

**WEST ORANGE BOARD OF EDUCATION**  
**Public Board Meeting – 6:00 p.m. – March 28, 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 February 29, 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 March 12, 2012 (Att. #1)**

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

- A. Student Recognition: WOHS Wrestling Team: State Sectional Title
- B. St. Cloud PTA Recognition
- C. First Reading of the Following Board Policies:
  - Recruitment, Selection and Hiring of Professional Staff 4111.00
  - Recruitment, Selection and Hiring of Non-Professional Staff 4211.00
- D. HIB Report

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

**A. PERSONNEL**

**1. Appointments**

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

Trish Dellosso, Administrative Assistant, Athletics Department, Column 2 Step 7, \$36,909, effective retroactive to 3/12/12 (replacement)

Danielle Cleary, Grade 1 Teacher, Washington School, extension of maternity leave replacement, BA-1, \$240 per diem, effective through 6/21/12 (replacement)

Tonya Flowers, Math Teacher, Edison School, maternity leave replacement, MA-1, \$256.28 per diem, effective 3/22/12-6/21/12

Coaching Assignments for the 2012-2013 school year (Att. #2)

Additions to the 2011-2012 Substitute List as per the attached (Att. #3)

Students (3) to work in the Buildings and Grounds Department after school, 4 hours/day, 2 days/week, \$8.00/hour, funded through Title I, effective immediately (Att. #4 - confidential )

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

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

Rachel Neubauer, Grade 1 Teacher, Gregory School, maternity leave of absence, effective 5/23/12-6/30/13

Kathy DeBellonia, Grade 1 Teacher, Washington School, extension of maternity leave until 6/30/12

Nancy Hopkins, Special Education Teacher Aide, Redwood School, medical leave of absence, effective

3/16/12-4/26/12

Rebecca Rud, Special Education Teacher,  
Roosevelt School, change in return date from maternity leave  
from 3/26/12 to 3/28/12

**B. CURRICULUM AND INSTRUCTION**

1. Recommend approval of Field Trip requests for the 2011-2012 school year (Att. #5)
2. Recommend approval of the Visiting International Teacher Agreement between the West Orange Public School District and Bloomfield College Office of International Training and Professional Studies for the period 1/23/12-5/31/16 as a requirement for West Orange to participate in Bloomfield College’s Math and Science Teacher (MAST) Program 4/2/12-6/8/12 as per specifications in the attached. (Att. #6)
3. Recommend approval of Memorandum of Agreement (MOA) Between Kean University Diversity Council and the West Orange Board of Education to implement the teaching of the Holocaust/Prejudice Reduction Courses in the West Orange School District during the 2012-2013 school year, and all attendant requirements as specified in the MOA. (Att. #7)

**C. FINANCE**

1. Public hearing for the 2012-2013 Proposed Budget.
2. Recommend approval of the following Proposed Budget Resolution:

**RESOLVED** that the West Orange Board of Education approve the **2012-13 proposed budget**:

	<u>Budget</u>	<u>Local Tax Levy</u>
Total General Fund	\$129,182,338	\$119,000,131
Total Special Revenue Fund	\$ 3,860,374	\$ n/a
Total Debt Service Fund	<u>\$ 6,460,394</u>	<u>\$ 4,931,874</u>
Totals	\$139,503,106	\$123,932,005

3. Recommend approval of the following State Aid Resolution:

**RESOLVED** that the West Orange Board of Education approve the **2012/13 State Aid** in the amount of **\$6,809,707** in General Fund Aid less **\$114,991** Adjustment for Debt Service SDA for Adjusted General Fund Aid

in the amount of \$6,694,716 and \$962,085 in Debt Service Aid for a Total Aid of \$7,656,801.

**4. Recommend approval of the 3/28/12 Bills List: (Att. #8 summarized below)**

Payroll/Benefits	\$ 9,293,256.03
Transportation	\$ 196,780.74
Special Ed. Tuition	\$ 407,500.86
Instruction	\$ 63,144.83
Facilities	\$ 32,856.10
Capital Outlay	\$ 43,031.76
Grants	\$ 279,149.04
Food Service	\$ 311,186.54
Textbooks/Supplies/Athletics/Misc.	\$ 108,424.18
	<u>\$10,735,330.08</u>

**5. Recommend approval of resolution to submit an application for participation in the Local Government Energy Audit Program of the New Jersey Board of Public Utilities (Att. #9)**

**6. Recommend approval of Title I/Basic Skills Improvement Program After-School Consumer & Life-Skills Preparation Neglected Student Program, for the period 3/30/12-6/30/12, funded through NCLB/Title I Neglected Funds (Att. #10 - confidential)**

**7. Recommend approval of disposal of 1991 Pick-up Truck to Apache Auto Wreckers for an amount of \$200 payable to the West Orange Public School District (Att. #11)**

**8. Recommend approval of Resolution for Participation in Joint Transportation Agreement between Sussex County Regional Cooperative and the West Orange Board of Education for the 2012-2013 school year as per the attached (Att. #12)**

**9. Recommend approval of amendment to the 2011-2012 Perkins Grant Application to transfer \$1,022 from Salaries and Benefits to Supplies and Materials account codes (Att. #13)**

**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 April 16, 2012 at the Administration Building.**

**VIII. PETITIONS AND HEARINGS OF CITIZENS**

**IX. ADJOURNMENT**

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**HUMAN RESOURCES DEPARTMENT**

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**EMPLOYEE COACHING/VOLUNTEER ASSIGNMENTS  
 FOR THE 2012-2013 SCHOOL YEAR**

*Administrative recommendations for all assignments 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 appointments for Board approval. Please also attach your recommendation memos for our records.*

Name of Coach	Position	Stipend
Kayla Negron	Freshman Cheerleading Coach	\$13,550
Bari Leff	Junior Varsity Cheerleading Coach	\$13,550

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

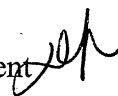
Date: \_\_\_\_\_

Substitutes for 2011-2012  
March 28, 2012

Name	Subject Area
Bolagno, Maximiliano	K-12
Massey, Kurtis	K-12
Paige, Randalynn	Administrative Assistant

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

Public Agenda  
Date: 3/28/12  
Attachment # 5

**To:** Dr. Anthony Cavanna, Superintendent  
**From:** Donna Rando Ed.D., Assistant Superintendent   
**Date:** March 19, 2012  
**Re:** Field Trips

Please place the following on the West Orange Board of Education Meeting Agenda of Wednesday, March 28, 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 T Requests**  
**March 28, 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)
Gregory	West Orange Town Hall	Grade 3	Grade 3	Social Studies	\$259	District
Gregory	Edison Middle School	Grade 5, Special Ed	Rudy	Orientation	\$104	District
Mt. Pleasant	Frelinghuysen Arboretum	Grade 1	Miller	Plants Around Us	\$198	PTA/Student Activity Account
Mt. Pleasant	Frelinghuysen Arboretum	Grade 1	Marx	Plants Around Us	\$198	PTA/Student Activity Account
Mt. Pleasant	Frelinghuysen Arboretum	Grade 1	Landis	Plants Around Us	\$198	PTA/Student Activity Account
Redwood	Edison Middle School	Grade 5, Special Ed	Levenberg	Orientation	\$103	District
Liberty	Community Food Bank, Hillside, NJ	Stud.Council/Service Club	Zaccaro	Community Service	\$138	Student Activity Account
WOHS	Robert Wood Johnson Hamilton Ctr for Health and Wellness, Mercerville, NJ	TEEN PEP	Diaz, Moss	Workshop Training on TEEN PEP module	\$578	District
WOHS	Kessler Institute	IMS 9	Casale, Pallante	Tour of Kessler Inst/Career Possibilities	\$69	District
WOHS	UMDNJ, Newark	IMS 10	DePalo, Busby, Fernandez-Perez, Brandt	To expose students to medical programs at UMDNJ	\$544	SLC Grant
WOHS	NBC Studios, NYC	Business Classes	Hanson, Sharke	Tour of NBC Studios/Business Operations	\$483	Students
WOHS	Rutgers, New Brunswick	TEEN PEP	Diaz, Moss	Presentation of Workshop	\$510	District
WOHS	NYC, MS Walk	Unity Club	Sehr	Community Service/Charity Event MS	\$200	Students
WOHS	Costa del Sol, Union	Class of 2013	Mancarella	Senior Class Picnic: Kick off Event	\$1,518	District

*The Public Schools  
West Orange, New Jersey*

Public Agenda  
Date: 3/28/12  
Attachment # 1/6

**To:** Dr. Anthony Cavanna, Superintendent  
**From:** Donna Rando, Ed.D., Assistant Superintendent   
**Date:** March 5, 2012  
**Re:** Bloomfield College Math and Science Teacher (MAST) Program

Attached is a Visiting International Teacher Agreement from Bloomfield College for West Orange to participate in Bloomfield College's Math and Science Teacher (MAST) Program. International visiting teachers from Korea will complete practicums in West Orange from April 2, 2012-June 8, 2012 that will include observing classroom instruction, assisting with small-group instruction, participating in co-teaching, and instructing two lessons.

The following teachers have been identified to host an International Visiting Teacher from Korea, and teachers' names have been forwarded to Bloomfield College.

- Math
  - Eric Mains, Edison Middle School; Grade 6
  - Laura Boyle and Kim Cerutti, Roosevelt Middle School; Grade 7
  - SueAnn Kolkka, Liberty Middle School, Grade 7
- Science
  - Ronald Brandt, West Orange High School; Chemistry
  - Tagen Jacobus, West Orange High School; Biology

Bloomfield College will assign the international teachers to West Orange teachers, and the international teachers will visit the respective schools and host teachers during the week of March 19, 2012. Host teachers will sign contracts and receive stipends of \$100.00/month from Bloomfield College.

Upon your approval, please sign the attached Visiting International Teacher Agreement.

Thank you.

C: Mr. M. Kenney  
Mr. A. Alloggiamento  
Mr. X. Fitzgerald  
Mr. L. Hush, Jr.  
Mr. R. Klemt  
Ms. D. Berg  
Mr. F. Iannucci  
Mr. A. Rosenwald



# Institute for Technology and Professional Studies

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 super-

vision 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 Teachers 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**

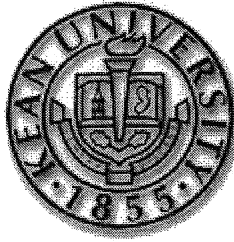
This Agreement (a) shall be binding upon and inure to the benefit and be enforceable by the parties hereto and their respective legal representatives, successors, or assigns, (b) may be executed in any number of counterparts, each of which may be deemed to be an original, but all of which together shall 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:  
\_\_\_\_\_



Public Agenda  
Date: 3/28/12  
Attachment # 7

**MEMORANDUM OF AGREEMENT  
BETWEEN  
KEAN UNIVERSITY DIVERSITY COUNCIL  
AND WEST ORANGE SCHOOL DISTRICT**

**TEACHING THE HOLOCAUST/PREJUDICE REDUCTION COURSES**

This agreement is made and entered into effective September 1, 2012 between Kean University Diversity Council and West Orange School District for the 2012-2013 school year.

Both parties agree to the following:

- a) **EMSE 5342 Teaching the Holocaust** will be offered in the West Orange School District during the Kean fall semester. The day, time and course instructor will be determined before the end of the 2011-2012 school year. It will be a full semester course (15 sessions). Participants will receive three (3) graduate credits.
- b) **EMSE 5343 Teaching Prejudice Reduction** will be offered in the district during the Kean spring semester with the same instructor and on the same day and time as Teaching the Holocaust. It will be a full semester course (15 sessions). Participants will receive three (3) graduate credits.
- c) There are no tuition costs to the West Orange professional staff enrolled in these courses, although participants will be asked to purchase books.
- d) An essential element of the Teaching the Holocaust course is a trip to the United States Holocaust Memorial Museum in Washington, DC. The date is Wednesday, October 24, 2012. The district agrees to release the teachers to attend and agrees to pay for the cost of the bus for that all-day trip. Kean University will bid and charter the buses and bill the district. Kean University will also make every effort to arrange for West Orange to share a bus with another school district, cutting the bus cost to West Orange in half. It is estimated that the charter will cost between \$1500 and \$1800 total. This is the only cost to the district for the two graduate courses.



- e) All members of the classes are required to attend our annual Distinguished Scholar Lecture at Kean University. The date and time of this event will be announced shortly. This will count as one class session.
- f) Class members must commit to completing both courses.
- g) Enrollment shall be limited to 30; participants will be recruited from secondary and elementary/middle school personnel from a variety of disciplines as well as representation from diverse ethnic backgrounds to ensure the most heterogeneous group possible. All professional staff members and administrators can enroll in the courses.
- h) The Board of Education will pass a resolution approving the courses and agreeing to provide space for the course in a suitable room, equipped with appropriate audio-visual technology.

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Kean University Diversity Council  
Stacy Schiller, Acting Director

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Date

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West Orange School District  
Dr. Anthony P. Cavanna, Superintendent

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Date

## RESOLUTION

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF WEST ORANGE IN THE COUNTY OF ESSEX, NEW JERSEY (not less than a majority of the full membership of the Board concurring) AS FOLLOWS:

This Board of Education, at its meeting of March 28, 2012, hereby approves the Kean University Diversity Council courses, “Teaching the Holocaust” and “Teaching Prejudice Reduction,” to be offered in the West Orange School District in 2012-2013, and agrees to provide space for the courses in a suitable room, equipped with appropriate audio-visual technology.

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Ms. Laura Lab, Board President

**LOCAL UNIT SAMPLE RESOLUTION FOR  
LOCAL GOVERNMENT ENERGY AUDIT**

WHEREAS, the New Jersey Board of Public Utilities, Office of Clean Energy administers the Local Government Energy Audit Program (Program), an incentive program to assist local government agencies to conduct energy audits and to encourage implementation of energy conservation measures; and,

WHEREAS, the Governing Body of West Orange Board of Education has decided to apply to participate in the Local Government Energy Audit Program; and,

WHEREAS, the facilities to be audited are in New Jersey, are owned by the West Orange Board of Education, are served by a New Jersey regulated public utility, and that the West Orange Board of Education has not already reserved \$100,000 in the Program this year as of this application; and,

WHEREAS, it is acknowledged that acceptance into the Program is dependent on the Scope of Work and cost proposal, and that Program rules will have to be met in order to receive incentive funds; and,

WHEREAS, upon acceptance into the Program, the West Orange Board of Education will prepare Facility Data Forms and Scopes of Work for each facility to be audited, solicit quotations from the authorized contractors, and submit the Part B application; and,

WHEREAS, the West Orange Board of Education understands that energy audit work cannot proceed until a Application Approval Notice is received from the Program; and,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the West Orange Board of Education approves the submission of an Application for participation in the Local Government Energy Audit Program of the New Jersey Board of Public Utilities; and,

**CERTIFICATION**

I, Mark Kenney, Business Administrator/Secretary of the West Orange Board of Education in the County of Essex, and the State of New Jersey do hereby Certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the West Orange Board of Education at its meeting of \_\_\_\_\_.

Public Agenda  
Date: 2/28/12  
Attachment # 11

**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:** March 15, 2012

Request Board approval for the disposal of the following vehicle.

Pick Up Truck	1991	1GCDC14Z5MZ17069	Not repairable. 21 years old.
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Will dispose through.

Apache Auto Wreckers  
Ridgefield Park

\$200 per vehicle  
No Towing Charges

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

Sussex County Regional Cooperative  
P. O. Box 1029  
Hopatcong, NJ 07843  
973-398-3583

Public Agenda  
Date: 3/28/12  
Attachment # 12

## MEMO

**TO: School Official**

**DATE: March 12, 2012**

**RE: JOINT RESOLUTION FOR PARTICIPATION OF  
TRANSPORTATION SERVICES**

Enclosed is the joint resolution for participation of transportation services for the **2012-2013** school year. PLEASE READ AND COMPLETE ALL BLANK SPACES ACCORDINGLY. If your school district is located in Sussex County, please make TWO copies of the joint resolution, **sign all 3 copies by hand** (do not photocopy or stamp) and return with **3 copies** of certified sealed extracts of your board minutes that approve participation. If your school district is located in a county outside of Sussex County, please make THREE copies of the joint resolution, **sign all 4 copies by hand** (do not photocopy or stamp) and return with **4 copies** of certified sealed extracts of your board minutes that approve participation.

A student transportation form and deletion form have been included for your district's utilization. Please make copies of these forms for your use. If additional forms are required, please call. To ensure the most cost efficient route, please submit summer student transportation forms by: **April 20, 2012**. The 2012-2013 school year transportation student list will be required by **June 1, 2012** and student transportation forms will be required by **June 15, 2012**.

Each year a sincere effort to bus all non-public students is processed. It is imperative that the non-public information, B6T forms, is submitted by: **APRIL 20, 2012**.

I would appreciate any comments or questions concerning your participation in the Cooperative. The Cooperative is an extension of your school district and was formed to service your school district with safe and cost efficient pupil transportation.



SUSSEX COUNTY REGIONAL COOPERATIVE  
PO BOX 1029  
HOPATCONG, NJ 07843

RESOLUTION FOR PARTICIPATION IN JOINT TRANSPORTATION AGREEMENT

WHEREAS, the following Boards of Education: Hopatcong Borough, Allamuchy, Andover Regional, Bayonne, Bergenfield, Blairstown, Bloomsbury, Byram Township, Caldwell/West Caldwell, Cedar Grove, Chester Twp., Clifton, Deptford, Dover, East Orange, Essex Fells, Essex Regional Educational Services, Fair Lawn, Fairfield, Franklin Borough, Franklin Twp./Somerset, Franklin Twp./Warren, Fredon Twp., Freehold, Great Meadows, Green Twp., Greenwich, Hackensack, Hackettstown, Hamburg Borough, Hampton Twp., Hardyston Twp., Harmony Twp., Hasbrouck Heights, High Point Reg. H.S., Hoboken, Hope, Hunterdon Central, Jefferson Twp., Jersey City, Kinnelon, Kittatinny Reg., Lafayette Twp., Lenape Valley Regional, Linden, Livingston, Lopatcong, Mansfield, Mendham Borough, Mendham Twp., Millburn, Montague, Morris School District, Morris County Education Services Commission, Mount Arlington, Mount Olive, Mt. Lakes, Netcong, Newton, North Caldwell, North Hunterdon, North Plainfield, North Warren, Nutley, Ogdensburg, Orange, Oxford, Park Ridge, Paterson, Pohatcong, Ramapo Indian Hills, Randolph, Rockaway Twp., Roseland, Roselle, Roxbury, Secaucus, Somerset Hills, South Orange/Maplewood, Southern Regional, Sparta Twp., Stanhope, Sussex Wantage, Teaneck, Tewksbury, Toms River, Union Twp., Vernon Twp., Verona, Warren County Special Services School District, Warren Hills, Washington Borough, Washington Twp./Morris, Washington Twp./Warren, Watchung, Watchung Regional H.S., Wayne, West Essex, West Milford, West Morris Reg., West Orange, White Twp., Wood-Ridge and

\_\_\_\_\_ desire to transport students to specific destinations

WHEREAS, the Hopatcong Borough Board of Education is willing to provide the services to coordinate transportation for the above-referred-to Boards of Education for transportation to a public school in order to attempt to achieve the maximum cost effectiveness;

WHEREAS, the Hopatcong Board of Education shall provide such services under the name of Sussex County Regional Cooperative.

NOW THEREFORE, BE IT RESOLVED by the West Orange Board of Education that pursuant hereto, the President and Secretary of the West Orange Board of Education are hereby authorized and directed to execute a duplicate of the Resolution which shall act as an agreement between the West Orange Board of Education and the Sussex County Regional Cooperative for the coordination of transportation of public school students to their specific destinations upon the following terms and conditions:

1. The West Orange Board of Education shall pay to the Sussex County Regional Cooperative in consideration of the services it shall render pursuant to this agreement an amount to equal two percent (2.0%) of the West Orange Board of Education's actual cost paid for transportation of public school students to specific destination during the 2012-2013 school year, said sum to be paid as follows in each year during the term of this agreement or any extension hereof.

	<u>Payment Due</u>
2.0% Administrative Fees. . . . .	07\31\12
(100% of estimated fees)	
Initial Deposit . . . . .	07\31\12
(20% of estimated charges)	
20% of current annual charges. . . . .	10\31\12
20% of current annual charges. . . . .	12\31\12
20% of current annual charges. . . . .	02\28\13
20% of current annual charges. . . . .	04\30\13
June - plus or minus final adjustments	

\*All 2012 summer routes shall be billed upon completion of transportation.

2. The Sussex County Regional Cooperative will provide the following services:

- a. routes coordinated with other districts to attempt to achieve a maximum cost reduction while maintaining a realistic capacity and travel time (see "Attachment A" for cost calculations);
- b. statements prepared on appropriate vouchers according to the above schedule delineating costs per route;
- c. computer print-outs of student lists for all routes coordinated by the Sussex County Regional Cooperative for the ASSA reporting deadlines;
- d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- e. timely review and revision of routes;
- f. provide transportation within three days or sooner after receipt of the formal written request;
- g. timely submission of contracts, renewals or addenda to the county office for approval.

3. The Westorange Board of Education will provide the Sussex County Regional Cooperative with the following:

- a. requests for public school student information for routing and assigning to approved bus stop locations on an approved format, completed in full and signed by Westorange Board of Education Secretary or other designated district personnel;
- b. withdrawal for public school students that may decrease route mileage are to be completed in full and signed by the Westorange Board of Education Secretary or other designated district personnel; no billing adjustment will be made without this completed form; and

c. strict adherence to the above payment schedule.

4. Additional Cost - all additional costs generated by unique requests, including but not limited to mid-day runs, early dismissals, change in number of children being transported on each route, or change in mileage during the year, will be borne by the West Orange Board of Education.

5. Length of Agreement - This agreement and obligations and requirements therein shall be in effect between July 1, 2012 and June 30, 2013.

6. It is a condition of this agreement that it shall automatically be renewed annually without amendment and may not be terminated without a notice by certified mail, return receipt requested having been delivered to the Secretary of either party hereto at least 180 days before June 30 of any year. In the event this agreement is renewed, the consideration to be paid to the Sussex County Regional Cooperative set forth in Paragraph 1 hereof, shall be revised to equal two percent (2.0%) of the West Orange Board of Education's actual cost paid for transportation of public school students to a specific destination during the prior year.

7. The Hopatcong Borough Board of Education under the name of Sussex County Regional Cooperative accepts no responsibility for a pupil's use of arranged transportation or attendance on an established route. Once assigned to a route, the billing for the pupil's reserved seat will continue until the Sussex County Regional Cooperative is otherwise notified in writing to delete the pupil for the assigned route.

8. Entire Agreement - This agreement constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.

9. It is a condition of this agreement that a representative from each applicable position: School Business Administrator/School Board Secretary, Special Services Director, and Transportation Supervisor attend at least one (1) Sussex County Cooperative meeting on an annual basis to promote and provide effective and efficient transportation services.

AUTHORIZED SIGNATURES

HOPATCONG BOARD OF EDUCATION  
(SUSSEX COUNTY REGIONAL COOPERATIVE)  
ATTEST:

West Orange BOARD OF  
EDUCATION  
ATTEST:

\_\_\_\_\_  
Board President Date

\_\_\_\_\_  
Board President Date

\_\_\_\_\_  
Board Secretary Date

\_\_\_\_\_  
Board Secretary Date

\_\_\_\_\_  
County Superintendent Date

\_\_\_\_\_  
County Superintendent Date



ADDENDUM A

ROUTE COSTS

In addition to each district's proportionate share of the cost of such joint transportation for special education, each district's cost for individual routes will be determined by prorating that cost on a per pupil mileage basis in accordance with the following:

Pupil Miles (Home to School)

District A - 28.5

District B - 7.8

District C - 5.4

41.7 - Total Pupil Miles Home to School

District A - 28.5 / 41.7 = 68%

District B - 7.8 / 41.7 = 19%

District C - 5.4 / 41.7 = 13%

You would then calculate each district's cost by multiplying the percentage by the total contract cost.

EXAMPLE OF HOW A DISTRICT SHARES ROUTE COST

ORIGINAL ROUTE COSTS \$100.00 PD OR \$18,000 ANNUAL

In addition to each district's proportionate share of the cost of such joint transportation for special education, each district's cost for individual routes will be determined by prorating that cost on a per pupil mileage basis in accordance with the following:

Pupil Miles (Home to School) Shared Cost		District % of Share	District
District A - 28.5	28.5 / 41.7 = 68%	68% of \$100 = \$68.00 PD	
District B - 7.8	7.8 / 41.7 = 19%	19% of \$100 = \$19.00 PD	
District C - 5.4	5.4 / 41.7 = 13%	13% of \$100 = \$13.00 PD	
Total Route Miles 41.7			

ADDENDUM TO ROUTE: ADD 1 STUDENT FROM DISTRICT B (SAME RESIDENCE), INCREASES ROUTE MILES FOR BILLING. **BUT DOES NOT** INCREASE THE ROUTE MILES FOR THE BUS COMPANY

Pupil Miles (Home to School) Shared Cost		District % of Share	District
District A - 28.5	28.5 / 49.5 = 58%	58% of \$100 = \$58.00 PD	
District B - 7.8	15.6 / 49.5 = 32%	32% of \$100 = \$32.00 PD	
District B - 7.8			
District C - 5.4	5.4 / 49.5 = 10%	10% of \$100 = \$10.00 PD	
Total Route Miles 49.5			

ADDENDUM TO ROUTE: ADD 1 STUDENT FROM DISTRICT B THAT ADDS ROUTE MILES FOR THE BUS COMPANY. ADDENDUM TO ROUTE COST = 10.8 - 7.8 = 3 MILES A.M + 3 MILES P.M. = 6 MILES X \$2.00 PER INCREASE/DECREASE (As reported by Bus Company) = \$12.00 + \$100.00 = \$112.00 PD.

Pupil Miles (Home to School) Shared Cost		District % of Share	District
District A - 28.5	28.5 / 52.5 = 51%	51% of \$112 = \$57.18 PD	
District B - 7.8	18.6 / 52.5 = 35%	35% of \$112 = \$39.20 PD	
District B - 10.8			
District C - 5.4	5.4 / 52.5 = 14%	14% of \$112 = \$15.62 PD	
Total Route Miles 52.5			

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# West Orange Public Schools

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(973) 669-5400 Ext. 20560  
Fax (973) 243-1454  
[nmullin@woboe.org](mailto:nmullin@woboe.org)

## Memo

**To:** Mr. Kenney  
**From:** Nancy Mullin, Supervisor of Business Education, Family and Consumer Science, and Library Science  
**Date:** March 22, 2012  
**CC:** Dr. Cavanna and Dr. Rando  
**Subject:** Perkins Grant Amendment

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As required by the NJDOE Office of Career and Technical Education, an amendment to the 2011-2012 Perkins Grant Application has been made as follows;

\$1022.00 was transferred from the Salaries and Benefits accounts to the Supplies and Materials account.

The salary was earmarked to pay the stipend for the Skills USA club at WOHS. The adviser has been out on medical leave and therefore the stipend is being prorated to reflect the time she ran the club. The transfer of the funds will allow the money to be used to purchase supplies for several of our approved CTE programs.