountaineers.pdf
Importance: High

From: stars2trust@gmail.com [stars2trust@gmail.com] On Behalf Of Rob Montuore [rob@covers2trust.com]
Sent: Monday, February 06, 2012 12:37 PM
To: Victor Paglio; Louis DellaPia
Subject: Fwd: FW: Logo

Rob Montuore

West Orange High School aka Licensor owns and is identifiable by certain images, likenesses, trademarks, logos, names, symbols, emblems, designs, uniforms, and all identification, labels, insignias, or indicia thereof (the "Marks"). A list of the Marks, current as of the date of this Agreement, is attached hereto as **Schedule A (school logos)**.

COMPENSATION

3.1 Commission. In consideration of the rights granted in Section 1 hereunder, Licensee shall pay \$2.00 per phone or tablet cover and \$1.00 to a charity for all licensed West Orange School logos or images and any personalized image uploaded by customers or students using the schools assigned fundraising code. Licensed images (excluding school images) contained within the gallery will result in commissions of \$1.00 per cover and up to \$1.00 to a charity due to commission rates required for such items. The accounting for this commission will be conducted and (the "commission") distributed on a quarterly basis to the Licensor, in accordance with the following terms:

(a) The commission payments due under this Agreement shall be paid to the Licensor thirty (30) days following the end of each fiscal quarter unless otherwise specified

(b) Licensee shall pay commission in United States currency, and, at Licensor's election, by bank check, certified funds, or electronic funds transfer.

(c) Immediately upon the termination of this Agreement, for whatever reason (and without prejudice to any other rights or remedies available to Licensor under this Agreement or otherwise), all sums due to Licensor shall become payable immediately.

3.2 Reporting. Within fifteen (15) days of the end of each fiscal quarter, Licensee shall provide Licensor with a statement disclosing the following information:

- (a) Total sales of Licensed Products in the preceding Quarter by, product category, unit sales and price per unit; and
- (b) The amount which Licensee has paid to Licensor year to date

Within fifteen (15) days of receipt of the statement referred to above, Licensor shall provide Licensee with a confirmatory invoice for the commission due for the relevant period. However, non receipt of the confirmatory invoice does not absolve Licensee of the responsibility to pay the commission at all or on time.

3.3 General Obligations. Licensee agrees to undertake the following obligations relating to the payment of commission and reporting of the same:

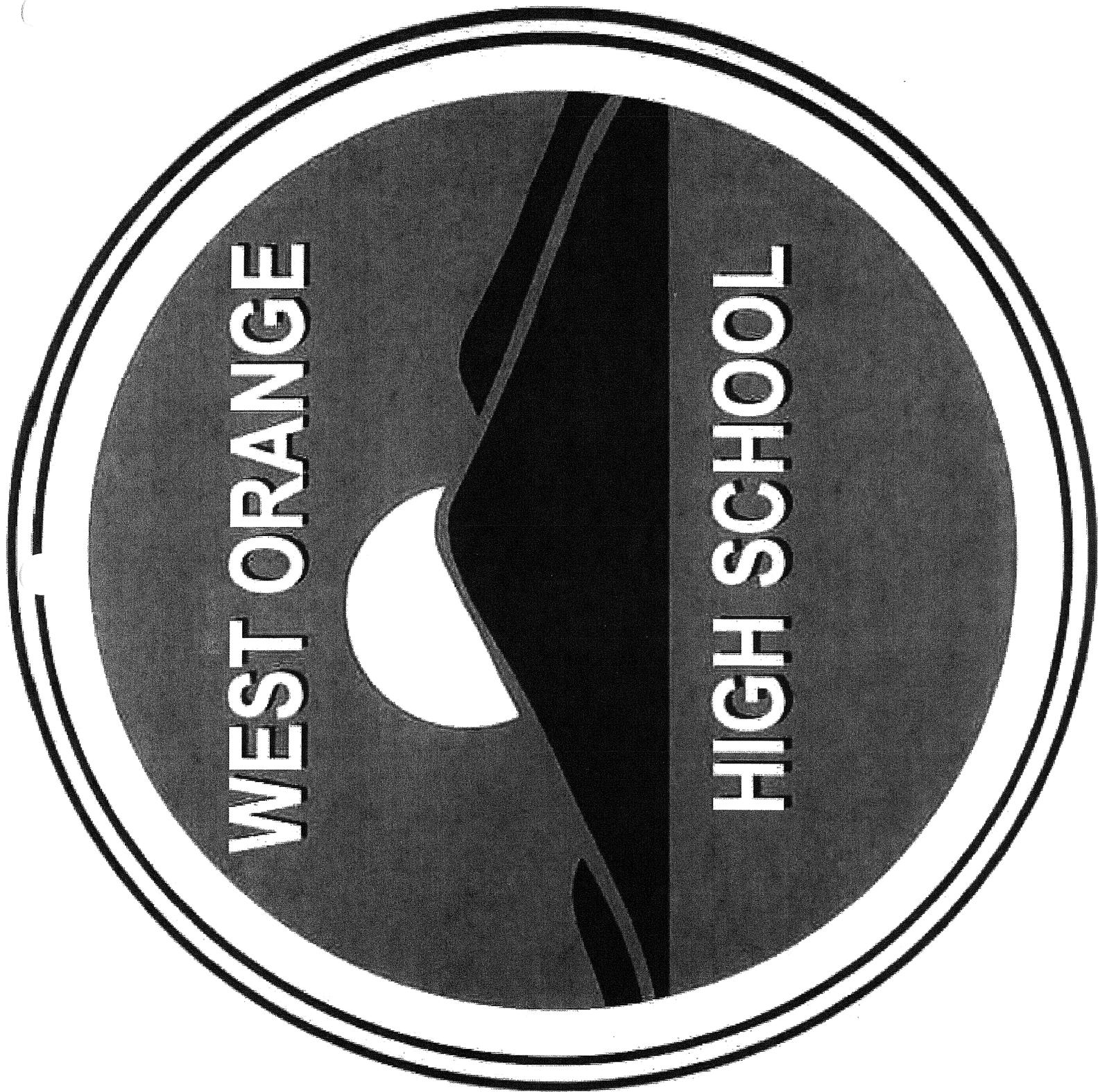
(a) Licensee shall keep accurate, complete and up-to-date books of account and records of all transactions relating in any way to the Licensed Products and the performance of this Agreement by Licensee.

(b) Licensee shall, at all times, maintain sufficient general ledger coding relating to Licensee's business operations relating to the Licensed Products and the performance of this Agreement by Licensee.

Schedule A; would be construed as the attached items

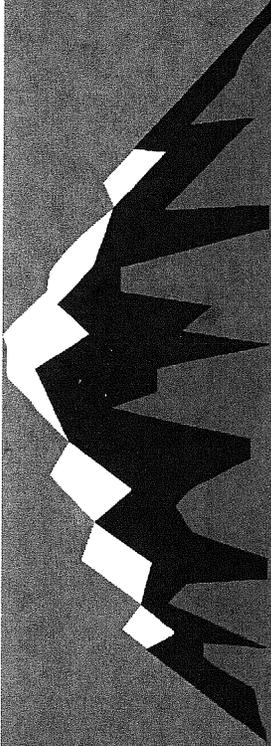
Best

Rob



WEST ORANGE

HIGH SCHOOL



W E S T O R A N G E
W O O D M A T T E R S

