



WEST ORANGE BOARD OF EDUCATION
Public Board Meeting June 16, 2025
5:30 P.M. Executive Session
6:30 P.M. Public Session
West Orange High School
51 Conforti Avenue

Agenda

I. ROLL CALL OF THE MEMBERS

II. NOTICE OF MEETING:

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests are discussed or acted upon. In accordance with the provisions of the Act:

- A written notice was sent from the Office of the Secretary of the Board on January 6, 2025.
- That said notice was sent by regular mail to the West Orange Township Clerk and the Editors of the West Orange Chronicle and by email to the Star-Ledger.
- That said notice was posted in the lobby of the Administration Building of the Board of Education and posted on the district website at www.woboe.org
- Please be advised that this meeting is being recorded and may be broadcasted on local TV and the district's website at a future date.

III. EXECUTIVE SESSION

WHEREAS: The Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED: The Board of Education adjourns to closed session to discuss personnel, legal and miscellaneous confidential matters. Be it further

RESOLVED: The minutes of this closed session will be made public when the need for confidentiality no longer exists.

IV. PUBLIC SESSION AT 6:30 P.M.

V. PLEDGE OF ALLEGIANCE

VI. CONSIDERATION OF THE CLOSED AND PUBLIC MEETING MINUTES OF May 5, 2025 (Att. #1)

VII. STUDENT LIAISON REPORT

VIII. SUPERINTENDENT/BOARD COMMITTEE REPORTS

- A. Student Recognition
- B. HIB Report

IX. BOARD POLICY(IES)



A. First Reading: Policy #5460 High School Graduation (Att. #2)

X. QUESTIONS FROM THE PUBLIC ON AGENDA ITEMS

XI. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS

A. PERSONNEL

1. Resignations / Retirements / Terminations

a. Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following certificated staff resignation(s) / retirement(s):

Name	Location	Position	Reason	Effective Date
Laura Amendola	Kelly	Grade 5	Resignation	6/30/25
Paige Battista	Mt. Pleasant	Grade 4	Resignation	6/30/25
Veronica Blazer	Mt. Pleasant	Grade 5	Resignation	6/30/25
Vincent DeJesus	Liberty	Science	Retirement 13 years	7/1/25
Lizandra Geraldo	Roosevelt	Mathematics	Resignation	6/30/25
Kavita Gordon	Kelly	Special Education	Resignation	6/30/25
Sarah Mensah	Roosevelt	Mathematics	Resignation	6/30/25
Jessica Nuzzi	WOHS	Mathematics	Resignation	6/30/25
Constance Salimbeno	Central Office	Director of Special Education	Retirement 21 years	1/1/26
Melanie Scott	Kelly	Special Education	Resignation	6/30/25
Claire Snyder	Liberty	English Language Arts	Resignation	6/30/25
James Weidenborner	WOHS	Social Studies	Retirement 25 years	7/1/25
Tom Ziv	Roosevelt	Science	Resignation	6/30/25

b. Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following non-certificated staff resignation(s) / retirement(s):

Name	Location	Position	Reason	Effective Date
Gregory Cohen	Transportation	Director of Transportation	Resignation	6/30/25
Francois Douge	WOHS	Paraprofessional	Retirement 6 years	7/1/25
Danielle Fastiggi	Roosevelt	Paraprofessional	Resignation	6/30/25
Luann Grasso	Edison	Lunch Aide	Resignation	6/18/25
Katherine Jimenez	Transportation	Bus Driver-Part time	Resignation	6/18/25
Jasmine Louissaint	Transportation	Bus Driver-Part time	Resignation	7/25/25
Chloe Nardone	Roosevelt	Paraprofessional	Resignation	6/30/25

c. Upon recommendation of the Superintendent recommends approval to the Board of Education for the following staff termination(s):



2. Rescissions

- a. Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following rescission(s):

Name	Location	Position	Effective Date
Eleanora Ackerman	WOHS	Nurse to provide student support during Commencement	6/4/25
Karla Arruda	Washington	2025 Extended School Year Program	6/2/25
Mercedes Asqui-Arroba	Gregory / Hazel	Curriculum Writing: Grade 4 Spanish	5/8/25
Elsa Batista	Mt. Pleasant / St. Cloud	Curriculum Writing: Grade 2 Spanish	5/8/25
Renee Boudaher	Kelly	2025 Extended School Year Program	6/3/25
Wendy Born	WOHS	Summer Enrichment Program	6/9/25
Shena Brown	St. Cloud	2025 Extended School Year Program	6/3/25
Patricia Burke	Kelly	2025 Extended School Year Program	6/3/25
Madelyn Castler	Kelly	2025 Extended School Year Program	6/9/25
Paula Correira	Kelly	2025 Extended School Year Program	6/5/25
Amanda James	Gregory	Summer Counseling Assignment	5/6/25
Jeannie Kivlon	Kelly	2025 Extended School Year Program	6/12/25
Kristina Moyet	WOHS	Summer Enrichment	5/29/25
Wendy Paul	Kelly / Redwood	Curriculum Writing: Grade 3 Spanish	5/8/25
Maria Pirovano	Washington	Curriculum Writing: Grade 5 Spanish	5/8
Nydia Texidor Leverett	WOHS	Summer Enrichment	5/29/25

3. Appointments

- a. **2024-2025 School Year**

- 1) Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following certificated staff appointment(s).

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Jaime Garcia Edustaff	Kelly / WOHS	Music Extended Assignment Sub	Rhone	N/A	N/A	\$200 per diem	5/6/25 - 6/18/25

- 2) Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following non-certificated staff appointment(s):

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Esther Paredes	Gregory	Lunch Aide	Olan	N/A	N/A	\$9,603 annualized	5/14/25 - 6/18/25

- 3) Upon recommendation of the Superintendent recommends approval to the Board of Education for the following Buildings and Grounds stipend(s) to be paid in June:



Name	DOH	Location	Type	Stipend / Rate of Pay	Effective Dates
Ryan Dubinin	9/14/24	Maintenance	Plumber License	\$1,500 prorated	9/14/24 - 6/30/25

4) Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following additional teaching assignment(s):

Name	Location	Position	Effective Dates
Deborah Cohen	Liberty	Social Studies Leave Replacement-Gonzales	6/3/25 - 6/18/25
William Dowd	Liberty	Social Studies Leave Replacement-Gonzales	6/3/25 - 6/18/25
Samantha Miller	Liberty	Social Studies Leave Replacement-Gonzales	6/3/25 - 6/18/25
Chris Todd	Liberty	Social Studies Leave Replacement-Gonzales	6/3/25 - 6/18/25

5). Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following negotiated Co-Curricular assignment(s):

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Lisa Picini-Asman	Gregory	Conflict Resolution	\$1,673	2024-2025
Lori DeRosa	St. Cloud	Conflict Resolution	\$1,673	2024-2025
Lainie Epitropakis	St. Cloud	Student Council Co-Advisor	\$836.50	2024-2025
Emma Pacifico	St. Cloud	Student Council Co-Advisor	\$836.50 amended from \$1,673	2024-2025
Daniella Gonzales	Liberty	Environmental Activism / Garden Club	\$1,673 prorated	9/1/24 - 5/21/25

6). Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following additional assignment(s):

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Colleen Horan	District	AAC Evaluation Report Writing	5 evaluations \$300 per evaluation amended from \$85.11 per hour not to exceed 15 hours	2024-2025
Cristina Delaney	WOHS	After School Tutorial: Math	\$57.13 per hour not to exceed 2 hours per week	1/2/25 - 6/5/25 amended from 1/2/25 - 5/30/25
Elizabeth Kelleher	WOHS	After School Tutorial: Math	\$57.13 per hour not to exceed 2 hours per week	1/2/25 - 6/5/25 amended from 1/2/25 - 5/30/25
Robert Lomoriello	WOHS	After School Tutorial: Math	\$57.13 per hour not to exceed 2 hours per week	1/2/25 - 6/5/25 amended from 1/2/25 - 5/30/25
Nicole Massoud	WOHS	After School Tutorial: Math	\$57.13 per hour not to exceed 2 hours per week	1/2/25 - 6/5/25 amended from 1/2/25 - 5/30/25



Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Jessica Nuzzi	WOHS	After School Tutorial: Math	\$57.13 per hour not to exceed 2 hours per week	1/2/25 - 6/5/25 amended from 1/2/25 - 5/30/25
Ahmad Sehwaile	WOHS	After School Tutorial: Math	\$57.13 per hour not to exceed 2 hours per week	1/2/25 - 6/5/25 amended from 1/2/25 - 5/30/25
Nicole Eoon	WOHS	Curriculum Writing: Math 6-8 Workshop	\$45.47 per hour not to exceed 30 hours	2024-2025
Christina Ferinde	WOHS	Curriculum Writing: Math 6-8 Workshop	\$45.47 per hour not to exceed 30 hours	2024-2025
Dana Peart	WOHS	Curriculum Writing: French 2 (Title Change)	\$45.47 per hour not to exceed 60 hours	2024-2025
Dana Peart	WOHS	Curriculum Writing: French 2 Honors (Title Change)	\$45.47 per hour not to exceed 60 hours	2024-2025
Tahira Hill	WOHS	Nurse to support student during Commencement practice and ceremony	\$62.89 per hour	6/19/25
Elena Peres	WOHS	Professional Development Instructor	\$85.11 per hour not to exceed 6 hours	2/3/25, 3/3/25
Amanda Best	WOHS	Para to provide 1:1 student support for Coffee House	\$26.82 per hour not to exceed 4 hours	6/4/25
Ferdinand Christian	WOHS	Para to provide student support during Commencement practice and Ceremony	\$26.82 per hour not to exceed 10 hours	6/19/25
Maria Navarette	WOHS	Para to provide student support during Commencement practice and Ceremony	\$26.82 per hour not to exceed 10 hours	6/19/25
Maria Navarette	WOHS	Para to provide student support for Jubilee choir	\$26.82 per hour not to exceed 20 hours	2024-2025
Erica Guerino	WOHS	Para to provide student support during Commencement practice and Ceremony	\$26.82 per hour not to exceed 10 hours	6/19/25
Leshia Rose	WOHS	Para to provide student support during Commencement practice and Ceremony	\$26.82 per hour not to exceed 10 hours	6/19/25
Jamae Sippio	WOHS	Para to provide student support for Commencement Concert Band	\$26.82 per hour not to exceed 6 hours	6/19/25

- 7) Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following substitute appointment(s) at the appropriate substitute rates for 2024-2025:

Name	Certification Code	Administrator	Administrative Assistant	Lunch Aide	Nurse	Custodian
Christopher Barrino	N/A					X
Eddie Reaves	N/A					X

a. 2025-2026 School Year

- 1) Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following certificated staff appointment(s):



Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Meghan Bachert	St. Cloud	Grade 4	Ash Reassigned	MA	8	\$72,731	9/1/25 - 6/30/26
Olivia Baldacci	Washington	Special Education Preschool	Sinisi	BA	5	\$65,893	9/1/25 - 6/30/26
Gabriela Bonghanoy	Redwood	Speech Language Specialist	Oliver	MA+30	7	\$82,384	9/1/25 - 6/30/26
Oliver Brantome	Roosevelt	ELA Academic Support Leave Replacement	Mena	BA	5	\$65,893	9/1/25 - 6/30/26
Lisandro Castro	WOHS	School Psychologist	Lyons	MA+30	5	\$80,174	9/1/25 - 6/30/26
Alexis DeRosa	St. Cloud	Grade 4	Capra	MA	5	\$70,363	9/1/25 - 6/30/26
Caitlyn Kelly	WOHS	Library Media Specialist	Thompson	MA	5	\$70,363	9/1/25 - 6/30/26
Joann Mace	Edison	Science Leave Replacement	Brewer	MA	N/A	\$384.50 per diem	9/1/25 - 11/7/25
Gregory O'Brien	Gregory	Physical Ed & Health	Picini-Asman	BA+30	15	\$78,387	9/1/25 - 6/30/26
Kelly Palermo	Mt. Pleasant	Grade 4	Battista	MA	5	\$70,363	9/1/25 - 6/30/26
Leah Perez	Mt. Pleasant	Grade 3	Lee	MA	5	\$70,363	9/1/25 - 6/30/26
Hailey Scaff	Mt. Pleasant	Special Education	Ataide Reassigned	BA	5	\$65,893	9/1/25 - 6/30/26
Jamani Thompson	Edison	Science Leave Replacement	Thompson	BA	5	\$65,893	9/1/25 - 6/30/26
Emi Wang	Liberty	Mathematics	Kolkka	MA	17	\$100,016	9/1/25 - 6/30/26

2) Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following non-certificated staff appointment(s):

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Rosa Ardon	Transportation	Bus Monitor Part-time	Rodriguez	N/A	N/A	\$22,172.25 annualized	9/1/25 - 6/17/26
Doris Chavarria	Transportation	Bus Monitor Part-time	New	N/A	N/A	\$22,172.25 annualized	9/1/25 - 6/17/26
Gregory Cohen	Transportation	Acting Director of Transportation	Vacant	N/A	N/A	\$488.61 per diem	7/1/25 - 7/11/25
Gina Ibarra	Transportation	Bus Monitor Part-time	New	N/A	N/A	\$22,175.25 annualized	9/1/25 - 6/17/26
Nicholas Munoz	Central Office	Facilities Manager Buildings & Grounds	New	N/A	N/A	\$123,623 includes longevity of \$3,623	7/1/25 - 6/30/26
Nube Nieves Flores	Transportation	Bus Monitor Part-time	New	N/A	N/A	\$22,172.25 annualized	9/1/25 - 6/17/26



- 3) Upon recommendation of the Superintendent recommends approval to the Board of Education for the renewal of contracts for the following staff members for the 2025-2026 school year:
 - (a) Tenured and non-tenured Administrators (Att. #3)
 - (b) Unaffiliated staff (Att. #4)
- 4) Upon recommendation of the Superintendent of Schools approval to the Board of Education for the following Hourly Staff Members (Clerical Aides, Lunch Aides, Residency Officers, Greeters) for the 2025-2026 school year. (Att. #5)
- 5) Upon recommendation of the Superintendent of Schools to the Board of Education for following staff salary adjustments for the 2025-2026 school year: (Att. #6)
- 6) Upon recommendation of the Superintendent of Schools to the Board of Education for 2025-2026 revised rate(s) for hourly and per diem employees/assignments: (Att. #7)
- 7) Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following Summer assignment(s): (Att. #8)
- 8) Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following 2025 Summer Transportation assignment(s): (Att. #9)
- 9) Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following negotiated WOHS 2025 Summer Institute/Summer Step Up assignment(s): (Att. #10)
- 10) Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following negotiated WOHS 2025-2026 Co-Curricular assignment(s): (Att. #11)
- 11) Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following additional assignment(s):

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Rebecca Beutel	Redwood	School Counseling Coordinator: Elementary	\$4,927.33	2025-2026
Sarah McIntosh	St. Cloud	School Counseling Coordinator: Elementary	\$4,927.33	2025-2026
Karen Peyragrosse	Roosevelt	School Counseling Coordinator: Middle School	\$4,927.33	2025-2026
Montrisa Bradford	WOHS	HIBster Coordinator	\$4,927.33	2025-2026
Jeanina Abramo	WOHS	LMC Afterschool Program Substitute when assigned	\$40.81 per hour not to exceed 5 hours per week	2025-2026
Christina Binns	WOHS	LMC Afterschool Program	\$40.81 per hour not to exceed 7 hours per week	2025-2026
Bard Goodrich	WOHS	LMC Before School Program	\$40.81 per hour not to exceed 3 hours per week	2025-2026
Heather Young	WOHS	LMC Afterschool Program Substitute when assigned	\$40.81 per hour not to exceed 3 hours per week	2025-2026
Patricia Aldworth	WOHS	LMC Before/Afterschool Program Substitute	\$40.81 per hour as assigned	2025-2026



Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Kimberlee Chiarolanzio	WOHS	LMC Before/Afterschool Program Substitute	\$40.81 per hour as assigned	2025-2026
Jiwon Choe	WOHS	LMC Before/Afterschool Program Substitute	\$40.81 per hour as assigned	2025-2026
Kim Robinson	WOHS	LMC Before/Afterschool Program Substitute	\$40.81 per hour as assigned	2025-2026
Ashley Roxas	WOHS	LMC Before/Afterschool Program Substitute	\$40.81 per hour as assigned	2025-2026
Timothy Smith	WOHS	LMC Before/Afterschool Program Substitute	\$40.81 per hour as assigned	2025-2026
Jonathan Tick	WOHS	LMC Before/Afterschool Program Substitute	\$40.81 per hour as assigned	2025-2026
Mary Kehoe	WOHS	School Counseling Coordinator: High School	\$4,927.33	2025-2026
Karen Peyragrosse	Roosevelt	Naviance	\$4,927.33	2025-2026
Mary Kehoe	WOHS	ACT Counselor	\$1,371	2025-2026
Mary Kehoe	WOHS	PSAT Counselor	\$45.47 per hour not to exceed 40 hours	2025-2026
Mary Kehoe	WOHS	SAT Counselor	\$1,371	2025-2026
Louis Pallante	WOHS	PA Counselor	\$2,886	2025-2026
Rachel Rosen	WOHS	Naviance 9-12 College and Career Planning	\$3,784.19	2025-2026
Montrisa Bradford	WOHS	Naviance Communications	\$1,143.14	2025-2026

- 12) Upon recommendation of the Superintendent of Schools; approval of the following substitute reappointment(s) at the appropriate substitute rates for the 2025-2026 school year: (Att. #12)

4. Leaves of Absence:

- a. Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following leaves of absence for certificated staff:

Employee #	Location	Paid Leave	Unpaid Leave with Benefits	Unpaid Leave without Benefits	Anticipated Return Date
8502 Medical	WOHS	11/26/24 - 2/28/25	3/3/25 - 5/30/25	6/2/25 - 6/30/25	N/A amended from 6/2/25
7350 Family	Washington	9/2/25 - 10/7/25	10/8/25 - 1/9/26	1/12/26 - 1/30/26	2/2/26
9486 Personal	Liberty	N/A	N/A	5/1/25 - 6/30/25	N/A
7243 Family	Gregory	12/15/25 - 2/2/26	N/A	2/3/26 - 5/1/26	5/4/26
8517 Family	Gregory	9/2/25 - 10/24/25	N/A	10/27/25 - 1/16/26	1/20/26
7675 Medical	Kelly	5/22/25 - 6/30/25	N/A	N/A	9/1/25



Employee #	Location	Paid Leave	Unpaid Leave with Benefits	Unpaid Leave without Benefits	Anticipated Return Date
5144 Family	Kelly	N/A	6/3/25 - 6/30/25	N/A	9/1/25
8568 Family	WOHS	9/2/25 - 9/25/25	9/26/25 - 12/12/25	12/15/25 - 1/2/26	1/5/26
7867 Family	WOHS	10/6/25 - 12/4/25	N/A	12/5/25 - 6/17/26	9/1/26
9469 Medical	Gregory	N/A	N/A	6/9/25 - 6/18/25	N/A

b. Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following leaves of absence for non-certificated staff:

Employee #	Location	Paid Leave	Unpaid Leave with Benefits	Unpaid Leave without Benefits	Anticipated Return Date
8276 Family	Mt. Pleasant	9/2/25 - 9/18/25	9/19/25 - 1/2/26	N/A	1/5/26
5055 Medical	Hazel	5/14/25 - 6/6/25	N/A	N/A	6/9/25
5010 Family	Transportation	4/21/25 - 6/18/25	N/A	N/A	9/1/25
7134 Medical	WOHS	N/A	N/A	5/1/25 - 6/12/25	6/13/25
4924 Medical	Redwood	N/A	N/A	5/28/25 - 6/10/25	6/11/25
4598 Medical	WOECLC	3/17/25 - 4/21/25, a.m. only	4/21/25, p.m. only - 7/8/25 amended from 4/21/25, p.m. only - 5/2/25	N/A	7/9/25 amended from 5/5/25
8884 Medical	Gregory	3/3/25 - 3/5/25 a.m. only	3/5/25, p.m. only - 5/23/25	5/27/25 - 7/29/25 amended from 5/27/25 - 6/30/25	7/30/25 amended from 7/1/25
4452 Medical	Hazel	N/A	N/A	9/18/25 - 6/18/25 amended from 9/18/24 - 5/5/25	N/A amended from 5/6/25
9061 Medical	Transportation	N/A	N/A	5/12/25 - 5/23/25	5/27/25
7807 Medical	Transportation	N/A	N/A	3/10/25 - 5/12/25 consecutive Mondays amended from 3/10/25 - 5/19/25	5/13/25 amended from 5/20/25
9331 Medical	Gregory	5/16/25 - 6/2/25	6/3/25 - 6/13/25	N/A	6/16/25
9191 Personal	St. Cloud	N/A	5/20/25 - 5/30/25	N/A	6/2/25

c. Upon recommendation of the Superintendent of Schools approval by the Board of Education for the following leave(s) of absence:



Employee #	Leave Dates	Type of Leave	Anticipated Return Date
8787	5/22/25 - 6/30/25	Paid Administrative	N/A
9318	6/12/25 - 6/30/25	Paid Administrative	TBD

5. Transfer(s):

- a. Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following transfer(s) of certificated staff: (Att. #13)
- b. Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following transfer(s) of non-certificated staff: (Att. #14)
- 6. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of a resolution to abolish the positions of Assistant Superintendent of Curriculum and Instruction, Director of Buildings and Grounds, Assistant Director of Buildings and Grounds. (Att. #15)
- 7. Upon recommendation of the Superintendent of Schools approval by the Board of Education for the following job description(s): (Att. #16)

Job Description	New	Revised
Facilities Manager	X	
Supervisor of Early Childhood Education	X	
Transportation Supervisor	X	

- 8. Upon recommendation of the Superintendent of Schools approval and adoption by the Board of Education of the 2025-2028 Comprehensive Equity Plan as prepared by the district Affirmative Action Team and, upon Board authorization, shall be submitted to the Executive County Superintendent for final review and approval: (Att. #17)
- 9. Upon recommendation of the Superintendent of Schools approval by the Board of Education of the Memorandum of Agreement between Kean University, College of Education, for the placement of Clinical II Intern Students and the West Orange Public Schools for a period of 3 years commencing May 30, 2025 through June 1, 2028. (Att. #18)
- 10. Upon recommendation of the Superintendent of Schools approval by the Board of Education of the Memorandum of Agreement between Montclair State University, College of Humanities and Social Sciences, Department of Psychology, to provide training for their students, and the West Orange Public Schools for the period of 2025-2026 school year. (Att. #19)
- 11. Upon recommendation of the Superintendent of Schools approval by the Board of Education of the Affiliation Agreement between Seton Hall University, College of Human Development, Culture and Media, Department of Educational Studies, to provide Clinical Placements for their students, and the West Orange Public Schools for the period of 2025-2026 school year. (Att. #20)
- 12. Upon recommendation of the Superintendent of Schools; approval of the employment contract for Tonya Flowers, School Business Administrator, from July 1, 2025 to June 30, 2026. The Executive County Superintendent reviewed and approved the contract on June 3, 2025. (Att. #21)

B. CURRICULUM AND INSTRUCTION



1. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the Applications for School Business requests. (Att. #22)
2. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the 2025-2026 Advancement Via Individual Determination (AVID) Implementation Agreement Membership Fees in the amount of \$6,159.00.

C. FINANCE

a.) Special Services

1. Upon recommendation of the Superintendent of Schools approval by the Board of Education of the following out of district placements for the 2024-2025 and 2025-2026 school years (Att. #23).
2. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the contract with Heidi Miller Speech, L.L.C. to provide Speech Language Pathology services for May 19, 2025, through June 18, 2025.

Services	Rate	Not to Exceed	Budgeted/Unbudgeted
Speech Language Pathology	\$140/hour	\$22,960.00	Budgeted

3. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following service providers for Independent Specialist Evaluations for the 2025-2026 School Year:

Provider	Type of Service	Cost	Not to Exceed	Budgeted/Unbudgeted
Advancing Opportunities	AAC/AT Evaluation/Report & Support	AT Evaluation - \$1250 AAC Evaluation - \$1450 AT Support & Training - \$180/hr AAC Support & Training - \$200/hr	\$20,000.00	Budgeted
Leslie Nagy, MD	Psychiatric Evaluation/Report 24 hour cancellation fee No show	\$850 per evaluation \$425 \$425	\$10,000	Budgeted
Marilyn Kubichek, MD	Neurological Evaluation/Report	\$725 per Evaluation \$100 no show fee	\$30,000	Budgeted
Kid Clan Services	Bilingual Evaluations/Reports	Bilingual Educational \$475 Bilingual Psychological \$475 Bilingual Speech \$475	\$30,000	Budgeted

4. Upon recommendation of the Superintendent of Schools, approval by the Board of Education, approval by provider of home instruction to students of the West Orange Schools for the 2025-2026 School Year:



Name of Facility	Rate	Not to Exceed
Center for Children’s Behavioral Health	\$99.00 per hour	\$65,000.00
Educational Services Commission of New Jersey	\$95.00 per hour	\$10,000.00
Learnwell	\$72.00 per hour	\$50,000.00
North Jersey Outreach	\$125.00 per hour	\$30,000.00
Para Plus Translations	\$105.00 per hour	\$1,000.00
Prime Healthcare/St. Clare’s	\$57.00 per hour	\$5,000.00
Silvergate	\$68.00 per hour	\$35,000.00
Stepping Forward	\$100.00 per hour	\$20,000.00

5. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the contract with special education service providers for the 2024-2025 and 2025-2026 school years:

Vendor	Services	Not to exceed	Budgeted/Unbudgeted
Bergen County Special Services School District	2024-2025 Educational Audiology Services	\$1,365.00	Budgeted
Bergen County Special Services School District	2025-2026 Educational Audiology Services	\$1,950.00	Budgeted
Bergen County Special Services School District	2025-2026 Interpretation Services	\$11,460.00	Budgeted
Harbor Haven Day Camp	Summer Program Services	\$13,360.00	Budgeted
North Jersey Outreach	Home Instruction Services	\$70,250.00	Budgeted

6. Upon recommendation of the Superintendent of Schools approval by the Board of Education of tuition contracts with Essex County Vocational Technical School, Newark, NJ for the 2024-2025 school year*:

Number of Students	Services	Tuition	Budgeted/Unbudgeted
12	Full Time Regular Education, Essex County Vocational Technical Schools	Tuition: \$70,932.00 12 students @ \$5,911.00/student	Budgeted

(*amended from the January 27, 2025)

7. Upon recommendation of the Superintendent of Schools, approval by the Board of Education for the following contract with the Essex Regional Educational Services Commission for the nonpublic instructional services under chapters 192-193 and 226 for the 2025-2026 school year



Provider	Services	Rate
Essex Regional Educational Services Commission Fairfield, New Jersey	Compensatory Education English as a Second Language Supplemental Instruction Corrective Speech Home Instruction Evaluation and Determination Nursing Services	TBD by the State of NJ

8. Upon recommendation of the Superintendent, approval by the Board of Education for the following service contract agreements for the 2025-2026 school year for Related Services to Nonpublic Schools IDEA grant funded:

Provider	Services	Rate
Kornerstone Kids, LLC	Golda Och Academy Lower School Golda Och Academy Upper School Seton Hall Preparatory School	\$90.00 per session

9. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the contract with Heidi Miller Speech, L.L.C. to provide Feeding Therapy services for May and June 2025.

Services	Rate	Not to exceed	Budgeted/Unbudgeted
Feeding Therapy	\$140/hour	\$43,060.00	Budgeted

10. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the contract with Essex Regional Educational Services Commission to provide Child Study Team services for the 2025-2026 school year.

Services	Rate	Budgeted/Unbudgeted
CST Services	Social Assessment: \$486.20/student Educational Evaluation: \$486.20/student Psychological Evaluation: \$486.20/student Speech Evaluation: \$486.20/student Bilingual Evaluation: \$607.75/student Physical Therapy Evaluation: \$546.98/student Occupational Therapy Evaluation: \$546.98/student LDTC meeting attendance: \$151.94/meeting Social Worker meeting attendance: \$151.94/meeting School Psychologist meeting attendance: \$151.94/meeting	Budgeted

11. Upon recommendation of the Superintendent, approval by the Board of Education for the following service provider district substitute nursing services and field trip for the 2025-2026 school year:

Provider	Type of Services	Rate
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Homecare Therapies 20 Jerusalem Avenue Hicksville, NY 11801	Substitute Nursing is needed in the district	\$72.00 per hour RN (field trip) \$85.00 per hour RN (School nurse) \$72.00 per hour RN (overnight school trip from 7:30am-lights out) \$10.00per hour RN (overnight school trip from lights out-7:30 am)
Starlight Homecare	Substitute Nursing is needed in the district	\$66 per hour RN \$56 per hour LPN
Bayada	Substitute Nursing is needed in the district	\$70 per hour RN/LPN

b.) Business Office

1. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the June 16, 2025 Bills List in the amount of 34,333,396.83.
2. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the April 2025 transfers within the 2025-2026 budget in compliance with N.J.A.C. 6A:23-2.11(A)2. (Att. #24)
3. Upon recommendation of the Superintendent of Schools, acceptance by the Board of Education of the Board Secretary’s financial report for the month of April 2025, based upon the certification of the Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10(c) (3), that no major account or fund has been over-expended, and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (Att. #25)
4. Upon recommendation of the Superintendent of Schools, approval by the Board of Education acknowledgement and acceptance of the Report of the Treasurer of School Monies for the month of April 2025, which report is in agreement with the Secretary’s Report.
5. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the 2025 - 2026 Tax Levy Payment Schedule:

Date	General	Debt Service	Total
07/15/25	\$13,284,608.66	\$444,882.66	\$13,729,491.32
08/15/25	\$13,284,608.66	\$444,882.66	\$13,729,491.32
09/15/25	\$13,284,608.66	\$444,882.66	\$13,729,491.32
10/15/25	\$13,284,608.66	\$444,882.66	\$13,729,491.32
11/15/25	\$13,284,608.66	\$444,882.66	\$13,729,491.32
12/15/25	\$13,284,608.66	\$444,882.66	\$13,729,491.32
01/15/26	\$13,284,608.66	\$444,882.66	\$13,729,491.32
02/15/26	\$13,284,608.66	\$444,882.66	\$13,729,491.32
03/13/26	\$13,284,608.66	\$444,882.66	\$13,729,491.32



04/15/26	\$13,284,608.66	\$444,882.66	\$13,729,491.32
05/15/26	\$13,284,608.66	\$444,882.66	\$13,729,491.32
06/15/26	\$13,284,608.66	\$444,882.74	\$13,729,491.40
Total	\$159,415,304.00	\$5,338,592.00	\$164,753,896.00

6. Upon the recommendation of the Superintendent of Schools, approval by the Board of Education of Cleary Giacobbe Alfieri Jacobs LLC, Oakland, NJ as general counsel for the West Orange Schools, effective July 1, 2025 for the 2025 - 2026 school year, not to exceed \$150,000, at the following hourly rates:

Rates per Hour	Service of:
\$180	All Attorneys
\$85	All Paralegals

7. Upon the recommendation of the Superintendent of Schools, approval by the Board of Education of Methfessel & Werbel, Edison, NJ as special education counsel for the West Orange Schools, effective July 1, 2025 for the 2025 - 2026 school year, in an amount not to exceed \$250,000, at the following hourly rates:

Rates per Hour	Service of:
\$195	All Attorneys
\$85	All Paralegals

8. Upon the recommendation of the Superintendent of Schools, approval by the Board of Education of Lerch, Vinci & Higgins, LLP to perform the annual audit for the fiscal year ending June 30, 2025 in the amount of \$68,700.
9. Upon the recommendation of the Superintendent of Schools, approval by the Board of Education of the re-appointment of Dr. Melissa Simmons as Treasurer of School Monies for the 2025 - 2026 school year for an annual fee of \$13,390.
10. Upon the recommendation of the Superintendent of Schools approval by the Board of Education of the following resolution to allow for the Transfer of Current Year Surplus to Maintenance Reserve:

WHEREAS, NJAC 6A:23A-14.3 and 6A:23A-14.4 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and



WHEREAS, the West Orange Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Maintenance Reserve account at year end, and

WHEREAS, the West Orange Board of Education has determined that an amount not to exceed \$2,000,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the West Orange Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 11. Upon the recommendation of the Superintendent of Schools approval by the Board of Education of the following resolution to allow for the Transfer of Current Year Surplus to Capital Reserve:

WHEREAS, NJAC 6A:23A-14.3 and 6A:23A-14.4 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the West Orange Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the West Orange Board of Education has determined that an amount not to exceed \$2,000,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the West Orange Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 12. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of Health Benefits Costs for the 2025 - 2026 school year:

West Orange Board of Education	
July 1, 2025 Renewal Rates	
Medical	Monthly Rates
	Effective 7/1/25-6/30/26
Open Access \$10/\$20	SHIF - Aetna
Single	\$1,474.00
Parent/Child(ren)	\$2,401.00
2 Adults	\$2,816.00
Family	\$4,347.00
Single - Dependent Age 31	\$894.00



Open Access \$10/\$20/Carveout (over 65)	SHIF - Aetna
Single	\$774.00
Parent/Child(ren)	\$1,156.00
2 Adults	\$1,349.00
Family	\$2,080.00
Open Access \$10/\$20/Carveout (under 65)	SHIF - Aetna
Single	\$1,481.00
Parent/Child(ren)	\$2,415.00
2 Adults	\$2,828.00
Family	\$4,367.00
HDHP-HRA	SHIF - Aetna
Single	\$1,109.00
Parent/Child(ren)	\$1,804.00
2 Adults	\$2,219.00
Family	\$3,279.00
Single - Dependent Age 31	\$733.00
HDHP-HRA/Carveout (over 65)	SHIF - Aetna
Single	TBD
Parent/Child(ren)	TBD
2 Adults	TBD
Family	TBD
HDHP-HRA/Carveout (under 65)	SHIF - Aetna
Single	\$1,109.00
Parent/Child(ren)	\$1,804.00
2 Adults	\$2,119.00
Family	\$3,279.00
NJ Educators Health Plan	SHIF - Aetna
Single	\$1,252.00
Parent/Child(ren)	\$2,038.00
2 Adults	\$2,394.00
Family	\$3,703.00
Single - Dependent Age 31	\$762.00
NJ Educators Health Plan (over 65)	SHIF - Aetna
Single	TBD
Parent/Child(ren)	TBD
2 Adults	TBD
Family	TBD
NJ Educators Health Plan (under 65)	SHIF - Aetna
Single	\$1,252.00
Parent/Child(ren)	\$2,038.00
2 Adults	\$2,394.00



Family	\$3,703.00
West Orange Board of Education	
July 1, 2025 Renewal Rates	
Medical	Monthly Rates
	Effective 7/1/25-6/30/26
NJ Garden State Health Plan	
SHIF - Aetna	
Single	\$1,110.00
Parent/Child(ren)	\$1,805.00
2 Adults	\$2,121.00
Family	\$3,281.00
Single - Dependent Age 31	\$675.00
NJ Garden State Health Plan (over 65)	
SHIF - Aetna	
Single	TBD
Parent/Child(ren)	TBD
2 Adults	TBD
Family	TBD
NJ Garden State Health Plan (under 65)	
SHIF - Aetna	
Single	\$1,110.00
Parent/Child(ren)	\$1,805.00
2 Adults	\$2,121.00
Family	\$3,281.00
West Orange Board of Education	
July 1, 2025 Renewal Rates	
Prescription	Effective 7/1/25-6/30/26
RX	
SHIF - Express Scripts	
Single	\$268.00
Parent/Child(ren)	\$417.00
2 Adults	\$489.00
Family	\$747.00
Single-Dependent Age 31	\$177.00
Rx - Educators Health Plan	
SHIF - Express Scripts	
Single	\$236.00
Parent/Child(ren)	\$366.00
2 Adults	\$431.00
Family	\$657.00
Single-Dependent Age 31	\$155.00
Rx - Garden State Health Plan	
SHIF - Express Scripts	
Single	\$236.00
Parent/Child(ren)	\$366.00



2 Adults	\$431.00
Family	\$657.00
Single-Dependent Age 31	\$155.00
Dental (Active Employees)	Effective 7/1/25-6/30/26
Dental - High Option (Active Employees)	Delta
Single	\$54.50
Parent/Child(ren)	\$111.72
2 Adults	\$119.32
Family	\$187.52
Dental - Low Option (Active Employees)	Delta
Single	\$26.51
Dental (Retirees)	Effective 7/1/25-6/30/26
Dental - High Option (Retirees)	Delta
Single	\$62.68
Parent/Child(ren)	\$128.47
2 Adults	\$137.22
Family	\$215.65
Dental - Low Option (Retirees)	Delta
Single	\$30.48

13. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the contract with PowerSchool Group LLC for the 2025 - 2026 school year in the amount of \$169,734.16 for the following:
 - SIS Maintenance, Performance and Hosting \$27,803.82
 - PowerSchool SIS Maintenance & Support \$49,693.38
 - PowerSchool SIS Customizations Maintenance & Support Transportation \$1,791.90
 - PD + Subscription \$4,102.59
 - PowerSchool SIS Hosting SSL Certificate \$1,092.20
 - PowerSchool SIS Hosting Test Bed Annual \$2,107.38
 - PowerSchool Performance Matters Assessment Analytics Core+ \$60,425.91
 - PowerSchool School Messenger Communication \$22,716.98

14. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the renewal contract for Naviance Achieve Works with PowerSchool Group LLC in the amount of \$28,902.66 for the 2025 - 2026 school year.

15. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the contract for Professional Software for Nurses district wide for the 2025 - 2026 school year in the amount of \$15,419.60

16. Upon recommendation of the Superintendent of Schools, approval by the Board of



Education of the contract with Raptor Technologies for the 2025 - 2026 school year in the amount of \$13,617.00 for the following:

- Raptor Visitor Management Annual Access
 - Raptor Contactless Sign In (Building License)
17. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the contract for IEP Direct with Frontline Technologies Group LLC in the amount of \$35,826.25 for the 2025 - 2026 school year.
18. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the contract renewal with Frontline Technologies Group LLC for the 2025 - 2026 school year for the following:
- Employee Evaluation Management with Evaluation Frameworks with Danielson, \$41,985.51
 - Applicant Tracking, \$7,470.51
 - Absence and Substitute Management, \$47,113.57
 - Frontline Central Solution, \$26,006.31
 - Frontline 504/RTI Direct \$21,193.75 (includes a one time \$5,100 implementation fee)
19. Upon recommendation of the Superintendent of Schools, approval by the Board of Education to contract with Curriculum Associates for the licensing, maintenance and support of the company's proprietary iReady diagnostic tool used as a district benchmark assessment tool. The total cost of the contract is \$527,906.29. This contract is an exception to bidding pursuant to N.J.S.A. 18A:18A-5 (a) (19). The term of contract is from July 1, 2025 through June 30, 2026, funded by LEA.
- iReady Classroom
 - iReady
 - Professional Learning
 - iReady Partner Services
20. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the contract with EDS for the 2025 - 2026 school year in the amount of \$10,750 for the following:
- HIBster anti-bullying software
 - Title IX software
21. Upon recommendation of the Superintendent of Schools approval by the Board of Education of the NJ Statewide Recruitment of Diverse Educators (NJ STRIDE) Shared Services Agreement renewal for the 2025 - 2026 school year in the amount of \$450.00. (Att. #26)
22. Upon recommendation of the Superintendent of Schools, approval by the Board of



Education of the contract with Pearson for the 2025-2026 school year in the amount of \$6,600 for NNAT 3 Licensing.

23. Upon recommendation of the Superintendent of Schools, approval by the Board of Education for the submission of the application for the Perkins Grant application for 2025 - 2026 school year.
24. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the Mediation Agreement between the Parents of Student ID #1308008 and the West Orange Board of Education.
25. Upon recommendation of the Superintendent of Schools, approval by the Board of Education to **contract with Temple B'nai Abraham, located at E. 300 Northfield Road, West Orange**, to provide a minimum six-hour comprehensive preschool educational program for up to 60 three and four year old students as a qualified private preschool provider for the 2025 - 2026 school year, to be funded by Preschool Expansion Aid.
26. Upon recommendation of the Superintendent of Schools, approval by the Board of Education to contract with **The Kids Palace II - Day Care & Preschool, located at 85 Whittlesey Avenue, West Orange**, to provide a minimum six-hour comprehensive preschool educational program for up to 15 three and four year old students as a qualified private preschool provider for the 2025 - 2026 school year, to be funded by Preschool Expansion Aid.
27. Upon recommendation of the Superintendent of Schools approval by the Board of Education for the submission of the Final PEA 2025-2026 Budget Planning Workbook and Narrative.
28. Upon recommendation of the Superintendent of Schools approval by the Board of Education for the submission of the 2025-2026 Facility Waiver Application.
29. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the following 2024 - 2025 district projects procured through the use of cooperative purchasing agreements, the cost of which exceeded the bid threshold:

Co-op bid Number	Vendor	Location	Description of Project	Amount not to exceed
ESCNJ 20/21-02	Ben Shaffer Recreation Inc.	Mount Pleasant Elementary	Replace Mt. Pleasant's Playground	\$226,105.
Ed Data Bid 11060	ACT-Alarm & Communication Technologies	West Orange High School	Replacement of the intercom system and analog classroom staff station telephones	\$344,229.
Ed Data Bid 11060	ACT-Alarm & Communication Technologies	Liberty Middle	Replace the intercom system	\$132,193.



Ed Data Bid 11060	ACT-Alarm & Communication Technologies	Administration Building	Installation of a new intercom system	\$78,452.
ESCNJ 23/24-23	Environcon, LLC	Liberty Middle	Replacement of 10 Rooftop Units	\$1,730,059.

30. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the Transportation Agreement between Mercer County Special Services School District (MCSSSD) and the West Orange Board of Education for the 2025 - 2026 school year.
31. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the Intern Affiliation Agreement between Kean University and West Orange Board of Education from May 30, 2025 through June 1, 2028.
32. Upon recommendation of the Superintendent of Schools, approval by the Board of Education of the Agreement between LearnWell and the West Orange Board of Education for the 2025 - 2026 school year.
33. Upon the recommendation of the Superintendent of Schools: Acceptance of quotes for Lease Purchase Financing for the acquisition of two (3) 20 passenger buses:

Respondent	Rate Lock 60days/ 90/days	Purchase Option Penalty (% of outstanding principal balance)	Rate Bid (actual yield including fees)	Additional Fees	Recommend
Flagstar Public Funding Corp., MD	Rate hold for 30 days from date of bid	101%	4.26%	None	Recommended for Award
First American Equipment Finance, NY	Rate hold for 60 days from date of bid	Yield Maintenance	4.38%	None	
First Hope Bank, N.A., NJ	Rate hold for 45 days from date of bid	101%	4.99%	None	

34. Upon recommendation of the Superintendent of Schools, approval of IT Asset Removal Agreement with UPCYCLE to remove retired/obsolete IT equipment and to compensate at the District total amount of \$675. (Att. #27)
35. Upon recommendation of the Superintendent of Schools, approval by the Board of Education to the proposal with Federal Fund Optimizers LLC, for consulting services and support for the district's Special Education Medicaid Initiative (SEMI) and Medicaid Administrative Claiming (MAC) programs, from July 1, 2025 to June 30, 2026, amount not to exceed \$39,000.
36. Upon the recommendation of the Superintendent of Schools, acceptance by the Board



of Education of the following donation(s):

Donor	Recipient	Donation
The Blackbaud Giving Fund	West Orange Public Schools	\$350.00
Dr. Joanne Pollara	Kelly Elementary School	\$1,000.00
PSE&G Foundation (Sustainable Jersey)	Hazel Elementary School	\$5,000.00

D. REPORTS

1. Upon recommendation of the Superintendent of Schools to the Board of Education acceptance of the HIB Self-Assessment Score for the 2023-2024 school year:

School	Score*		School	Score*
Edison Middle School	76		Redwood Elementary School	76
Gregory Elementary School	76		Roosevelt Middle School	76
Hazel Elementary School	76		St. Cloud Elementary School	76
Kelly Elementary School	76		Washington Elementary School	76
Liberty Middle School	76		West Orange High School	76
Mt. Pleasant Elementary School	76		Betty Maddalena Early Learning Center	76
			West Orange Early Learning Center	76

**Total Possible Score 78*

2. Upon recommendation of the Superintendent of Schools acceptance by the Board of Education of the HIB Report ending June 16, 2025.
3. **Harassment, Intimidation and Bullying**

“Whereas, pursuant to Board Policy and the requirements of N.J.S.A. 18A:37-17(b)(6)(c), at its meeting on May 5, 2025, the Superintendent reported HIB Incident Number(s) 054, 055 to the Board; and

Whereas, on May 9, 2025 the parents and/or guardians of the students who are parties to the investigation received information about the investigation pursuant to N.J.S.A. 18A:37-17(b)(6)(d); and

Now, therefore, be it Resolved that the Board affirms the decision of the Superintendent concerning HIB Incident Number(s) 054,055 for the 2024-2025 school year for the reasons conveyed to the Board.”

XII. PETITIONS AND HEARINGS OF CITIZENS



XIII. NEXT BOARD MEETING to be held at 6:30 p.m. on July 21, 2025 at West Orange High School.

XIV. EXECUTIVE SESSION (as deemed necessary)

WHEREAS: The Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED: The Board of Education adjourns to closed session to personnel, legal and miscellaneous confidential matters. Be it further

RESOLVED: The minutes of this closed session will be made public when the need for confidentiality no longer exists.

XV. ADJOURNMENT

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5460 HIGH SCHOOL GRADUATION

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation in accordance with N.J.A.C. 6A:8-5.1 et seq. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma and has met the requirements for graduation.

As defined in N.J.A.C. 6A:8-1.3, “credit” means the award for the equivalent of a class period of instruction, which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2 and A.1.b. below.

A. High School Graduation Requirements – N.J.A.C. 6A:8-5.1

1. For a State-endorsed diploma, the Board of Education shall develop, adopt, and implement graduation requirements that prepare students for success in post-secondary degree programs, careers, and civic life in the 21st century, and that include the following:
 - a. A graduating student must have earned a minimum of 120 credits in courses designed to meet all of the New Jersey Student Learning Standards (NJSLS), including, but not limited to, the following credits:
 - (1) At least twenty credits in English language arts (ELA) aligned to grade nine through twelve standards;
 - (2) At least fifteen credits in mathematics, including Algebra I or the content equivalent; geometry or the content equivalent; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers;
 - (3) At least fifteen credits in science, including at least five credits in laboratory biology/life science or the content equivalent; one additional



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laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics; and one additional laboratory/inquiry-based science course;

- (4) At least fifteen credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
 - (5) At least two and one-half credits in financial, economic, business, and entrepreneurial literacy;
 - (6) At least three and three-quarters credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8;
 - (7) At least five credits in visual and performing arts;
 - (8) At least five credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2) and A.1.b.(2)(b) below;
 - (9) Technological literacy, consistent with the NJSLS, integrated throughout the curriculum;
 - (10) At least five credits in 21st century life and careers, or career-technical education; and
 - (11) Electives as determined by the high school program sufficient to total a minimum of 120 credits.
- b. The 120-credit requirement set forth in N.J.A.C. 6A:8-5.1(a)1. and in A.1.a. above may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of individualized learning opportunities, as follows:



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- (1) The district shall establish a process to approve individualized student learning opportunities that meet or exceed the NJSLs.
 - (a) Individualized student learning opportunities in all NJSLs areas include, but are not limited to, the following:
 - (i) Independent study;
 - (ii) Online learning;
 - (iii) Study abroad programs;
 - (iv) Student exchange programs; and
 - (v) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.
 - (b) Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the NJSLs shall:
 - (i) Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;
 - (ii) Include demonstration of student competency;
 - (iii) Be certified for completion based on the district process adopted according to N.J.A.C. 6A:8-5.1(a)2.ii. and A.1.b.(2) below; and
 - (iv) Be on file in the school district and subject to review by the



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Commissioner of Education or
designee.

- (c) Group programs based upon specific instructional objectives aimed at meeting or exceeding the NJSLs shall be permitted and shall be approved in the same manner as other approved courses.
- (2) The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the NJSLs at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated at N.J.A.C. 6A:8-5.1(a)2 and A.1.b. above. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.
- (a) The district shall choose assessments that are aligned with or exceed the NJSLs and may include locally designed assessments.
 - (b) The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the NJSLs:
 - (i) The Standards-based Measurement of Proficiency (STAMP) online assessment;



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- (ii) The ACTFL Oral Proficiency Interview (OPI) or the Modified Oral Proficiency Interview (MOPI); or
 - (iii) New Jersey Department of Education-approved locally designed competency-based assessments.
- (3) The district shall establish a process to approve post-secondary learning opportunities that may consist of Advanced Placement (AP) courses, College-Level Examination Program (CLEP), or concurrent/dual enrollment at accredited higher education institutions.
 - (a) The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the NJSLS.
- c. Local student attendance requirements;
- d. Any statutorily mandated requirements for earning a high school diploma;
- e. The requirement that all students demonstrate proficiency by achieving a passing score on the ELA and mathematics components of the State graduation proficiency test or through the alternative means at N.J.A.C. 6A:8-5.1(h) and A.6. below, if applicable, or for students who take the State graduation proficiency test but do not achieve a passing score through the alternative means set forth at N.J.A.C. 6A:8-5.1(g) and (i) and A.5. and A.7. below.
- f. For students who have not demonstrated proficiency on the ELA and/or mathematics components of the State graduation proficiency test, the opportunity for the following will be provided:
 - (1) Remediation, pursuant to N.J.S.A. 18A:7C-3.; and



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State-endorsed diploma and the programs available to assist students in attaining a State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.

5. All multilingual learners (ML) shall satisfy the requirements for high school graduation, except MLs may demonstrate they have attained State minimum levels of proficiency through passage of the portfolio appeals process in their native language, when available, and passage of a New Jersey Department of Education-approved, English fluency assessment.
 6. Students, including students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act who participate in the alternative assessment for students with disabilities, are not required to participate in repeated administrations of high school assessment components required at N.J.A.C. 6A:8-4.1(c).
- B. High School Diplomas – N.J.A.C. 6A:8-5.2
1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with N.J.A.C. 6A:8-5.1(a), (c), or N.J.A.C. 6A:8-5.2(d) and A.1 above, C.1. below, or B.4. below.
 2. The Board shall not issue a high school diploma to any student not meeting the criteria specified in the rule provisions referenced in N.J.A.C. 6A:8-5.2(a) and B.1. above.
 - a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty or until the requirements for a State-endorsed diploma have been met, whichever comes first.
 - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements but has failed to pass the State proficiency test to demonstrate proficiency through alternative means as set forth at N.J.A.C. 6A:8-5.1(a)6 through N.J.A.C. 6A:8-5.1(i) and in A.1.f. through A.7.



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above, as applicable, pursuant to the standards applicable to the student's graduating class.

Upon certification of passing the test applicable to the student's class in accordance with N.J.A.C. 6A:8 and this Policy, a State-endorsed diploma shall be granted by the high school of record.

3. Pursuant to N.J.A.C. 6A:20-1.4, the Commissioner of Education shall award a State-issued high school diploma based on achieving the Statewide standard score on the General Education Development test (GED) or other adult education assessments to individuals age sixteen or older who are no longer enrolled in school and have not achieved a high school credential.
4. The Commissioner shall award a State-issued high school diploma to individuals age sixteen or older and no longer enrolled in high school based on official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education. Included in the thirty general education credits must be a minimum of fifteen credits with at least three credits in each of the five general education categories as follows: English; mathematics; science; social science; and the humanities.
5. The Board shall award a State-endorsed high school diploma to any currently enrolled student, regardless of grade level, who:
 - a. Has demonstrated proficiency in the State graduation proficiency test, pursuant to N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above, or as set forth at N.J.A.C. 6A:8-5.1(g) and A.5. above.
 - b. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and
 - c. Has formally requested such early award of a State-endorsed high school diploma.
6. Pursuant to N.J.S.A. 18A:7C-7 and 18A:7E-3, the Superintendent shall report annually to the Board at a public meeting not later than September 30, and to the Commissioner:



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- a. The total number of students graduated;
 - b. The number of students graduated under the substitute competency test process;
 - c. The number of students graduated under the portfolio appeals process;
 - d. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their individualized education programs (IEP);
 - e. The total number of students denied graduation from the twelfth grade class; and
 - f. The number of students denied graduation from the twelfth grade class solely because of failure to pass the New Jersey Department of Education-approved high school end-of-course assessments, the State graduation proficiency test, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8.
- C. Students with Disabilities – N.J.A.C. 6A:8-5.1(c) and N.J.A.C. 6A:14-4.11
1. Through the IEP process set forth at N.J.A.C. 6A:14-3.7 and pursuant to N.J.A.C. 6A:14-4.11, the Board may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined at N.J.A.C. 6A:14-1.3.
 - a. The district shall specifically address any alternate requirements for graduation in a student's IEP, in accordance with N.J.A.C. 6A:14-4.11.
 - b. The district shall develop and implement procedures for assessing whether a student has met the specified alternate requirements for graduation individually determined in an IEP.
 2. The IEP of a student with a disability who enters a high school program shall specifically address the graduation requirements. The student shall meet the high school graduation requirements pursuant to N.J.A.C. 6A:8-5.1 and A. above, except as specified in



the student's IEP. The IEP shall specify which requirements would qualify the student with a disability for the State-endorsed diploma issued by the Board responsible for the student's education.

3. Graduation with a State-endorsed diploma is a change of placement that requires written notice pursuant to N.J.A.C. 6A:14-2.3(f) and (g).
 - a. As part of the written notice, the parent shall be provided with a copy of the procedural safeguards statement published by the NJDOE.
 - b. As with any proposal to change the educational program or placement of a student with a disability, the parent may resolve a disagreement with the proposal to graduate the student by requesting mediation or a due process hearing prior to graduation.
 - c. In accordance with N.J.A.C. 6A:14-3.8(d), a reevaluation shall not be required.
 - d. When a student graduates or exceeds the age of eligibility, the student shall be provided a written summary of their academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which the student exceeds the age of eligibility. The summary shall include recommendations to assist the student in meeting their postsecondary goals.
4. If a student attends a school other than that of the school district of residence that is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.
 - a. If the school the student is attending declines to issue a diploma to the student, the Board of the school district of residence shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.



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5. If the Board grants an elementary school diploma, a student with a disability who fulfills the requirements of their IEP shall qualify for and receive a diploma.
6. Students with disabilities who meet the standards for graduation according to N.J.A.C. 6A:14-4.11 and Section C. of this Policy shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.

D. Financial Aid Application Graduation Requirement

1. Beginning with the 2023-2024 grade eleven class, and for two school years thereafter, the Board shall require a student, and the student's parent, if applicable, to complete and submit a financial aid application in a form prescribed by the Higher Education Student Assistance Authority (Authority) as a prerequisite to the student receiving a high school diploma unless a waiver is submitted to the district as set forth in P.L.2023 c.295 and D.1.a. below.
 - a. A student shall be exempt from the requirement in P.L.2023 c.295 and D.1. above if the student or the student's parent submits to the district a waiver form signed by the parent, or by the student if the student is at least eighteen years of age, requesting the exemption from the requirement.
 - b. If the student is under eighteen years of age and a form signed by the parent cannot be reasonably obtained, the student's school counselor may authorize the waiver as permitted by regulations promulgated by the State Board of Education pursuant to P.L.2023 c.295.
2. The district shall annually notify students and the parents of the requirement established pursuant to P.L.2023 c.295 and Section D.
3. No adverse action shall be taken by a Board against any student due to a student's receipt of an exemption from the requirement to complete and submit a financial aid application pursuant to D.1.a. above.
3. Nothing in P.L.2023 c.295 and this Policy shall be construed as requiring school counselors, or any other school employee, to



assist students in completing the financial aid application. Nothing in P.L.2023 c.295 and this Policy shall be construed as creating a private right of action against the district or the State upon compliance or noncompliance with the provisions of P.L.2023 c.295 and this Policy.

E. State Seal of Biliteracy – N.J.A.C. 6A:8-5.3

1. The Board of Education may award a State Seal of Biliteracy to any student who has met all requirements in N.J.A.C. 6A:8-5.2 and B. above and demonstrates proficiency in the following:
 - a. One or more world languages via an approved assessment pursuant to N.J.A.C. 6A:8-5.3(f) and E.6. below during the student's next to last or final year of high school; and
 - (1) Pursuant to N.J.S.A. 18A:7C-15, a foreign language other than English also shall include, but not be limited to, American Sign Language, Latin, and Native American languages.
 - b. ELA as set forth in N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above.
2. A Board that chooses to award the State Seal of Biliteracy shall incorporate the process into the developed, adopted, and implemented Policy 5460 – High School Graduation pursuant to N.J.A.C. 6A:8-5.1(a) and A.1. above, denoting participation in the voluntary program. A Board choosing to participate shall submit, in accordance with N.J.A.C. 6A:8-5.1(d) and A.3. above, a copy of this Policy that reflects the option for students to participate in the State Seal of Biliteracy.
3. The Board shall pay the costs for related assessments and transcript insignias.
4. The Board shall do the following:
 - a. Provide the NJDOE with information regarding students who qualify for the State Seal of Biliteracy pursuant to N.J.A.C. 6A:8-5.3(a) and E.1. above;



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- b. Present each student who qualifies pursuant to N.J.A.C. 6A:8-5.3(a) and E.1. above with a New Jersey Department of Education-issued certificate;
 - c. Include the Commissioner of Education-developed insignia on the student’s transcript; and
 - d. Maintain appropriate records to identify students who have earned the State Seal of Biliteracy.
5. The Board shall not award a State Seal of Biliteracy to any student who does not meet the criteria in N.J.A.C. 6A:8-5.3(a) and E.1. above and shall not include the Commissioner of Education-developed insignia on the student’s transcript.
6. A list of New Jersey Department of Education-approved, nationally recognized assessments and the Statewide scores necessary for a student to satisfy requirements for the State Seal of Biliteracy shall be set by a resolution approved by the New Jersey State Board of Education.
- a. If an approved assessment, pursuant to N.J.A.C. 6A:8-5.3(f) and E.6. above, does not exist for a particular language, the Board may administer a NJDOE-approved, locally designed proficiency-based assessment.

N.J.S.A. 18A:7C-3; 18A:7C-5; 18A:7C-6, 18A:7C-7; 18A:7C-15; 18A:7E-3
18A:35-1; 18A:35-2; 18A:35-5; 18A:35-7; 18A:35-8
N.J.A.C. 6A:8-1.3; 6A:8-5.1 et seq.; 6A:14-1.3; 6A:14-2.3; 6A:14-3.7
6A:14-3.8; 6A:14-4.11; 6A:20-1.4
P.L.2023 c.295

Adopted:



Reappointments: WOAA Tenure Administrators for the 2025-2026 School Year

Location	Last Name	First Name	Position	Step	Salary Guide	Base Salary	Longevity	Longevity Effective Date	Stipend	Stipend	Calculated Salary	FTE %	Dates
BMELC	GOGERTY-FITZGERALD	KRISTIN	Supervisor MA	OG	SUPERVISORS	\$176,975.00	\$9,254.00				\$186,229.00	100	2025-2026
Central Office	BERG	DARLENE	Supervisor MA	OG	SUPERVISORS	\$157,925.00	\$9,254.00				\$167,179.00	100	2025-2026
Central Office	HANRATTY	BEATRICE	Supervisor MA	7	SUPERVISORS	\$129,925.00					\$129,925.00	100	2025-2026
Central Office	PLATA	FELIX	Supervisor MA	OG	SUPERVISORS	\$171,825.00			\$4,000.00		\$175,825.00	100	2025-2026
Edison	MELENDEZ	ESTEBAN	MS Principal-MA+45	OG	ELEM & MIDDLE PRINCIPAL	\$185,825.00	\$10,679.00				\$196,504.00	100	2025-2026
Edison	ORANGE-JONES	KERI	MS Asst Prin Phd/Doc	9	ELEM & MIDDLE ASST. PRINCIPAL	\$141,425.00	\$6,404.00				\$147,829.00	100	2025-2026
Gregory	HEWITT	MAKEIDA	ES Principal MA	11	ELEM & MIDDLE PRINCIPAL	\$159,425.00	\$6,404.00				\$165,829.00	100	2025-2026
Hazel	CASTILLO	JOEL	ES Principal MA	10	ELEM & MIDDLE PRINCIPAL	\$155,425.00					\$155,425.00	100	2025-2026
Liberty	FITZGERALD	XAVIER	MS Principal-MA+45	OG	ELEM & MIDDLE PRINCIPAL	\$201,036.00	\$9,254.00				\$210,290.00	100	2025-2026
Liberty	OLSHALSKY	STEPHEN	MS ASST PRIN MA+45	10	ELEM & MIDDLE ASST. PRINCIPAL	\$145,425.00	\$10,679.00				\$156,104.00	100	2025-2026
Mt Pleasant	LAWRENCE	MARC	ES Principal-MA+45	OG	ELEM & MIDDLE PRINCIPAL	\$179,425.00	\$9,254.00				\$188,679.00	100	2025-2026
Redwood	JACKSON	KIMYA	ES Principal-MA+45	11	ELEM & MIDDLE PRINCIPAL	\$159,425.00	\$6,404.00				\$165,829.00	100	2025-2026
Roosevelt	HUSH	LIONEL	MS Principal MA	OG	ELEM & MIDDLE PRINCIPAL	\$196,185.00	\$9,254.00				\$205,439.00	100	2025-2026
St Clodud	PRICE	ERIC	ES Principal MA+30	OG	ELEM & MIDDLE PRINCIPAL	\$201,989.00	\$9,254.00				\$211,243.00	100	2025-2026
Washington	DE MAIO	MARIE	ES Principal-MA+45	OG	ELEM & MIDDLE PRINCIPAL	\$216,199.00	\$12,104.00				\$228,303.00	100	2025-2026
WOHS	ABU-HAKMEH	EMAD	Supervisor MA+30	OG	SUPERVISORS	\$178,656.00	\$6,404.00				\$185,060.00	100	2025-2026
WOHS	CHUNG	LESLEY	HS Asst Prin Phd/Doc	OG	HS ASSISTANT PRINCIPAL	\$170,425.00	\$9,254.00		\$5,000.00		\$184,679.00	100	2025-2026
WOHS	DELLAPIA	LOUIS	HS Asst Prin MA	OG	HS ASSISTANT PRINCIPAL	\$180,390.00	\$10,679.00				\$191,069.00	100	2025-2026
WOHS	FIGUEIREDO	MICHAEL	Supervisor MA+30	11	SUPERVISORS	\$145,925.00	\$6,404.00				\$152,329.00	100	2025-2026
WOHS	MANCARELLA	KIMBERLY	HS Asst Prin Phd/Doc	OG	HS ASSISTANT PRINCIPAL	\$218,727.00	\$10,679.00				\$229,406.00	100	2025-2026
WOHS	MULLIN	NANCY	Supervisor MA+45	OG	SUPERVISORS	\$182,973.00	\$10,679.00		\$4,000.00		\$197,652.00	100	2025-2026
WOHS	RIBEIRO	DAWN	Supervisor MA+45	OG	SUPERVISORS	\$175,325.00	\$10,679.00				\$186,004.00	100	2025-2026
WOHS	ZICHELLA	STEPHAN	Director MA+30	OG	DIRECTOR	\$172,425.00	\$6,404.00				\$178,829.00	100	2025-2026

Reappointments: WOAA Non-Tenure Administrators for the 2025-2026 School Year

Location	Last Name	First Name	Job Title	Step	Position	Base Salary	Longevity	Longevity Effective Date	Stipend	Stipend	Salary	FTE %	Dates
Central Office	MARTINO	MICHELLE	Director MA +45	10	DIRECTOR	\$160,425.00	\$6,404.00				\$166,829.00	100	2025-2026
Central Office	SCALICI	LEXI	Supervisor MA+45	2	SUPERVISORS	\$109,925.00	\$3,000.00	6/1/2026	\$2,000.00	\$1,000.00	\$115,925.00	100	2025-2026
Kelly	MARION	DAVID	ES Principal MA	OG	ELEM & MIDDLE PRINCIPAL	\$175,425.00					\$175,425.00	100	2025-2026
Roosevelt	BETANCES	OLIVIA	MS Asst Prin MA	7	ELEM & MIDDLE ASST. PRINCIPAL	\$133,425.00					\$133,425.00	100	2025-2026
WO ECLC	DORLEAN	KALISHA	District Director-MA	9	DIRECTOR	\$156,425.00					\$156,425.00	100	2025-2026
WOHS	ALCINDOR	VICTOR	Supervisor PhD/Doc	10	SUPERVISORS	\$141,925.00	\$5,000.00		\$4,000.00		\$150,925.00	100	2025-2026
WOHS	COSTANZA	JODI	Supervisor MA	3	SUPERVISORS	\$113,925.00					\$113,925.00	100	2025-2026
WOHS	DELGUERCIO	RYAN	HS Asst Prin MA+45	OG	HS ASSISTANT PRINCIPAL	\$175,346.00	\$9,254.00		\$5,000.00		\$189,600.00	100	2025-2026
WOHS	DEPINHO	SEBASTIAN	Supervisor MA+45	9	SUPERVISORS	\$137,925.00	\$4,000.00		\$2,000.00	\$1,000.00	\$144,925.00	100	2025-2026
WOHS	GUERRERO	OSCAR	HS Principal MA	OG	HS PRINCIPAL	\$195,425.00					\$195,425.00	100	2025-2026

Reappointment: Unaffiliated Staff for the 2025-2026 School Year

Location	Last Name	First Name	Job Title	Base Salary	Longevity	Stipend	Total Salary	FTE %	Year
Central Office	ARRINGTON	TYISHA	Business Office Manager	118,450.00			118,450.00	100.00	2025-2026
Central Office	CUMMING	CYNTHIA	Coordinator communication Services	54,505.00			54,505.00	100.00	2025-2026
Central Office	HUGHES	ELIZABETH	Executive Asst	111,372.38		1,385.15	112,757.53	100.00	2025-2026
Central Office	JOHNSON	DESHAWN	Executive Asst	94,238.82			94,238.82	100.00	2025-2026
Central Office	LAMBKIN	TRENAE	Asst Business Admin	154,500.00			154,500.00	100.00	2025-2026
Central Office	PAPA	ELIZABETH	Executive Asst	97,224.83	6,530.00		103,754.83	100.00	2025-2026
Central Office	SALIMBENO	CONSTANCE	Director of Student Support Services	185,400.00	9,254.00		194,654.00	100.00	7/1/2025-12/31/2025
Central Office	SANTIAGO	FILIPE	Director Technology and Administrative Services	193,463.56	12,104.00		205,567.56	100.00	2025-2026
Central Office	VENEZIANO	ELIZABETH	Director of Human Resources	186,527.85	6,404.00		192,931.85	100.00	2025-2026

2025-2026 Hourly Staff Reappointments

Location	Last Name	First Name	Definition	Step	Hourly Rate	Hours Per Day	Days Worked	Annualized Salary
BMELC	GREEN	TIFFANY	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
BMELC	JACKSON	CAROLYN	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
BMELC	MARCHAN	CANDY	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
BMELC	SILAS	VERA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
EDISON	AHRENS	MICHELE	LUNCH AIDE-EDISON	1	\$21.98	3.5	163	\$12,539.59
EDISON	GRASSO	LUANN	LUNCH AIDE-EDISON	1	\$21.98	3.5	163	\$12,539.59
EDISON	KABA	HAJA	LUNCH AIDE-EDISON	1	\$21.98	3.5	163	\$12,539.59
EDISON	MCARDLE	PATRICIA	LUNCH AIDE-EDISON	1	\$21.98	3.5	163	\$12,539.59
GREGORY	GARVIN	JUANITA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
GREGORY	QUIRK	KATHLEEN	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
GREGORY	THAXTER	BARBARA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
HAZEL	ABOUELNAJA	HEATHER	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
HAZEL	ACOSTA	MARIA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
HAZEL	BATTLE	CLAUDIA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
HAZEL	SHUNG KAM	CONNIE PUI FONG	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
HAZEL	ZEPPI	JULIA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
KELLY	ENRIQUEZ	AIDA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
KELLY	JACKSON	MALIKA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
KELLY	JIN	STEFANI	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
KELLY	MARGOTTA	ANN	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
KELLY	QUERQUES	MARIA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
LIBERTY	VEGA	GLORIA	LUNCH AIDE-LIB.RMS	1	\$21.98	2.5	166	\$9,121.70
MT. PLEASANT	ARAUJO	SHIRLEY	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
MT. PLEASANT	COOPER	FIANA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
MT. PLEASANT	KANIEWSKI	DONNA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
MT. PLEASANT	PAUL	VANESSA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
MT. PLEASANT	SALAZAR	MONICA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
MT. PLEASANT	SILVA DE GOUVEIA	MARCELA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
REDWOOD	ARANGO	DANIS	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
REDWOOD	AYTCH	BRANDON	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
REDWOOD	BROWN	TASHA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
REDWOOD	DIAZ-VILCACHAGUA	ROCIO	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
REDWOOD	GIBSON	ANDRE	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
REDWOOD	PALMIERI	GAYLE	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
REDWOOD	RIVADENEIRA	MARIA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
ROOSEVELT	CAMACHO	KARLA	LUNCH AIDE-LIB.RMS	1	\$21.98	2.5	166	\$9,121.70
ROOSEVELT	HENRIQUEZ	MARIA	LUNCH AIDE-LIB.RMS	1	\$21.98	2.5	166	\$9,121.70
ST. CLOUD	BAZAN	HEATHER	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00

2025-2026 Hourly Staff Reappointments

Location	Last Name	First Name	Definition	Step	Hourly Rate	Hours Per Day	Days Worked	Annualized Salary
ST. CLOUD	BRADY	DIANE	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
ST. CLOUD	DAVENPORT	ALLYSON	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
ST. CLOUD	DELLACQUA	DONA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
ST. CLOUD	DUARTE	SUSAN	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
WASHINGTON	BYRNE	MARY	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
WASHINGTON	FORSHAW	SANDRA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
WASHINGTON	GRAY	KRISTY	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
WASHINGTON	GUZMAN	MARLENE	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
WASHINGTON	MOHABIR	MELISSA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
WASHINGTON	PIERCE	HELENA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
WASHINGTON	TERRERO	ANGELA	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
WASHINGTON	WERNER	JOANNE	LUNCH AIDE	1	\$21.98	2.5	180	\$9,891.00
CENTRAL OFFICE	ALYAHMED	NAFISA	CLERICAL AIDE	N/A	\$22.67	7	191	\$30,309.79
GREGORY	SALCEDO	YESSENIA	CLERICAL AIDE	N/A	\$22.67	7	191	\$30,309.79
HAZEL	GAMARRA	MONICA	CLERICAL AIDE	N/A	\$22.67	7	191	\$30,309.79
MT. PLEASANT	CHARLES	IDALINA	CLERICAL AIDE	N/A	\$22.67	7	191	\$30,309.79
REDWOOD	SEVERINO VALDEZ	ESLIMER	CLERICAL AIDE	N/A	\$22.67	7	191	\$30,309.79
ST. CLOUD	LABRADO	DEYANIRA	CLERICAL AIDE	N/A	\$22.67	7	191	\$30,309.79
ST. CLOUD	WHITEHEAD	STEPHONE	CLERICAL AIDE	N/A	\$22.67	7	191	\$30,309.79
WASHINGTON	TINEO	JESSICA	CLERICAL AIDE	N/A	\$22.67	7	191	\$30,309.79
WOHS	GIOVINE	MARY	CLERICAL AIDE - 12 mos	N/A	\$22.67	7	232	\$36,816.08
WOHS	SILVESTRI	NANCI	CLERICAL AIDE	N/A	\$22.67	7	191	\$30,309.79
WOHS	GREEN	TISHONNA	GREETER	N/A	\$22.67	7	232	\$36,816.08
WOHS	REDDINGTON	BRIAN	GREETER	N/A	\$22.67	7	232	\$36,816.08
CENTRAL OFFICE	YANNUZZI	FRANK	ATTENDANCE OFFICERS 1	N/A	\$36.33	not to exceed 7		
CENTRAL OFFICE	ZAWACKI	DAVID	ATTENDANCE OFFICERS 3	N/A	\$36.33	not to exceed 7		

2025-2026 Salary Adjustments

Location	Last Name	First Name	Position	Salary Guide	Step	Base Salary	Longevity	Differential	Calculated Salary	FTE %	Effective Dates	Tenure Status
ECLC	Fernandez-Batista	Antonio	Head Custodian	ES Head Custodian	7	\$72,197.00	\$3,623.00		\$75,820.00	100.00	2025-2026	Tenure
ECLC	Murray	Shaliesha	Security Guard	Security Guard-10 month	4	\$49,913.00	N/A		\$49,913.00	100.00	2025-2026	Non-Tenure
Edison	Dufresne	Dan	Teacher	Teacher BA	5	\$65,893.00	N/A		\$65,893.00	100.00	2025-2026	Tenure
Edison	Frostrom	Rebecca	Teacher	Teacher BA	5	\$65,893.00	N/A		\$65,893.00	100.00	2025-2026	Non-Tenure
Liberty	Patel	Shrina	Teacher	Teacher MA+45	17	\$64,140.00	\$3,198.84		\$67,339.80	57.00	2025-2026	Tenure
Mt. Pleasant	Correia	Paula	Paraprofessional	Paraprofessional BA	13	\$42,253.00	\$950.00		\$43,203.00	100.00	2025-2026	Non-Tenure
Roosevelt	Pluviose	Astrid	School Nurse	Teacher BA+15	17	\$93,020.00	N/A		\$93,020.00	100.00	2025-2026	Non-Tenure
Roosevelt	Saker	Juan	Custodian Night Shift	Custodian	13	\$52,850.00	\$3,623.00	\$580.00	\$57,053.00	100.00	2025-2026	Tenure
Washington	Moss	Elizabeth	Registered Nurse	Teacher BA	15	\$73,317.00	N/A		\$73,317.00	100.00	2025-2026	Non-Tenure
WOHS	Hill	Tahira	Registered Nurse	Teacher BA	13	\$70,619.00	N/A		\$70,619.00	100.00	2025-2026	Non-Tenure
WOHS	Labrado	Deyanira	Clerical Aide	N/A	N/A	\$30,309.79	N/A		\$30,379.79	100.00	2025-2026	Non-Tenure
WOHS	Mazurek	Arielle	Teacher	Teacher BA+30	13	\$37,115.00	N/A		\$37,115.00	50.00	2025-2026	Tenure
WOHS	Molinaire	Courtney	Teacher	Teacher MA	9	\$73,265.00	N/A		\$73,265.00	100.00	2025-2026	Non-Tenure

West Orange Public Schools

HOURLY AND PER DIEM RATES 2025-2026

Effective 7/1/2025

CATEGORY	AMOUNT		
	Standard (1-20 days)	Long Term Substitute 21-60 days (Vacancy Coverage)	Leave Replacement 21-60 days (Leave of Absence Coverage)
Substitutes: Teachers (CE, CEAS, Standard, Substitute) <i>If preparing lesson plans/communicating w/parents</i> Administrators Nurses Administrative Assistants Custodians Custodian with Locksmith Skill	\$175.00/day \$200.00/day \$500.00/day \$250.00/day \$110.00/day \$20.60/hour \$30.90/hour	BA \$360.07 MA \$384.50	BA \$360.07 MA \$384.50
Home Instruction, Test Preparation & In-Service Instructors	\$85.11 per hour**		
Intramural Sports, Summer Workshops, Curriculum Council, Curriculum Writing & after-hours language translation	\$45.47 per hour**		
Paraprofessionals to provide student assistance for after school activities/sports	\$26.82 per hour**		
Official Chaperones (school dances & other co-educational social activities) & State Music Auditions	\$139.91 per evening**		
Overnight Chaperones	\$247.18 per evening**		
School Counselor Summer Work (per diem)	\$466.38 per day**		
Building Principal Coverage by District Supervisor	\$250.00 per day		
Lunch Aides (not to exceed assigned hours)	\$21.98 per hour		
Clerical Aides (not to exceed 7 hours / day)	\$22.67 per hour		
Greeters	\$22.67 per hour		
Residency Officers	\$36.33 per hour		
Student Help	\$15.49 per hour		
Transportation Allowance (prevailing approved rate NJ OMB)	\$.70 mile		

County Substitute Certificates may be issued for a 5-year period but the holder can serve no more than 20 consecutive days in the same position in one school district during the school year. Such certificate, which is issued by the County Superintendent of Schools, carries none of the accrued benefits, such as pension and tenure, to which a regularly-employed teacher is entitled.

BOARD APPROVED: June 16, 2025

2025 Summer Assignments

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Kristina Moyet	WOHS	ESL Summer Program Coordinator	\$4,927.33 funded via Title IA	5/6/25 - 7/18/25
Lissette Santa	WOHS	ESL Summer Program Coordinator	\$4,927.33 funded via Title IA	5/6/25 - 7/18/25
Jessica Laskaris	Kelly	Extended School Year Nurse	\$62.89 per hour not to exceed 20 hours per week	6/23/25 - 7/25/25
Fernanda Bovo	Kelly	Extended School Year Paraprofessional	\$26.82 per hour not to exceed 20 hours per week	6/23/25 - 7/25/25
Michelle Brown	Kelly	Extended School Year Paraprofessional	\$26.82 per hour not to exceed 20 hours per week	6/23/25 - 7/25/25
Jeremiah Moore	Kelly	Extended School Year Paraprofessional	\$26.82 per hour not to exceed 20 hours per week	6/23/25 - 7/25/25
Lisa Alston	Kelly / Liberty	Extended School Year: Substitute Teacher / Para	\$57.13 / \$26.82 per hour not to exceed 20 hours per week as assigned	6/23/25 - 7/25/25
Alejandro Arceo	Kelly / Liberty	Extended School Year: Substitute Teacher / Para	\$57.13 / \$26.82 per hour not to exceed 20 hours per week as assigned	6/23/25 - 7/25/25
Aaron Carr	Liberty	Extended School Year: Security Officer	\$272.75 per diem as assigned	6/23/25 - 7/25/25
Ceren Kiymaz	Kelly / Liberty	Extended School Year: Substitute Teacher / Para	\$57.13 / \$26.82 per hour not to exceed 20 hours per week as assigned	6/23/25 - 7/25/25
Amanda Massaker	Liberty	Extended School Year: Activities Coordinator	\$57.13 per hour not to exceed 8 hours per week	6/23/25 - 7/25/25
Shaliesha Murray	Kelly	Extended School Year: Security Officer	\$272.75 per diem as assigned	6/23/25 - 7/25/25
Chauncey Riley	Kelly	Extended School Year: Security Officer	\$272.75 per diem as assigned	6/23/25 - 7/25/25
Krista Romanyshyn	Liberty	Extended School Year: Teacher amended from Paraprofessional	\$57.13 per hour not to exceed 20 hours per week amended from \$26.82 per hour	6/23/25 - 7/25/25
Patricia Rudy	Kelly	Extended School Year: Teacher amended from Paraprofessional	\$57.13 per hour not to exceed 20 hours per week amended from \$26.82 per hour	6/23/25 - 7/25/25
Veronica Sanders	Kelly / Liberty	Extended School Year: Substitute Teacher / Para	\$57.13 / \$26.82 per hour not to exceed 20 hours per week as assigned	6/23/25 - 7/25/25
Sheldon Savitz	Kelly / Liberty	Extended School Year: Substitute Teacher / Para	\$57.13 / \$26.82 per hour not to exceed 20 hours per week as assigned	6/23/25 - 7/25/25
Steve Simon	Kelly / Liberty	Extended School Year: Substitute Teacher / Para	\$57.13 / \$26.82 per hour not to exceed 20 hours per week as assigned	6/23/25 - 7/25/25
Jamae Sippio	Kelly / Liberty	Extended School Year: Substitute Teacher / Para	\$57.13 / \$26.82 per hour not to exceed 20 hours per week as assigned	6/23/25 - 7/25/25
Leanna Amorim	Roosevelt	Middle School Summer School: Coordinator	\$57.13 per hour not to exceed 60 hours	6/23/25 - 7/24/25

2025 Summer Assignments

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Michael Daniels	Roosevelt	Middle School Summer School: Security Officer	\$43.24 per hour not to exceed 60 hours	6/23/25 – 7/24/25
Nicole Eoon	Roosevelt	Middle School Summer School: Math Teacher	\$57.13 per hour not to exceed 60 hours	6/23/25 – 7/24/25
Tracy Gordon	Roosevelt	Middle School Summer School: Science Teacher	\$57.13 per hour not to exceed 60 hours	6/23/25 – 7/24/25
Salma Hassan	Roosevelt	Middle School Summer School: Math Teacher	\$57.13 per hour not to exceed 60 hours	6/23/25 – 7/24/25
Laura Johansen	Roosevelt	Middle School Summer School: ELA Teacher	\$57.13 per hour not to exceed 60 hours	6/23/25 – 7/24/25
Tracy Nardone	Roosevelt	Middle School Summer School: ELA Teacher	\$57.13 per hour not to exceed 60 hours	6/23/25 – 7/24/25
Carla Rodriguez	Roosevelt	Middle School Summer School: Social Studies Teacher	\$57.13 per hour not to exceed 60 hours	6/23/25 – 7/24/25
Kevin Wilton	Roosevelt	Middle School Summer School: Math Teacher	\$57.13 per hour not to exceed 60 hours	6/23/25 – 7/24/25
Colleen Horan	Kelly	Summer CST: Speech Therapist Preschool Evaluations	\$233.21 per evaluation not to exceed 10 evaluations	6/23/25 – 8/26/25
Colleen Horan	Kelly	Summer CST: Speech Therapist Preschool Case Management	\$75.80 per hour not to exceed 40 hours	6/23/25 – 8/26/25
Amanda Massaker	District	Summer CST: School Psychologist: Case Management	\$75.80 per hour not to exceed 100 hours	6/23/25 – 8/26/25
Ashley Natera	District	Summer CST: School Psychologist: Case Management	\$75.80 per hour not to exceed 75 hours	6/23/25 – 8/26/25
Karla Arruda	WOHS	Summer Enrichment Program: Title III Teacher / ESL Kindergarten	\$52 per hour not to exceed 4 hours per day	6/23/25 - 7/18/25
Carlo Felici	WOHS	Summer Enrichment Program: Teacher-Fun with Italian	\$52 per hour not to exceed 4 hours per day	6/23/25 - 7/18/25
Kristy Lopez	WOHS	Summer Enrichment Program: Teacher-Ceramics	\$52 per hour not to exceed 4 hours per day	6/23/25 - 7/18/25
Antonia Matos-Kruck	WOHS	Summer Enrichment Program: Paraprofessional ESL/Kindergarten	\$28 per hour not to exceed 5 hours per day	6/23/25 - 7/18/25
Angela Pacheco	WOHS	Summer Enrichment Program: Substitute Teacher/Paraprofessional	\$52 / \$28 per hour not to exceed 4 hours per day as assigned	6/23/25 - 7/18/25
Heather Young	WOHS	Summer Enrichment Program: Teacher-Art Design	\$52 per hour not to exceed 4 hours per day	6/23/25 - 7/18/25
Cindy Celi	WOHS	Summer Printing	\$339.29 per diem not to exceed 5 days	6/23/25 – 8/29/25
Max Grossman	WOHS	Summer Printing	\$339.29 per diem not to exceed 5 days	6/23/25 – 8/29/25
Xavier Davis	Building & Grounds	Summer Student Custodian	\$15.49 per hour not to exceed 5 hours per day	7/7/25 - 8/15/25
I'Yan Gainer	Building & Grounds	Summer Student Custodian	\$15.49 per hour not to exceed 5 hours per day	7/7/25 - 8/15/25
Thomas Harrington	Building & Grounds	Summer Student Custodian	\$15.49 per hour not to exceed 5 hours per day	7/7/25 - 8/15/25

2025 Summer Assignments

Name	Location	Position	Stipend / Rate of Pay	Effective Dates
Ethan Honore	Building & Grounds	Summer Student Custodian	\$15.49 per hour not to exceed 5 hours per day	7/7/25 - 8/15/25
Mia Hyde	Building & Grounds	Summer Student Custodian	\$15.49 per hour not to exceed 5 hours per day	7/7/25 - 8/15/25
Kenechukwu Ike-Egolum	Building & Grounds	Summer Student Custodian	\$15.49 per hour not to exceed 5 hours per day	7/7/25 - 8/15/25
Alex Kranz	Building & Grounds	Summer Student Custodian	\$15.49 per hour not to exceed 5 hours per day	7/7/25 - 8/15/25
Benjamin Nwadiogu	Building & Grounds	Summer Student Custodian	\$15.49 per hour not to exceed 5 hours per day	7/7/25 - 8/15/25
Guyenne Pierre	Building & Grounds	Summer Student Custodian	\$15.49 per hour not to exceed 5 hours per day	7/7/25 - 8/15/25
Mathew Pierre-Louis	Building & Grounds	Summer Student Custodian	\$15.49 per hour not to exceed 5 hours per day	7/7/25 - 8/15/25
Joel Sainthe	Building & Grounds	Summer Student Custodian	\$15.49 per hour not to exceed 5 hours per day	7/7/25 - 8/15/25
Brian Sellanes	Building & Grounds	Summer Student Custodian	\$15.49 per hour not to exceed 5 hours per day	7/7/25 - 8/15/25
Steven Sullon	Building & Grounds	Summer Student Custodian	\$15.49 per hour not to exceed 5 hours per day	7/7/25 - 8/15/25
Vincente Yanez	Building & Grounds	Summer Student Custodian	\$15.49 per hour not to exceed 5 hours per day	7/7/25 - 8/15/25

2025 Summer Transportation Assignments

Location	Last Name	First Name	Position	Rate of Pay	Effective Dates
TRANSPORTATION	HINTON	ANTIONE	Full-Time Bus Driver	\$45.83 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	KABA	MUSA	Full-Time Bus Driver	\$45.83 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	PAGAN	CECILIA	Full-Time Bus Driver	\$45.83 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	PARKER	PAMELA	Full-Time Bus Driver	\$43.14 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	ACOSTA	MARCELA	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	ALEXANDER	JAEE	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	ALEXANDER	JOYCE	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	ANGERVIL	RENAUD	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	ARDON	ROSA	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	BANKS	ROBYN	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	BEAUCHAMPS	MARIE SUZIE	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	CASIMIR	PIERRE	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	CETOUTE	JEAN	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	CHAVARRIA	DORIS	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	CORTES	SONIA	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	DAVIS	JANICE	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	DIMANCHE	CHARLOTIN	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	EVRA	SYLVAIN	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	FORD	MICHELLE	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	GABRIUS	SMITH	PT Bus Driver	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	GARCIA	JULIA	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	GARCIA	SANTA	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	GAYLE THOMAS	BARBARA	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25

2025 Summer Transportation Assignments

Location	Last Name	First Name	Position	Rate of Pay	Effective Dates
TRANSPORTATION	GONZALES	CARLA	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	GRACIA DE ORTIZ	GLORIA	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	HASTINGS	SATCHMO	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	HILARIO	DOMINGA	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	HODGES	PHYLLIS	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	HUDSON	KUNITHER	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	IBARRA	GINA	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	IRVING	WALNISHA	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	JIMENEZ	KATHERINE	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	JOSEPH	PERPETUE	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	LANGLEY	ASHLEY	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	LAWTON	GRADY	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	LOUISSAINT	JASMINE	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	LOVE	SUSAN	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	LUNA	MARIA	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	MARTINEZ	CARMEN	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	MCARDLE	KEVIN	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	MELGAR	JOSEFINA	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	MODESTILE	GUYTEAU	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	MOORE	SHAKIRA	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	MOTA GRACIA	JEIGRY	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	MOZE	BENET	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	NAVARRO	KARLA	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25

2025 Summer Transportation Assignments

Location	Last Name	First Name	Position	Rate of Pay	Effective Dates
TRANSPORTATION	NIEVES FLORES	NUBE	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	OLIVI-BALEBONA	ISABEL	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	PETIOTE SALDIVAR	DAVID	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	RISCO	ANTOINETTE	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	RIVERA	AIMMEEN	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	RODRIGUEZ	JENNIFER	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	SEGUIN	WISNER	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	SMITH	EVELYN	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	TORRES	NORMA	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	TORRES	YOSELIN	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	TORRES DE JOSE	EDY	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	WALKER-KNIGHT	PATRICIA	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	WILLIAMS	GLORIA	PT Bus Monitor	\$23.97 per hour as assigned	6/23/25 - 8/31/25
TRANSPORTATION	WILLIAMS	SERINA	PT Bus Driver	\$26.37 per hour as assigned	6/23/25 - 8/31/25

2025 Summer Institute / Summer Step Up Assignments

Name	Location	Assignment	Rate of Pay	Effective Dates
Teresa Harris	WOHS	Summer Institute: Coordinator	\$57.13 per hour not to exceed 100 hours	6/23/25 – 7/24/25
Anna DELia	WOHS	Summer Institute: School Counselor	\$57.13 per hour not to exceed 100 hours	6/23/25 – 7/24/25
Bard Goodrich	WOHS	Summer Institute: English 9/10	\$57.13 per hour not to exceed 100 hours	6/23/25 – 7/24/25
Danaayal Salaam	WOHS	Summer Institute: English 11/12	\$57.13 per hour not to exceed 100 hours	6/23/25 – 7/24/25
Lori Bollotta	WOHS	Summer Institute: Algebra 1	\$57.13 per hour not to exceed 100 hours	6/23/25 – 7/24/25
Caniece Williams	WOHS	Summer Institute: Algebra 2	\$57.13 per hour not to exceed 100 hours	6/23/25 – 7/24/25
Francesca Hoffer	WOHS	Summer Institute: Geometry	\$57.13 per hour not to exceed 100 hours	6/23/25 – 7/24/25
Catherine Connors	WOHS	Summer Institute: Biology	\$57.13 per hour not to exceed 100 hours	6/23/25 – 7/24/25
Jonathan Tick	WOHS	Summer Institute: ESL/Algebra 1	\$57.13 per hour not to exceed 100 hours	6/23/25 – 7/24/25
Teresa Harris	WOHS	Summer Institute: Coordinator	\$57.13 per hour not to exceed 100 hours	6/23/25 – 7/24/25
Anna DELia	WOHS	Summer Institute: School Counselor	\$57.13 per hour not to exceed 100 hours	6/23/25 – 7/24/25
Bard Goodrich	WOHS	Summer Institute: English 9/10	\$57.13 per hour not to exceed 100 hours	6/23/25 – 7/24/25
Nydia Texidor	WOHS	Summer Institute: ESL, ELA 1,2,3	\$57.13 per hour not to exceed 50 hours	6/23/25 – 7/24/25
Rochell Alves	WOHS	Summer Institute: ESL, ELA 1,2,3	\$57.13 per hour not to exceed 50 hours	6/23/25 – 7/24/25
Oliver Brantome	WOHS	Summer Institute: Substitute Summer Step Up: Substitute	\$57.13 per hour not to exceed 100 hours as assigned	6/23/25 – 7/24/25
Timothy Smith	WOHS	Summer Institute: Substitute Summer Step Up: Substitute	\$57.13 per hour not to exceed 100 hours as assigned	6/23/25 – 7/24/25
Dara Brevard	WOHS	Summer Step Up: Lead Teacher	\$57.13 per hour not to exceed 60 hours	6/23/25 – 7/24/2
Sahkeenah Wallace	WOHS	Summer Step Up: English	\$57.13 per hour not to exceed 50 hours	6/23/25 – 7/24/25
Ahmad Sehswail	WOHS	Summer Step Up: Math	\$57.13 per hour not to exceed 50 hours	6/23/25 – 7/24/25
Richard Arostegui	WOHS	Summer Step Up: Organizational Skills	\$57.13 per hour not to exceed 50 hours	6/23/25 – 7/24/25

2025-2026 WOHS Co-Curricular Assignments

Club / Organization	Advisor	Stipend
Air Force Jr. ROTC Coordinator	Joseph Marchesini	\$4,951.00
Air Force Jr. ROTC Coordinator	Yasmeen Beckham	\$4,951.00
American Sign Language	Molly Gelo	\$1,673.00
Art	Kerry Pfungst	\$836.50
Art	Nicole Krulik	\$836.50
Art Honor Society	Nicole Krulik	\$1,673.00
Asian Culture Club	Ashley Roxas	\$1,673.00
Athletic Trainers Club	Eugene Palatianos	\$1,673.00
AVID District Coordinator	Catherine Connors	\$4,927.23
AVID school Coordinator	Allan Norville	\$4,951.00
Black Student Union	Clive Binns	\$836.50
Black Student Union	Lmani Viney	\$836.50
Chess	Ara Berberian	\$836.50
Chess	Eric Sternberg	\$836.50
Chinese	Yajing Li	\$2,500.00
Chinese Honor Society	Yajing Li	\$956.00
Class Advisor: Freshman Class of 2029	Teresa Harris	\$1,250.00
Class Advisor: Freshman Class of 2029	Heather Young	\$1,250.00
Class Advisor: Junior Class of 2027	Rochell Alves	\$2,467.00
Class Advisor: Junior Class of 2027	Carlos Perez	\$2,467.00
Class Advisor: Senior Class of 2026	Nydia Texidor Leverette	\$2,467.00
Class Advisor: Senior Class of 2026	Moira Cunningham	\$2,467.00
Class Advisor: Sophomore Class of 2028	Gina Paradiso	\$1,250.00
Class Advisor: Sophomore Class of 2028	Silverio Bastiao	\$1,250.00
Color Guard: Winter Advisor	Erin Lagatic	\$3,761.00
Color Guard: Winter Assistant Director	Stephen Girard	\$3,275.00
Color Guard: Winter Director	Christina Doherty	\$4,431.00
Color Guard: Winter Instructor	Dan Dufresne	\$1,749.00
Computer Coding (Video Game Designers)	David Leach	\$1,673.00
Drama	Bard Goodrich	\$1,673.00
English Honor Society (Esriptus)	Kyle Nelson	\$1,673.00
ESL	Carlos Perez	\$1,673.00
Fall Drama: Assistant to Director	Bard Goodrich	\$1,607.00
Fall Drama: Costumer	Jeanina Abramo	\$1,071.00
Fall Drama: Director	Wendy Mapes	\$5,991.00
Fall Drama: Lights	Lauren Grof-Tisza	\$1,662.00
Fall Drama: Makeup	Jeanina Abramo	\$350.00
Fall Drama: Program Coordinator	Lauren Grof-Tisza	\$583.00
Fall Drama: Publicity	Katherine Bryant	\$415.00
Fall Drama: Set Construction	Max Grossman	\$1,385.00
Fall Drama: Set Design	Bard Goodrich	\$692.00
Fall Drama: Sound	TBD	\$1,662.00
Fall Drama: Stagecraft	Bard Goodrich	\$1,166.00
Fall Drama: Technical Director	Lauren Grof-Tisza	\$1,607.00
Fall Drama: Ticket Manager	Kathryn Emolo	\$750.00
Family, Career & Community Leaders of America	Valerie Romano	\$1,673.00
Family, Career & Community Leaders of America	Dean Feldman	\$1,673.00
Fight for Green (Environmental Club)	Kimberlee Chiarolanzio	\$1,673.00
French Club	Dana Peart	\$2,500.00
French Honor Society	Dana Peart	\$956.00
Future Business Leaders of America	Anne Hanson	\$1,673.00
Future Educators of America	Sharon Ortiz	\$1,673.00
Girl Up	Elicia Baker	\$1,673.00
Glee	John Hellyer	\$1,673.00
Health Careers (HOSA)	Eileen DeCaro	\$1,673.00
Healthy Living	Karen Green	\$1,673.00

2025-2026 WOHS Co-Curricular Assignments

Club / Organization	Advisor	Stipend
ICE Coordinator	Julie Brady	\$4,927.23
IH Coordinator	Janine Sullivan	\$4,927.23
IMS Coordinator	Cristina Delaney	\$4,927.23
Interact	Lori Bollotta	\$1,673.00
Israeli Culture	Eric Sternberg	\$1,673.00
Italian	Rosanna Zamloot	\$1,250.00
Italian	Matthew Garcia	\$1,250.00
Italian Honor Society	Rosanna Zamloot	\$478.00
Italian Honor Society	Matthew Garcia	\$478.00
Jazz Band I	Lewis Kelly	\$2,500.00
Jazz Band II	Joshua Zimmer	\$2,500.00
Jr. ROTC Rifle Team Drill	Paul Tavarone	\$1,673.00
Junior States of America	Gregory Saul	\$836.50
Junior States of America	Julie Brady	\$836.50
Lambda Equity & Diversity Alliance (LEAD)	TBD	\$1,673.00
Latin Culture Club (formerly Spanish Club)	Rochell Alves	\$1,250.00
Latin Culture Club (formerly Spanish Club)	Carlos Perez	\$1,250.00
Literary Magazine (Cobblestone)	Ashley Roxas	\$1,673.00
Marching Band: Assistant Director	Katherine Westerlund	\$5,770.00
Marching Band: Assistant Director	Kaitlin Morrell	\$5,770.00
Marching Band: Assistant Director	Jeremy Maida (OOD)	\$5,770.00
Marching Band: Associate Director	Erin Lagatic	\$7,444.00
Marching Band: Color Guard Assistant Coordinator	Christina Doherty	\$4,664.00
Marching Band: Color Guard Designer, Overall Effects and Drill Designer	Dan Dufresne	\$3,498.00
Marching Band: Color Guard Drill	Brittany Wood	\$1,749.00
Marching Band: Color Guard Flags	Israel Soto	\$2,332.00
Marching Band: Color Guard Instructor	Bradley Helias	\$3,761.00
Marching Band: Director	Lewis Kelly	\$15,583.00
Marching Band: Percussion Instruction	Nasir Foster	\$1,749.00
Marching Band: Visual Consultant	Mark Lagatic	\$583.00
Marching Band: Visual Drill and Design	Christopher Cubias	\$3,789.00
Marching Band: Visual Instruction	Sheldon Senek	\$1,457.00
Marching Band: Visual Instruction	Luciano Zeoli	\$1,457.00
Math Honor Society (Mu Alpha Theta)	Samantha Heller	\$1,673.00
Math Team	Jonathan Tick	\$1,250.00
Math Team	Samantha Heller	\$1,250.00
Mock Trial	Anthony Edelstein	\$557.67
Mock Trial	William Redden	\$557.67
Mock Trial	Janine Sullivan	\$557.67
Mountaineer Auto Club	Rudolph Petrella	\$1,673.00
Mountaineer Book Club	Christina Binns	\$1,673.00
Music Honor Society - Tri M	John Hellyer	\$1,673.00
National Dance Honor Society	Melissa Sande	\$1,673.00
National Honor Society	Clive Binns	\$836.50
National Honor Society	Nydia Texidor-Leverett	\$836.50
National Society of Black Engineers	Cindy Celi	\$1,673.00
Newspaper - The Pioneer	Jennifer Dahl	\$4,115.00
Palestinian Culture Club TRIAL	Ahmad Sehwaile	\$836.50
Percussion Ensemble-Indoor: Assistant Director	Jeremy Maida	\$1,196.00
Percussion Ensemble-Indoor: Director	Kaitlin Morrell	\$2,396.00
Percussion Ensemble-Indoor: Pit Technician	Nasir Foster	\$2,396.00
Photography and Video Club (formerly Photograph)	Andrew Guglielmo	\$1,673.00
Piano Accompanist	Matt King	\$ 125 per performance \$60 per rehearsal
Piano Accompanist	John Samorian	\$ 125 per performance \$60 per rehearsal

2025-2026 WOHS Co-Curricular Assignments

Club / Organization	Advisor	Stipend
Piano Accompanist	TBD	\$ 125 per performance \$60 per rehearsal
Royal Strings	Elena Peres	\$2,500.00
School Store Management Club	Jason Lamont-Jackson	\$583.00
School Store Management Club	Janelle Morales	\$583.00
School Store Management Club	Kimberly Szalkai	\$583.00
Science Honor Society	Tagen Jacobus	\$836.50
Science Honor Society	Michele Schultz	\$836.50
Science Olympiad	Shane Daiek	\$836.50
Science Olympiad	Michele Schultz	\$836.50
Science Team	Michele Schultz	\$1,250.00
Science Team	Tagen Jacobus	\$1,250.00
Screenwriters' Society	Bard Goodrich	\$2,500.00
Show Choir: Jubilee	Gabrielle Florendo (OOD)	\$1,673.00
Skills USA PERKINS	Rudolph Petrella	\$1,673.00
Social Studies Honor Society (Rho Kappa)	Courtney Molinaire	\$836.50
Social Studies Honor Society (Rho Kappa)	Congzhou Du	\$836.50
Spanish Honor Society	Juan Roncero	\$956.00
Spring Musical: Assistant to Director	John Hellyer	\$1,385.00
Spring Musical: Choreographer	Vicki Jenkins	\$2,770.00
Spring Musical: Costumer	Jeanina Abramo	\$2,770.00
Spring Musical: Director	Wendy Mapes	\$7,324.00
Spring Musical: Lights	Nicholas Marmo	\$1,662.00
Spring Musical: Makeup	Jeanina Abramo	\$583.00
Spring Musical: Pit Orchestra Director	Scott Tomlin	\$2,995.00
Spring Musical: Pit Orchestra Musician	TBD	\$ 125 per performance \$60 per rehearsal
Spring Musical: Producer	Lauren Grof-Tisza	\$2,500.00
Spring Musical: Program Coordinator	Lauren Grof-Tisza	\$583.00
Spring Musical: Publicity	Katherine Bryant	\$415.00
Spring Musical: Rehearsal Pianist	John Samorian	\$1,673.00
Spring Musical: Set Construction	Max Grossman	\$1,385.00
Spring Musical: Set Design	Bard Goodman	\$2,077.00
Spring Musical: Sound	TBD	\$1,662.00
Spring Musical: Stage Craft	Max Grossman	\$1,166.00
Spring Musical: Ticket Manager	Kathryn Emolo	\$583.00
Spring Musical: Vocal Director	John Hellyer	\$2,995.00
Spring Musical: Technical Director	Lauren Grof-Tisza	\$1,662.00
Step Team Boys'	Chimezie Nwosu	\$1,295.10
Step Team: Boys'	Ryan Eustache	\$3,021.10
Step Team: Boys' Choreographer	Chimezie Nwosu	\$1,749.00
Step Team: Girls' (formerly Drill Team)	Darnelle Charlemagne	\$4,304.00
Step Team: Girls' Choreographer	Chimezie Nwosu	\$1,749.00
Student Council	Tim Smith	\$2,885.00
Student Council	Krista Romanyshyn	\$2,885.00
Technology Students Association	Joseph LaValle	\$836.50
Technology Students Association	Max Grossman	\$836.50
Thespians Honor Society	Wendy Mapes	\$1,673.00
Three Dimensional Printing Club	TBD	\$1,673.00
Unity	Michelle Morais-Lawrence	\$1,673.00
Yearbook	Megan Kiczek	\$4,934.00

2025-2026 Substitute Renewals

First Name	Last Name	Admin.	Teacher	Para	AdminAsst	LunchAide	Sch Nurse	Custodian
Brandon	Aguilera							X
Winy	Alvarado-Grullon							X
Karina	Badilla					X		
Hetty	Band				X			
Christopher	Barrino							X
Erskin	Barrino							X
Matthew	Barrino							X
Walter	Bermudez							X
Peter	Bianco							X
Sandra	Boone	X						
Frank	Corrado	X						
Marguerite	DeCarlo	X						
Karen	DeVivo				X			
Julie	DiGiacomo	X						
Kiina	Dordoni	X						
Tony	Fernandez							X
Edward	Ficarra							X
Enedilia	Garcia					X		
Theresa	Gonnella	X			X			
Antwone	Green	X						
Maria S.	Guallpa					X		
Devon	Jacobs							X
Sylvester	Johnson							X
Thomas	Kelly		X					
Barbara	Kivlon	X						
Catherine	Lee					X		
Jorge	Lopez					X		
Jusnold	Marcellus							X
Yolanda	Maurizaca					X		
Jay	Medlin	X						
Gavin	Mendiola					X		
Shaliesha	Murray							X
Jescica	Pacheco		X	X				
Samantha	Pellegrini				X	X		
Patricia	Plizzano		X					
Joanne	Pollara	X						
Stephen	Quirk							X
Jessica	Ramrakha						X	
Eddie	Reaves							X
Luis	Salazar					X		
Onel	Sanchez Saker							X
Linda	Sannicandro						X	
Marcela	Silva De Gouveia					X		
Patricia	Stefanelli					X		
Luisa	Tamburri	X						
Liana	Torrice Volpe		X	X		X		
Annette	Towson	X						
Brian	Valderrama						X	
Christopher	Vilcachagua					X		
Oscar	Vilcachagua					X		
Yolanda	Ward							X
Beverlee	Wilner					X		

2025-2026 Certified Transfers

Name	From	Position	To	Position	Effective Date
Karla Arruda Voluntary	Washington	Grade 3	Gregory	ESL	9/1/25
Janine Ataide Voluntary	Mt. Pleasant	Special Education	Gregory	Grade 4	9/1/25
Lesley Diglio Voluntary	Redwood	Reading Specialist	Central Office	Reading Specialist	9/1/25
Yanira Escobar Voluntary	Edison	ESL Grade 6	Roosevelt	ESL Grades 6-8	9/1/25
Diana Ferrera Voluntary	Gregory	Reading Specialist	Central Office	Reading Specialist	9/1/25
Tanya Gaborow Voluntary	Mt. Pleasant	Reading Specialist	Central Office	Reading Specialist	9/1/25
Wendi Giuliano Voluntary	Washington	Reading Specialist	Washington / Redwood	Reading Specialist	9/1/25
Floyd Gray Voluntary	Edison	Math Grade 6	Roosevelt	Math Grade 6	9/1/25
Jaclyn Headlam Involuntary	Liberty	SAC	Edison	SAC	9/1/25
Shaniece Jackson Voluntary	Edison	ELA Garde 6	Liberty	ELA Grade 6	9/1/25
Jennifer Keigwen Voluntary	Roosevelt	Spec Ed ID	Liberty	Spec Ed ID	9/1/25
Joseph Lavalle Voluntary	Liberty	STEM	WOHS	Tech Ed	9/1/25
Michele Lloyd Involuntary	Washington	Spec Ed / Resource	Redwood	Spec Ed/ICR	9/1/25
Sandra Marmolejos Voluntary	Roosevelt	Spec Ed ID	Liberty	Spec Ed ID	9/1/25
Lauren McBrinn Voluntary	Gregory	Sped Ed/ Primary Autism	St. Cloud	Sped Ed/ Primary Autism	9/1/25
Patricia Richardson Involuntary	Liberty	ELA Grade 8	Edison	ELA Grade 8	9/1/25
Stephanie Ross Voluntary	Kelly	Reading Specialist	Kelly / Redwood	Reading Specialist	9/1/25
Hillary Rubenstein Voluntary	Roosevelt	Science Grade 8	Edison	Science Grades 7-8	9/1/25
Nikole Santucci Voluntary	St. Cloud	Reading Specialist	St. Cloud / Gregory	Reading Specialist	9/1/25
Jennifer Sissman Voluntary	Hazel	Reading Specialist	Hazel / Mt. Pleasant	Reading Specialist	9/1/25
Kevin Wilton Voluntary	Edison	Math Grade 6	Roosevelt	Math Grade 6	9/1/25

2025-2026 Non-Certified Transfers

Name	From	Position	To	Position	Effective Date
Christopher Aborisade Involuntary	Kelly	LLD Paraprofessional	WOHS	Paraprofessional	9/1/25
Mavis Brown Involuntary	Roosevelt	ID Paraprofessional	Liberty	ID Paraprofessional	9/1/25
Henry Chang Involuntary	Liberty	Paraprofessional	Edison	Paraprofessional	9/1/25
Maria DeMartinis Involuntary	Roosevelt	ID Paraprofessional	Liberty	ID Paraprofessional	9/1/25
Jennifer Ferlauto-Wasky	Roosevelt	ID Paraprofessional	Liberty	ID Paraprofessional	9/1/25
Noemi Gargiulo Involuntary	Liberty	Paraprofessional	Edison	Paraprofessional	9/1/25
Valerie Lachina Involuntary	Washington	1:1 Paraprofessional	Hazel	1:1 Paraprofessional	9/1/25
Amanda Marcellin Involuntary	Roosevelt	Paraprofessional	Liberty	Paraprofessional	9/1/25
Iliana Minervino Involuntary	Roosevelt	Paraprofessional	Edison	Paraprofessional	9/1/25
Erik Mortensen Involuntary	Liberty	ERI Paraprofessional	Edison	ERI Paraprofessional	9/1/25
Stephanie Prado Involuntary	Liberty	Paraprofessional	WOHS	Paraprofessional	9/1/25
Tommy Tutalo Involuntary	Roosevelt	ID Paraprofessional	Liberty	ID Paraprofessional	9/1/25

RESOLUTION TO ABOLISH POSITIONS

WHEREAS, the West Orange Board of Education (the "Board") has determined that it is in the best interests of the district to abolish the positions of **Assistant Superintendent of Curriculum and Instruction, Director of Buildings and Grounds and Assistant Director of Buildings and Grounds** located at the District’s Administrative Offices, effective June 30, 2025; and

WHEREAS, this action is taken for reasons of economy and efficiency, and reorganization of administrative structure; and

WHEREAS, the responsibilities associated with the abolished positions will be redistributed among other current and/or newly established roles within the district;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby abolishes the positions of **Assistant Superintendent of Curriculum and Instruction, Director of Buildings and Grounds and Assistant Director of Buildings and Grounds**, located at the District’s Administrative Offices, effective June 30, 2025.

FURTHER BE IT RESOLVED, that the Board will comply with all applicable laws and any related collective bargaining agreements regarding this action, if relevant.

FURTHER BE IT RESOLVED, that the Superintendent of Schools is authorized to take all necessary steps to implement this resolution.

Adopted this **DATE** by the West Orange Board of Education.

Brian Rock, President
West Orange Board of Education

Tonya Flowers, Board Secretary
West Orange Board of Education



West Orange Public Schools
West Orange, New Jersey

Title: Facilities Manager

Location: Central Office

Reports to: Superintendent
Supervises: Custodial, maintenance, and grounds staff

Terms: 12-month, unaffiliated

Job Goal:

Ensure a safe, healthy, and efficiently operated physical environment for students and staff.

Qualifications:

1. NJ Educational Facilities Manager Certificate & Black Seal License
2. Supervisory experience as determined by the board
3. Strong knowledge of facility operations, maintenance, and safety
4. Background check and proof of U.S. residency or legal status
5. NJ residency or agreement to obtain it within one year

Responsibilities:**Maintenance & Operations**

1. Plan and oversee maintenance and repair of all district buildings and grounds
2. Implement preventive maintenance programs
3. Maintain work schedules and supply inventories
4. Supervise custodial operations and equipment use
5. Coordinate athletic and school event setups
6. Meet weekly with Foreman to review weekly operations and work order/ ticket status, develop short term and long-term plans

Health & Safety Compliance

1. Develop long- and short-term facilities plans (e.g., HVAC, emergency response)
2. Oversee pest control, hazardous material handling, and Right-to-Know compliance
3. Monitor HVAC, heating, fire suppression, emergency generators, and water systems
4. Manage construction projects and contractor compliance
5. Collaborate with school nurse on environmental accommodations for student health

Staffing & Training

1. Hire, assign, and supervise maintenance and custodial staff
2. Develop orientation and training programs
3. Maintain high standards in safety and cleanliness
4. Stay updated on industry standards and legal compliance

Purchasing & Budgeting

1. Recommend and manage purchases of equipment and supplies
2. Prepare and oversee department budget
3. Ensure contract work meets specifications before payment approval

Inspections & Records

1. Conduct regular inspections of facilities
2. Maintain records and manuals per policy and law
3. Enforce safety and security procedures in alignment with board policy

Performs other related duties which may be assigned by the Superintendent/designee or required by law, code, and regulation/Board policy.

Evaluation:

Performance reviewed annually by the Superintendent in accordance with board policy and state law.

Board Approved Date:



West Orange Public Schools
West Orange, New Jersey

Title:

Supervisor of Early Childhood Education

Location:

West Orange Early Childhood Learning Center

Organizational Responsibilities

Reports to:

Director of Early Childhood Education

Supervises:

Preschool Teachers and Preschool Teacher Assistants

Terms of Employment:

Salary Guide: WOAA Supervisor

Work Year: 10.5 months; September 1 through June 30, plus 10 summer days

Position funded via NJ Preschool Expansion Act

Job Goals:

To provide leadership in the implementation and coordination of district preschool classrooms and coordinate accreditation with all preschool locations.

Qualifications:

1. Valid New Jersey Supervisor and/or Principal Certificate
2. Certificate of Eligibility for Teacher of PK-3, or a Standard Elementary School Teacher/N-8 certificate, or a Standard New Jersey nursery school endorsement, or any other equivalent certification, pursuant to N.J.A.C. 6A:9B
3. A minimum of three years supervisory experience
4. A minimum of three years of early childhood education experience
5. Demonstrates knowledge and understanding of early childhood education, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status

Performance Responsibilities:

1. Establish and promote high standards and expectations for pupils and staff.
2. Observes and evaluates the performance of preschool staff teaching in conjunction with other administrators.
3. Supervise general education preschool classrooms.
4. Provide leadership in the planning, development, implementation, and evaluation of Grow NJ Kids, New Jersey's quality rating improvement system for district locations as well as contracted private preschool providers.

5. Assists in the implementation of the district's in-service education program for the instructional staff by planning, organizing, implementing and evaluating professional development activities in instructional methods, content, articulation, assessment and evaluation for the preschool program.
6. Assists in developing short and long-range plans for maintaining and improving instruction in the preschool classrooms based on research, current practice, national/state initiatives, student outcomes, and program evaluation.
7. Leads the preschool committee to review and select instructional programs, materials, and equipment for use in curriculum implementation. Prepares program recommendations for district level review and Board of Education adoption.
8. Participates in the vertical and horizontal articulation and implementation of program offerings among classes, grades, schools, and private providers to ensure reasonable uniformity of curriculum content materials, methods, and student outcomes.
9. Supervises student assessments within the district general education classrooms.
10. Assists in the administration and interpretation of assessments. Reviews and evaluates benchmark assessments and other forms of course and program proficient assessments. Collects, analyzes, and evaluates program data as a basis for program revision to continuously improve the preschool program to impact the K-3 continuum of learning and development.
11. Implements State and federal mandates and district policies and regulations affecting preschool curriculum and instruction.
12. Recommends assignment and scheduling of personnel in cooperation with administration. Participates in the screening and interviewing of candidates for teaching positions.
13. Ensure that all school stakeholders are able to articulate a clear and shared vision for learning for all students and implement a strategic plan to accomplish that vision.
14. Promote high-quality instructional practices that consistently allow for excellent instruction school-wide.
15. Build a school community by being visible and a consistent presence throughout the school.
16. Provide teachers with timely and constructive feedback on classroom instruction to develop teacher practice, including formal and informal feedback and coaching.
17. Develop a culture of collegial and professional relationships among staff and students to promote critical reflection, shared accountability, and continuous improvement.
18. Develop systems and school culture that promotes peer feedback, support, and collaboration.
19. Support the professional growth of staff members in differentiated manner based on identified needs and individual goals.
20. Collect, analyze, and use multiple sources of data to guide continuous improvement in student achievement, student and staff well-being, and professional development for staff.

Evaluation

Annual performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Board Approved Date:



West Orange Public Schools
West Orange, New Jersey

Title:

Transportation Supervisor

Location:

District Transportation Garage

Organizational Responsibilities

Reports to:

School Business Administrator / Superintendent

Supervises:

Bus Drivers, Bus Monitors, Substitute Drivers / Monitors, Office Staff

Terms of Employment:

Twelve-month unaffiliated position; salary determined by the Board

Job Goals:

To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

Qualifications:

1. Valid Commercial Driver's License preferred or willing to obtain
2. NJ Transportation Supervisor certificate preferred; (must obtain within four years or employment)
3. Excellent driving record
4. Minimum school transportation experience as determined by the board
5. Knowledge of state laws and regulations governing school bus construction and maintenance, and pupil transportation
6. Demonstrated skills in personnel management, route scheduling, fleet maintenance and cost containment
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

Performance Responsibilities:

Overall responsibilities

1. Assumes responsibility for the safe and efficient operation of the school transportation program.
2. Ensures compliance with all laws, regulations and board policy related to school transportation.
3. Recruits, trains and supervises the performance of all transportation personnel, and makes recommendations regarding their employment, promotion and release.
4. Prepares all transportation records and reports as required by law, code or board policy.
5. Oversees notification, documentation and arrangements for parents/guardians providing written statements waiving the transportation services (N.J.A.C. 6A:27-1.4)

Routes and Services

1. Prepares all bus routes; determines bus stops, pick up times; and ensures compliance with bus capacity limitations.
2. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities.
3. Arranges for the transportation of pupils with disabilities as determined by the child study team.
4. Coordinates authorized transportation services for community groups in accordance with board policy.
5. Evaluates methods for transporting students attending a special education or vocational school outside the district and nonpublic school students.
6. Recommends the use of a CTSA (coordinated transportation services agency) as appropriate.

Budget and Finances

1. Prepares and administers the transportation budget.
2. Conducts an annual cost analysis of the transportation operation;
3. Develops recommendations for future equipment and personnel needs.

Contracts and purchases

1. Works with the business administrator to formulate specifications for transportation contacts with private vendors as necessary.
2. Makes recommendations for the purchase of new vehicles, and assists in the preparation of bid specifications for them.

Maintenance and safety

1. Maintains all district owned vehicles; develops a plan for preventive maintenance; and supervises all operations in the bus garage.
2. Promotes the safety of pupils through preservice and regularly scheduled in-service training of bus drivers and substitute drivers.
3. Periodically inspects all board operated buses for cleanliness and proper maintenance.
4. Works cooperatively with principals to plan for bus emergency evacuation drills at all schools.
5. Ensures the timely State inspection of all board operated buses.
6. Advises the superintendent on road conditions for decisions on school closing during inclement weather.
7. Maintains an individual and permanent file on each board owned vehicle as required under law and makes the files available for inspection upon request.

Complaints

1. Responds to transportation inquiries by the public and handles all complaints.
2. Investigates complaints of inappropriate behavior by transportation staff while on duty and preserves evidence in order to have fair inquiries and prompt resolution of complaints.
3. Maintains a detailed log of transportation complaints, incidents and problem situations, in order to record the investigation and resolutions of these problems and to identify any recurrent patterns of problem situations.

Other

1. Attends meetings and trade exhibits to stay current on new equipment, standards and requirements related to safe and efficient transportation of students.
2. Performs other related job duties as assigned.

Evaluation

Annual performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Board Approved Date:



West Orange Public Schools

Comprehensive Equity Plan

2025-2028

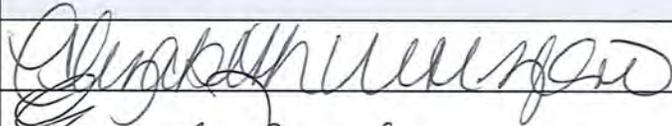
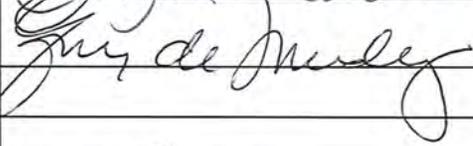
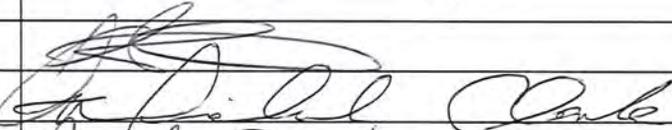
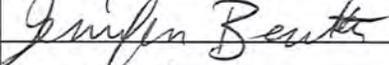
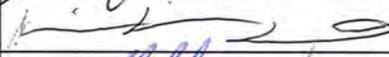
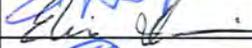
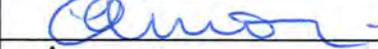
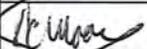
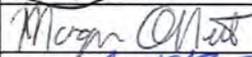
June 2025

Appendix A
Affirmative Action Team Form

Affirmative Action Team

The following Affirmative Action Team (AAT) members participated in the development of the needs assessment and Comprehensive Equity Plan. The AAT **must** consist of a minimum of three personnel and be comprised of diverse stakeholders. Add rows to Table 1 as needed.

School District, Charter School or Renaissance School Project Name: *Table 1: Affirmative Action Team Members*

Name	Location/ Title	Grade Level (If applicable)	Signature
Elizabeth Veneziano	Director of Human Resources/ District Affirmative Action Office	District	
Every De Mendez	Asst Superintendent for Curriculum & Instruction	District	
Jessica Cicerone	BMELC, Teacher	Pre School	
Amanda James	Gregory School, School Counselor	K-5	
Joyce Soto	Hazel School, Library Media Specialist	K-5	
Michele Clark	Kelly School, Teacher	K-5	
Jennifer Barta	Mt. Pleasant School, Teacher	K-5	
Miriam Kargbo-Jackson	Redwood School, Teacher	K-5	
Jeff Lafoon	Edison School, School Counselor	6	
Elena Ianucci	Liberty Middle School, Teacher	7-8	
Leanna Amorim	Roosevelt Middle School, Teacher	7-8	
Charlene Davis-Williams	St Cloud School, Administrative Assistant	K-5	
Joseph Moore	Washington School, Teacher	K-5	
Morgan O'Neill	ECLC, CPIS/ Social Worker	Pre School	
Louis Della Pia	WOHS, Assistant Principal	9-12	

Appendix B
District, Charter School and Renaissance School Project
Comprehensive Equity Plan Needs Assessment

District, Charter School or Renaissance School Project Comprehensive Equity Plan Needs Assessment

Needs Assessments

Needs assessments for:

- Board Responsibilities (Tables 2–4)
- Staff Development and Training (Table 5)
- School and Classroom Practices (Table 6–13)

Directions

Indicate compliance by yes or no. If non-compliant, list the name of the school(s) not in compliance; specific areas identified as non-compliant **must** be addressed in the Comprehensive Equity Plan Corrective Action forms.

Board Responsibilities

N.J.A.C. 6A:7-1.7; Title VII, Civil Rights Act of 1964; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5, Title IX; U.S. Supreme Court, 1982; Plyler v. Doe; N.J.A.C. 6A:15-1.7; Castañeda v. Pickard
 Adopt or re-adopt and implement written educational equity policies that require the following: (N.J.A.C. 6A:7-1.4a)

Table 2: Equity in School and Classroom Practices, that shall, as a minimum, do the following (N.J.A.C. 6A:7-1.7)

Board Responsibility	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
Identify and address all forms of prejudice and discrimination in all district, charter or renaissance school project activities and programs, practices, curricula, instructional materials and assessments.	Y	<ul style="list-style-type: none"> ● Policy 1140 – Educational Equity Policies/Affirmative Action adopted 9/21/20 ● Policy 1523 – Comprehensive Equity Plan adopted 7/26/21 ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 	
Ensure equitable access to all schools, facilities, activities and programs, and benefits for all students regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a).	Y	<ul style="list-style-type: none"> ● Policy 1140 – Educational Equity Policies/Affirmative Action adopted 9/21/20 ● Policy 1523 – Comprehensive Equity Plan adopted 7/26/21 ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22.20 	
Provide equitable treatment for pregnant and married students	Y	<ul style="list-style-type: none"> ● Policy 2416 – Programs for Pregnant Students adopted 9/20/21 ● Policy 5752 – Marital Status and Pregnancy adopted 6/22/20 	

Prohibit or eliminate all forms of harassment, including sexual harassment, intimidation and bullying. (P.L.2010, c122).	Y	<ul style="list-style-type: none"> ● Policy 1523 – Comprehensive Equity Plan adopted 7/26/21 ● Policy 5512 – Harassment, Intimidation, and Bullying adopted 11/21/22 ● Policy 5541 - Anti-Hazing adopted 4/20/23 ● Policy & Regulation 5751 – Sexual Harassment of Students adopted 6/22/20 and revised 12/20/21 ● Policy & Regulation 8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, Other Drug Offenses adopted 6/22/20 	
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Table 3: Affirmative Action Officer, Affirmative Action Team, Develop Comprehensive Equity Plan

Board Responsibility	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
The appointment of an Affirmative Action Officer (AAO) who can also serve as, or coordinate with, the district, charter or renaissance school project school's Section 504 Officer and/or the district, charter or renaissance school project's Title IX Coordinator. (N.J.A.C. 6A-7-1.5).	Y	<ul style="list-style-type: none"> ● Policy 1140 – Educational Equity Policies/Affirmative Action adopted 9/21/20 ● AAO appointment every January/ Reorganization meeting. AAO approved at January 6, 2025 Board of Education meeting 	
Provide staff development to ensure that all equity requirements are in compliance with N.J.A.C. 6A:7-1.6.	Y	<ul style="list-style-type: none"> ● Policy 1140 – Educational Equity Policies/Affirmative Action adopted 9/21/20 ● District use of Global Compliance Network (GCN) for yearly required training of all staff 	
Authorize the Affirmative Action Officer and team to develop a Needs Assessment and a Comprehensive Equity Plan, implement the plan over a three-year period of time, submit an annual Statement of Assurance of its implementation and progress, and complete the District Performance	Y	<ul style="list-style-type: none"> ● Policy 1140 – Educational Equity Policies/Affirmative Action adopted 9/21/20 ● Policy 1523 – Comprehensive Equity Plan adopted 7/26/21 ● Recommendation for approval of CEP Needs Assessment at February 24, 2025 Board of Education meeting 	

Board Responsibility	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
Review in the NJQSAC. Charter and renaissance school projects will report annual progress in the NJDOE, Office of Charter and Renaissance Schools Annual Report.			
Collect and analyze Annual Yearly Progress Target data for underperforming student groups disaggregated by gender, race, ethnicity, limited English proficiency, special education, migrant status, date of enrollment, student suspension, expulsion, child study team referrals; Pre-K–12 promotion/retention data; Pre-K–12 completion rates and re-examination and re-evaluation of classification and placement of students in special education programs if there is over representation within certain groups; staffing practices; quality of program data; and stakeholder satisfaction data. Identify any school-level underperforming student groups on Annual Yearly Progress Target reports for State assessments.	Y	<ul style="list-style-type: none"> ● Policy 1140 – Educational Equity Policies/Affirmative Action adopted 9/21/20 ● Policy & Regulation 2423 – Bilingual Education adopted 6/22/20 ● Policy 2428.1 – Standards-Based Instructional Priorities adopted 9/21/20 ● Policy 2610 – Educational Program Evaluation adopted 6/22/20 ● Policy & Regulation 2622 – Student Assessment adopted 4/20/23 ● State Performance Report presented at Board of Education meeting on November 11, 2025 ● School Performance Reports reviewed annually by administrators and submitted to NJDOE ● Performance data distributed to and reviewed by all administration yearly when received from state 	

Table 4: Adopt the Comprehensive Equity Plan (CEP) by board resolution, and facilitate and support implementation of the CEP, by undertaking or authorizing the following actions:

Board Responsibility	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
Inform the school community of the Board's policies prohibiting bias, harassment, discrimination and segregation; and ensuring equity in educational activities and programs.	Y	<ul style="list-style-type: none"> ● Policy 1140 – Educational Equity Policies/Affirmative Action adopted 9/21/20 ● Policy 5512 – Harassment, Intimidation, & Bullying adopted 11/21/22 ● All district policies and regulations on district website 	

Board Responsibility	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> • Student Handbook accessible on district website 	
Define the responsibilities of the AAO (Affirmative Action Officer/504 Officer, and/or Title IX Coordinator); require that the AAO be a certificated staff person; and train the AAO to handle the district, charter, or renaissance school projects equity responsibilities.	Y	<ul style="list-style-type: none"> • Policy 1140 – Educational Equity Policies/Affirmative Action adopted 9/21/20 • AAO completed 18 hour Legal One- Affirmative Action Officer certification program provided by NJPSA/ FEA, January 31, 2025 • Anti Bullying Specialists also serve as AAO and/ or Title IX Coordinator when a potential victim is a student 	
Inform students, staff and the community of the name, office address, and phone number of the district, charter, or renaissance school project's AAO, and publicize the location and availability of the district, charter, or renaissance school project's CEP, policies, grievance procedures and annual reports.	Y	<ul style="list-style-type: none"> • Policy 1140 – Educational Equity Policies/Affirmative Action adopted 9/21/20 • Policy & Regulation 1510 – Americans with Disabilities Act adopted 10/4/21 • Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 • All district policies and regulations on district website • District AAO information and grievance process on district website. Building based AAO are Board approved and communicated to staff yearly. 	
Investigate and resolve discrimination complaints, grievances and incidents between students and staff or among students, based on the protected categories listed at N.J.A.C. 6A:7-1.1(a).	Y	<ul style="list-style-type: none"> • Policy 1140 – Educational Equity Policies/Affirmative Action adopted 9/21/20 • Policy & Regulation 1510 – Americans with Disabilities Act adopted 10/4/21 • Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 	

Board Responsibility	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> ● Policy 5512 – Harassment, Intimidation, or Bullying adopted 11/21/22 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 	
Report on progress made in meeting the adequate yearly targets (as set by the NJDOE) for closing the achievement gap.	Y	<ul style="list-style-type: none"> ● Policy 1140 – Educational Equity Policies/Affirmative Action adopted 9/21/20 ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy 2610 – Educational Program Evaluation adopted 6/22/20 ● Review and submit data for School Performance Reports yearly 	
Authorize the AAO to conduct yearly equity training for all staff.	Y	<ul style="list-style-type: none"> ● Policy 1140 – Educational Equity Policies/Affirmative Action adopted 9/21/20 ● District use of Global Compliance Network (GCN) utilized yearly for state mandated trainings 	
A county vocational school district shall admit resident students based on board-approved policies and procedures that ensure equity and access for enrollment that shall be posted on the county vocational school district website. N.J.A.C. 6A:19-2.3(b), Career and Technical Education Programs and Standards.	Y	<p>(For County Vocational School Districts Only)</p> <ul style="list-style-type: none"> ● N/A 	

Staff Development and Training

Provide staff development, which will be open to parents and community members, to identify and resolve problems associated with the student achievement and opportunity gaps and other inequities arising from prejudice on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a) **every school year**, as follows (Table 5).

Table 5: Staff Development and Training (N.J.A.C. 6A:7-1.6 & N.J.S.A. 10:5)

Staff Development and Training	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
All certificated (administrative and professional) staff.	Y	<ul style="list-style-type: none"> ● Policy 1140 – Educational Equity Policies/Affirmative Action adopted 9/21/20 ● Policy & Regulation 3240 – Professional Development for Teachers and School Leaders adopted 8/24/20 ● Board approval of all yearly staff development days ● Staff development calendars and sessions communicated to all staff throughout year prior to staff development days 	
All non-certificated (non-professional) staff	Y	<ul style="list-style-type: none"> ● Policy 1140 – Educational Equity Policies/Affirmative Action adopted 9/21/20 ● Policy & Regulation 4240 – Employee Training adopted 6/14/21 ● Board approval of staff development days and any vendors/consultants ● Staff development calendars and sessions communicated to all staff throughout year prior to staff development days 	

School and Classroom Practices

A. Equity in Curriculum
(Tables 6 and 7)

N.J.A.C. 6A:7-1.7(b); Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5; Title IX, Education Amendments of 1972, U.S. Supreme Court, 1982; Plyler v. Doe; N.J.A.C. 6A:15-1.7; Castañeda v. Pickard

Ensure that the district, charter school or renaissance school project’s curriculum and instruction are aligned to the New Jersey Student Learning Standards and address the elimination of discrimination and the achievement gap, as identified by underperforming school-level AYP (Progress Targets profiles) for State assessment, by providing equity in educational activities and programs and by providing opportunities for students to interact positively with others regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a). Areas covered include, but are not limited to, the following (Tables 6 and 7)

Table 6: Equity in Curriculum

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
School climate and culture, safe and positive learning environment.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy 5512 – Harassment, Intimidation, or Bullying adopted 11/21/22 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● Parent groups such as WOSEPAC ● Student Leadership Programs (Peer Mentors, Honor Society) ● Character education lessons ● Yearly HIB Self Assessment report, post grades on district website each May ● Anti Bullying Specialist in each building ● School Spirit Weeks ● Student of the Month Recognition ● Week of Respect ● National Anti Violence Awareness Week/ Red Ribbon Week ● Student Support Groups ● Culturally Responsive Lessons in PE/Health 	

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> ● District Wide Diversity Committee (West Orange Way) coordinates inclusive practices for students and staff, includes representatives from all school buildings ● Inclusive Lessons ● Differentiated Instruction across all grades and included in each content curriculum ● Yearly Move the Spectrum event at WOHS ● WOHS School Climate Team Meetings (Admin, SAC, Teacher, Parent and Student Committee to review culture and climate of school) 	
Courses of study, including Physical Education	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy 2422 – Comprehensive Health and Physical Education adopted 6/22/20 and revised 12/20/21 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● Board approved K-12 Physical Education & Health Curriculum Guides ● K-12 Curriculum Guides via Curriculum Portal accessible on district website 	
Library materials/Instructional materials and strategies	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 2520 – Instructional Supplies adopted 6/22/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 	

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> ● Policy 2530-Resource Materials adopted 9/21/20 ● Yearly textbook review and Board approval ● Yearly collection analysis of all library materials ● Internal department library selection policy document ● K-5, 6-8 and 9-12 district library curriculum includes information to ensure access and equity, access materials in different modalities, materials in various language to meet diverse student population ● Staff professional development on infusion of diverse texts ● School library web pages on district website 	
Technology/software and audio-visual materials	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● Software Adoption Request Form ● Audio-visual and technology request form ● 1:1 Chromebook grades 6-12 ● Use of Promethean/Smart Boards to deliver instruction to our diverse learners/learning styles 	
Guidance and counseling, including harassment, intimidation and bullying, sexual harassment, and grievance procedures.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 2411 – Guidance Counseling adopted 6/22/20 ● Policy 5512 – Harassment, Intimidation, and Bullying adopted 11/21/22 	

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● Policy 5541-Anti-Hazing adopted 4/20/23 ● Policy & Regulation 5751 – Sexual Harassment of Students adopted 6/22/20 and revised 12/2021 ● Counseling curriculum (includes lessons on bullying, friendship, character education) ● Student & Staff Handbooks ● Dating Violence Month -HS ● Student Assistance Counselors in middle schools and high school ● Restorative Justice practices ● All policies and regulations posted on district website 	
Extra-curricular activities and programs	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 	
Tests and other assessments	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy 2428.1 – Standards-Based Instructional Priorities adopted 9/21/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● Curriculum units include performance-based assessments ● Data housed in Unify/ Performance Matters and updated regularly ● District Assessment Calendar (F&P, iReady, etc) 	

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> State Performance Assessment Report presented yearly to Board, November 11, 2024 	
Reduction and/or prevention of under representation of minority, female and male students in all classes, activities and programs.	Y	<ul style="list-style-type: none"> Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 School Program of Studies Class rosters monitored by administration and school counselors 	

Table 7: Equity in Curriculum

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
Include a multicultural curriculum in the instructional content and practices across the curriculum.	Y	<ul style="list-style-type: none"> Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 State mandates embedded in content curriculum District Curriculum Council Board Curriculum Committee Textbook adoption process Evaluation of textbook/ instructional materials for equity Curriculum audits of literature/ instructional materials 	

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> ● Culturally Responsive Lessons across the curriculum 	
<p>Ensure the Amistad Commission Curriculum is taught as part of the history of the United States. (N.J.S.A. 18A:35-1)</p>	<p>Y</p>	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● Board presentation of state mandates in curriculum, August 8, 2022 ● K-12 Social Studies curriculum guides ● Amistad training provided to department by MSUNER, Africana Institute at ECC, TESO and NJ Amistad Commission 	
<p>Ensure the Commission on Holocaust Education curriculum for elementary and secondary school students, as developmentally appropriate. (N.J.S.A. 18A:35-28)</p>	<p>Y</p>	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● Board presentation of state mandates in curriculum, August 8, 2022 ● K-12 Social Studies curriculum guides ● Holocaust training provided to department by Holocaust Learning Experience ● Recognize Week of Yom HaShoah yearly across district in Social Studies classes, grades K-12 ● District is member of the Kean University Diversity Council 	

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
<p>Include instruction on all curricular requirements pursuant to N.J.A.C. 6A:8, including curriculum developed concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) or curriculum developed by any commissions constituted for the development of curriculum concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).</p>	<p>Y</p>	<ul style="list-style-type: none"> ● Policy 2200- Curriculum Content adopted 6/22/20 ● Policy 2248.1- Standards Based Instructional Priorities adopted 9/21/20 ● All teachers are NJ certified ● All courses have curriculum aligned to NJSLS, units include assessments, differentiated instruction. ● Curriculum guides include unit plans, and lesson plans that explicitly incorporate: State learning standards (N.J.A.C. 6A:8) and Instruction on topics related to protected categories (e.g., race, gender, sexual orientation, religion, disability) in grades and contents that are appropriate. ● Evidence of curriculum adopted from state-approved commissions (e.g., Amistad Commission, Holocaust Commission). ● Professional Development includes equity-related training provided to staff. PD sessions focused on culturally responsive teaching, anti-bias education, and inclusive practices. ● Textbooks, novels, media, and resources used in classrooms that reflect diverse perspectives. ● Curricular units include diversity-related themes across subjects and grade bands. ● Content supervisors collaborate with commissions or organizations focused on equity in education such as the NJ Amistad Commission, Holocaust Commission, etc. 	

B. *Equity in Student Access*
(Tables 8–10)

N.J.A.C. 6A:7-1.7; Titles VI & VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5 IDEA of 1997; Guidelines for Eliminating Discrimination and Denial of Services in Vocational Education (1989); U.S. Supreme Court, 1982; Plyler v. Doe; U.S. Supreme Court, 1974, Castañeda v. Pickard

Provide equitable and bias-free access for all students to all school facilities, courses, programs, activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a) as follows (Table 8):

Table 8: *Equity in Student Access*

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
Ensure equal and barrier-free access to all school and classroom facilities.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● Facilities updated as needed to address staff and student needs ● Facilities request forms 	
Attain minority representation of students within each school, including racial and ethnic balance, within each school which approximates the district, charter or renaissance school project’s overall minority racial and ethnic representation.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● K-12 class rosters ● Master schedules 	
Refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 	

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> ● Policy & Regulation 7102 – Site Selection and Acquisition adopted 9/21/20 	
<p>Ensure that students are not separated or isolated on the basis of protected categories listed at N.J.A.C. 6A:7-1.1(a) resulting in disproportionate placement within schools, courses, classes, activities and programs or extracurricular activities, except as provided under N.J.A.C. 6A:7-1.7(b), which permits a district, at its discretion, to conduct portions of classes that deal exclusively with human sexuality in separate developmentally appropriate sessions based on gender identity, provided the course content for each such separately conducted sessions is the same.</p>	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● K-12 Class rosters ● Co-curricular rosters ● Athletic rosters ● Student goal setting with school counselors ● District use of Naviance ● Grade 5 puberty lessons are co-ed 	

Ensure that students are not separated or isolated on the basis of protected categories listed at N.J.A.C. 6A:7-1.1(a) resulting in disproportionate placement within schools, courses, classes, activities and programs or extracurricular activities (Tables 9 and 10)

Table 9: Equity in Student Access

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
Ensure that minority and female students are not under-represented in gifted and talented or accelerated/advanced courses, including math and science.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● G&T Program and entrance criteria ● Honors program criteria ● AP program 	
Ensure that minority and male students are not disproportionately represented in detentions, suspensions, expulsions, dropouts, or special need classifications.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● Review and evaluation of discipline and suspension reports ● Review EVVRS reports ● Review 504, I&RS and CST caseloads 	
Ensure equitable and bias-free access for all students to computers, computer classes, career and technical education programs, and technologically advanced instructional assistance, regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a).	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Program of Studies includes CTE programs open to all students ● NJCTE Smart Report submitted yearly ● Review and analyze Perkins Performance Reports to create Perkins application 	

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> ● All curriculum includes general modifications for special needs students, multilingual learners, intervention and differentiation strategies ● Pocket translators provided to teachers ● Modified materials for students such as lower tables in Foods classes for students in wheelchairs, ServeSafe texts in Spanish, purchase modified tools such as kitchen utensils for special needs students ● Cover field trip and registration costs for free and reduced lunch students ● Member of NAPE (National Alliance for Partnerships in Equity) 	
Ensure that all multilingual learners have equal and bias-free access to all school activities and programs.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 2423 – Bilingual Education adopted 6/22/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● ESL instruction at all schools and skill/grade levels ● PD for ESL teachers and general education teachers of multilingual students ● School counselor assignments are made based on native language fluency whenever possible ● Provide translated documents and/or on site translation when needed ● All activities and athletics open to all students ● Specific informational meetings conducted in multiple languages (ex: Math Night, Literacy Night, Title I parent meetings) 	
Ensure that all students with disabilities have equal and bias-free access to all school activities and programs.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 1510 – American with Disabilities Act adopted 10/4/21 	

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● Review I&RS, 504 and CST caseloads ● Use of assistive technology for students with special needs ● Provide paraprofessional support for co-curricular programs as required by the IEP 	
Ensure that all schools’ registration procedures are in compliance with State and Federal regulations and case law.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 5111 – Eligibility of Resident/Nonresident Students adopted 9/20/21 ● Annual review by legal counsel ● Centralized registration process ● Registration packets available ● Online and in person reregistration process ● Extended night hours provided for working parents/ guardians 	

Table 10: Equity in Student Access

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
Utilize a State approved language proficiency assessment on an annual basis for determining the English language proficiency of multilingual learners.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2423 – Bilingual Education adopted 6/22/20 ● Yearly ACCESS testing for all multilingual learners to assess language proficiency 	

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> ● WIDA screener used as part of the mandated language proficiency assessment protocol 	
Utilize bias-free measures for determining the special needs of students with disabilities.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy 2460 – Special Education adopted 6/22/20 ● Regulation 2460.1 – Special Education - Location, Identification, and Referral adopted 6/22/20 ● Regulation 2460.8 – Special Education - Free and Appropriate Public Education adopted 6/22/20 ● Regulation 2460.9 – Special Education - Transition From Early Intervention Programs to Preschool Programs adopted 6/22/20 ● Regulation 2460.15 – Special Education – In-Service Training Needs for Professional and Paraprofessional Staff adopted 6/22/20 ● Regulation 2460.16 – Special Education - Instructional Material to Blind or Print-Disabled Students adopted 6/22/20 ● Use of nationally normed standardized testing instruments ● Evaluations conducted in the native language as needed ● Annual review of all IEP and 504 plans ● Special Education audit conducted 	
Ensure that support services (e.g. school-based youth services, health care, tutoring and mentoring) are available to all students, including multilingual learners.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Multilingual learner after school tutoring program at all middle schools and high school ● Multilingual learners included in all tutoring and mentoring programs such as elementary homework clubs 	

School and Classroom Practices	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
Ensure that all pregnant students are permitted to remain in the regular school activities and programs. Ensure that equivalent instruction is provided to the students, if not permitted to attend school by a doctor.	Y	<ul style="list-style-type: none"> ● Policy 2416 – Programs for Pregnant Students adopted 9/20/21 ● Policy 5752 – Marital Status and Pregnancy adopted 6/11/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 	

C. Equity in Guidance Programs and Services

N.J.A.C. 6A:7-1.7(c) Title IX, Education Amendments of 1972, & Carl D. Perkins Vocational & Technical Education Act of 1998

Ensure that the school district, charter or renaissance school project’s guidance program provides the following (Table 11):

Table 11: Guidance Programs and Services

Guidance Programs and Services	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
<p>Access to adequate and appropriate counseling services for all students, inclusive of any protected categories listed at N.J.A.C. 6A:7-1.1(a)</p>	<p>Y</p>	<ul style="list-style-type: none"> ● Policy & Regulation 2411 – Guidance Counseling adopted 6/22/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● Policy 5755- Equity in Educational Programs and Services adopted 6/22/20 ● School Counseling Program Brochure ● School Counseling staff in all schools K-12 ● School counseling curriculum includes all students and is delivered by school counselors in the classrooms ● Small group counseling is provided based on student needs ● Students K-5 have access to a building-based school counselor ● Students 6-12 are assigned a school counselor ● Counseling communications to student/ parents/ guardians ● Counselors and CST members are available in each school ● Student Assistance Counselors are available in secondary schools ● Transition Coordinator is available for students with special needs ● School communications to parents on programs and services via Naviance and School Messenger. Student Handbook information updated yearly and posted on the district and department website. ● Outreach efforts with community groups, special parent programs for multilingual students and parents at all grade levels. 	

Guidance Programs and Services	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
<p>The presentation of a full range of possible occupational, professional, and Career and Technical Education choices for all students, including careers in the science and technology industries and non-traditional careers.</p>	<p>Y</p>	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy & Regulation 2411 – Guidance Counseling adopted 6/22/20 ● Policy & Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● Policy 5755- Equity in Educational Programs and Services adopted 6/22/20 ● 11 State Approved CTE programs of study on district website with information links for students and parents ● Curriculum Offerings including family and consumer science, business, technology education, auto shop, and Air Force Junior ROTC ● CTE Advisory Committee meetings held twice a year for each program ● Naviance, Pathful, NJCAN programs ● Ferguson’s Career Guidance Center virtual platform ● Counseling program addresses both interest and aptitude ● College and career night ● College representative on-site visits ● Post-secondary planning night ● Lunch & Learn program for HS students to learn about CTE programs ● Community Based Workplace Readiness ● Middle School Career Days ● Middle School Career Summer Camp ● Outreach efforts with community groups, special parent programs for non-English speaking parents at the high school level 	
<p>Guidance counselors are using bias-free materials.</p>	<p>Y</p>	<ul style="list-style-type: none"> ● Policy & Regulation 2411 – Guidance Counseling adopted 6/22/20 ● Policy and Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 	

Guidance Programs and Services	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> ● Policy 5755- Equity in Educational Programs and Services adopted 6/22/20 ● Naviance program ● All materials are state driven and structured by the American Association of School Counselors. ● School counselors attend state and district professional development on a variety of topics including at risk learners, disaffected students, multilingual students, etc. 	

D. Equity in Physical Education

N.J.A.C. 6A:7-1.7 (d) and Title IX, Education Amendment of 1972

Ensure that the district, charter or renaissance school project’s physical education program is co-educational, as follows (Table 12):

Table 12: Physical Education

Physical Education	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
All instructional activities are equitable and are co-educational.	Y	<ul style="list-style-type: none"> ● Policy 2422 – Comprehensive Health and Physical Education adopted 6/22/20 and revised 12/20/21 ● Policy and Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy and Regulation 5750 – Equitable Educational Opportunity adopted 6/22/20 ● Policy 5755- Equity in Educational Programs and Services adopted 6/22/20 ● Physical Education Curriculum ● Adaptive Physical Education Curriculum 	

Physical Education	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> ● All PE & Health classes are Co-Ed ● Grade 5 Puberty Lessons are Co-Ed ● Equal access for everyone across all areas, including equipment, facilities, classrooms, fields, Project Adventure, weight rooms, and gymnasiums. 	

E. Equity in Athletic Programs

Athletic Guidelines 1986; N.J.A.C. 6A:7-1.7(d) and Title IX, Education Amendments of 1972

Ensure that the district, charter or renaissance school project’s Athletic Program accomplishes the following (Table 13):

Table 13: Athletic Programs

Athletic Programs	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
Ensures relatively equitable numbers of varsity and sub-varsity teams for male and female students.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy 5755- Equity in Educational Programs and Services adopted 6/22/20 	

Athletic Programs	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> ● Middle school and high school teams include male, female and co-ed team 	
Ensures equitable scheduling of night games, practice times, locations and numbers of games for male and female teams.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy 5755- Equity in Educational Programs and Services adopted 6/22/20 ● Athletic schedules are developed to ensure equitable use of facilities and competition scheduling ● District facilities calendar 	
Ensures that athletic programs receive equitable treatment that includes staff salaries, purchase and maintenance of equipment, etc.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy 5755- Equity in Educational Programs and Services adopted 6/22/20 ● All stipends are negotiated by West Orange Education Association ● The purchase and maintenance of equipment is determined as needed by the athletic department in consultation with the respective principal. ● Yearly budget preparation 	
Provides comparable facilities for male and female teams.	Y	<ul style="list-style-type: none"> ● Policy & Regulation 2260 – Equity in School and Classroom Practices adopted 8/24/20 ● Policy 5755- Equity in Educational Programs and Services adopted 6/22/20 	

Athletic Programs	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include Board policy title, number and date of adoption and or revision	List name of noncompliant school(s) in the district
		<ul style="list-style-type: none"> • Male and female teams share the same competition facilities 	



**Intern Affiliation Agreement
Between
KEAN UNIVERSITY
and
WEST ORANGE PUBLIC SCHOOLS**

THIS AGREEMENT is entered into as of the day of May 1, 2025 by and between KEAN UNIVERSITY, having an address at 1000 Morris Avenue, Union, New Jersey 07083 (hereinafter referred to as “University”) and West Orange Public Schools, having an address at 179 Eagle Rock Ave, West Orange, NJ 07052 (hereinafter referred to as “District”).

WHEREAS, the University wishes to collaborate with District in planning placement opportunities for the University students as Clinical Interns at the District schools; and

WHEREAS, the District is willing to make its schools available for the Clinical experience of the University’s students; and

WHEREAS, both the University and the District also agree that Clinical II students, who have the required credential as a Substitute Teacher, may be provided the opportunity to teach at the District school in the absence of their cooperating teacher for monetary compensation;

NOW THEREFORE in consideration of the mutual promises hereinafter contained, the District and University agree as follows:

1. Term. This Agreement shall be in effect for a period of three (3) years commencing on May 30, 2025 and expiring on June 1, 2028.

The Agreement may be extended upon written mutual consent of the parties.

2. Termination.

A. At any time during the term of this Agreement, the parties may terminate this Agreement upon giving notice to the other party.

B. In the event of a breach of any provision of this Agreement by one party, the other party shall have the right and option to give the breaching party notice thereof and, in the event the breaching party fails to remedy the breach within thirty (30) days of the receipt of such written notice, the other party may, at its sole option, terminate this Agreement.

C. If the District exercises its right to terminate this Agreement, the District agrees that no University student participating in an ongoing clinical learning experience program will be denied the opportunity to complete the program, even when the effective date of termination occurs prior to the completion date of the program.

3. University Responsibilities. The University shall use best efforts to:

- A. Provide information to the District regarding the types of experiences, the number of interns, and the dates and times requested for clinical experiences as well as implement the requirements.
- B. Enforce rules and regulations governing University students and/or interns.
- C. Instruct its faculty members and students to abide by the rules, regulations, and requirements of the District and University.
- D. Withdraw any student from the placement at the request of the District for sufficient cause, subject to applicable statutes and University policies.
- E. Assume responsibility for the evaluation of students, and of courses previously taken, to determine the applicability for degree and/or certification recommendations.

4. District Responsibilities. The District agrees to:

- A. Make schools available or any related facilities agreed upon for the learning experience through the practicum/internship courses under the supervision of the University.
- B. Designate an on-site supervisor to coordinate as liaison with the University's designee.
- C. Permit, upon reasonable request, the review of the site and related facilities by agencies charged with the responsibility for accreditation of the University.

5. Status of University Students. The students assigned to the District shall not be considered employees of the District. As such, the District shall have no obligation to pay monetary compensation or benefits to the assigned students.

6. Protection of District Students. All individuals from the University who will be at the District, under this Agreement, shall have been fingerprinted by the state and should have no criminal history. The University shall ensure, at its own expense, that each worker and/or individual that may be assigned to a project involving contact with children or that may be assigned to a contract school location has had a criminal history background check, and that said background check indicates that no criminal history record information exists on file in either the Identification Division of the Federal Bureau of Investigation or the State Bureau of Investigation which would disqualify said employee from employment pursuant to N.J.S.A. 18A:6-7.1 et seq. The University must ensure that said proof exists no at least 30 days prior to the commencement of the internship. The services under this Agreement shall not begin or proceed until the University complies with the requirements of this section. Failure to ensure a background check or failure to provide proof of a criminal history background check(s) upon request shall be deemed a material breach of this Agreement and as such, serves as a basis for the District to immediately terminate this Agreement

7. Policies and Procedures. The University and the District agree to comply with the policies set forth in the University's *Supervisor's Manual* that delineate the responsibilities of students, University instructors and District school on-site supervisors.

8. Insurance. Insurance requirements for Kean and District are as follows:

A. University. University is a public higher education institution in the State of New Jersey. As such, this Agreement hereby expressly incorporates the following Statement of Public Liability Insurance: Any agreement or arrangement signed and entered into on behalf of the State of New Jersey by a State official or employee shall be subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq. and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq. and the availability of appropriations. The State of New Jersey does not carry public liability insurance, but the liability of the State and the obligations of the State to be responsible for tort claims against its employees are covered under the terms and conditions of the New Jersey Tort Claims Act. The Act also creates a special self-insurance fund and provides for payment of claims against the State of New Jersey or against its employees whom the State is obligated to indemnify against tort claims which arise out of the performance of their duties. Claims against the State of New Jersey or its employees arising out of the use of the District's premises should be referred for handling to the Attorney General, Division of Law, Claims Service Section, Richard J. Hughes Justice Complex, Trenton, New Jersey 08625. Furthermore, the State of New Jersey self funds for Workers Compensation and Disability.

B. District. District shall either obtain or maintain at its own expense during the term of this Agreement, and any renewal thereof, a comprehensive liability policy and a School Board Legal Policy, including professional liability, ensuring the institution against any and all claims for bodily injury or death and property damage resulting from liabilities arising from the operation by its officers, employees, students, staff and agents under this agreement. If District elects to obtain an insurance policy, such policy shall protect the institution, its officers, employees, students, staff and agents with limits of not less than \$1,000,000 with respect to injury or death of any one person and not less than \$3,000,000 in the aggregate.

9. Mutual Cooperation. This Agreement is meant to reflect an evolving professional relationship between the University and the District. Therefore, it must be premised upon continuous assessment of the activities and services with the responsibility of articulation residing with the respective liaison persons. In addition, quarterly meetings between representatives of the University and representatives of the District will be held to discuss problems and make necessary revisions to meet changing conditions.

10. Independent Contractor Status. Both District and University are independent contractors. It is not intended that an employer/employee, joint venture, or partnership agreement be established hereby expressly or by implication between District and University. Each of the parties to this Agreement shall continue to be autonomous and shall be governed independently by their respective governing boards and administrations. Neither party hereto, nor their respective employees, shall be construed to be the agent, employees or representative of the other.

11. **Confidentiality.** Both University and District shall at all times comply with standards of documentation and confidentiality mandated by state and federal laws and regulations, as same may be modified and amended from time to time.

12. **No Discrimination.** The University and District mutually agree that no students shall be discriminated against on the basis of race, color, sex/gender, creed, age, national origin, nationality, ancestry, pregnancy, marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability for the purposes of this Agreement. The parties further agree to comply with all applicable federal, state, and local laws, rules and regulations including, but not limited to, the Civil Rights Act of 1964 (as amended in 1991), Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, the Age of Discrimination in Employment Act of 1975, and the Americans with Disabilities Act of 1990.

13. **No Waiver.** The waiver or failure of either party to exercise any right provided for herein shall not be deemed a waiver of any further right hereunder.

14. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the services of District or University, and this Agreement contains all the covenants and agreements between the parties with respect to this student teaching affiliation agreement. The parties agree that no oral representations or written representations, other than contained herein, were relied on by the parties, or form additional terms of this Agreement.

15. **Modification.** District or University may from time to time request changes to the terms in this Agreement. Such changes shall be valid only if incorporated as a written amendment to this Agreement.

16. **Assignability.** The duties and obligations of each of the parties hereto shall be deemed personal and unique. This Agreement and the duties and obligations of the parties hereunder shall not be assigned to any other person, firm or corporation without the prior written consent of the other party.

17. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey, including without limitation, the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq. The parties agree that pursuant to the New Jersey Contractual Liability Act, venue and jurisdiction regarding any matter pertaining to this Agreement shall be in the Superior Court of New Jersey, Law Division, and consent to same.

18. **Notices.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

As to the District:

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

As to the University:

Kean University
1000 Morris Ave
Union, NJ 07083

IN WITNESS WHEREOF the parties hereto have affixed their hands and seals or caused these presents to be executed by their duly authorized officers on the day and year first above written.

SCHOOL DISTRICT: WEST ORANGE PUBLIC SCHOOLS

Signed: _____ Date: _____

Name: _____

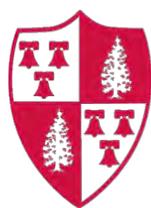
Title: _____

KEAN UNIVERSITY:

Signed: _____ Date: _____

Name: Sancha Gray, Ed.D. _____

Title: Interim Dean, College of Education _____



MONTCLAIR STATE

UNIVERSITY

MEMORANDUM OF AGREEMENT
BETWEEN
MONTCLAIR STATE UNIVERSITY
AND
West Orange School District

THIS AGREEMENT by and between MONTCLAIR STATE UNIVERSITY, herein MSU, a public institution of higher education in the State of New Jersey with its principal place of business at Upper Montclair, New Jersey 07043 and herein the Facility, West Orange School District with its principal place of business at 51 Conforti Avenue, West Orange, New Jersey 07052.

RECITALS

WHEREAS MSU, through its Department of PSYCHOLOGY is desirous of providing training of its students for the development of excellence as future professionals, specifically students enrolled in the SCHOOL PSYCHOLOGY Program; and

WHEREAS the Facility is desirous of providing a practicum environment for such MSU students through service at its service in a public school district.

NOW THEREFORE, in consideration of the mutual promises and covenants set forth below, MSU and the Facility agree as follows:

1. Scope. Under this agreement, MSU shall provide students to serve in a practical educational environment provided by the Facility. Facility acknowledges that the agreement allows Facility access to confidential data information (“CDI”) consisting of paper and electronic student education records that are subject to The Family Educational Rights and Privacy Act (“FERPA”).
2. MSU Responsibilities. MSU agrees, under the terms of this agreement to:
 - a. Be responsible for preparation for the field experience;

- b. Select and assign an agreed upon number of students in accordance with the facility's placement requirements and agreed-to-schedule;
- c. Maintain the personal records of students necessary for conducting their education, and to provide the facility with forms for the evaluation of the students;
- d. Withdraw any MSU student from the Facility when the student is found unacceptable by the Facility for reasons of health, performance or other reasonable causes;
- e. Assign a program director to act as liaison between the student, MSU and the Facility. The program director will act as an advisor for the experience;
- f. Ensure that each student submit to MSU a completed Health Examination Form (Attachment A) to be retained by MSU and reviewed by the Facility upon request;
- g. Ensure that each MSU student has a professional liability insurance policy covering the student for \$1,000,000 for each incident and \$3,000,000 aggregate, a copy of which shall be provided to the Facility prior to the beginning of the internship experience. (Attachment B)
- h. Ensure compliance with the applicable terms of Exhibit A.

3. Facility Responsibilities. The Facility agrees under the terms of this agreement to:

- a. Plan and implement meaningful and appropriate learning experiences aimed at the achievement of the objectives of this phase of the Program.
- b. Provide supervision by a registered SCHOOL PSYCHOLOGIST WITH AT LEAST 3 YEARS EXPERIENCE, STATE OR NATIONALLY CERTIFIED.
- c. Orient the students to all applicable policies, procedures and rules of the facility.
- d. Provide final evaluations of the student's performance, and a mid-experience evaluation if the rotation is longer than one week.
- e. Provide facilities, equipment and supplies needed for the educational experience.
- f. The Facility does not have the ability to arrange emergency health care. Students will be individually responsible for the fees for such care.
- g. Provide information which may be needed by MSU to comply with accreditation standards.

h. Notify the University immediately in the event of an emergency or problem which may threaten a student's successful completion of the field experience.

i. Ensure that any MSU student and Faculty member shall at all times comply with the standards of documentation and confidentiality mandated by State and Federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time, and medical record policies and guidelines established and approved by MSU and Facility. This shall include the maintenance of the confidentiality of all Facility student records produced by the Facility or furnished to the MSU student and faculty, and will not disclose information in accordance with the FERPA.

j. Refrain from using or disclosing CDI received except as permitted or required by the agreement, as required by law, or as otherwise authorized in writing by MSU.

k. Develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted CDI received from, or on behalf of MSU or its students. These measures will be extended by contract to all subcontractors used by Facility.

l. Upon termination, cancellation, expiration or other conclusion of this Agreement, return all CDI to MSU or, if return is not feasible, destroy any and all CDI. If Facility destroys the information, the Facility shall provide MSU with a certificate confirming the date of destruction of the data.

m. Ensure compliance with the applicable terms of Exhibit A

4. Length of Agreement and Termination. This agreement shall be effective when signed by both parties and is intended to continue until terminated by one of the parties. This agreement can be terminated by either party for any reason upon at least thirty days written notice to the other party, provided, however, that all MSU students enrolled in an internship under this agreement at the time of such notice shall be allowed to complete their field experience prior to the termination of the program.

5. Non-Discrimination. Both parties agree that they are equal opportunity/affirmative action institutions and do not discriminate on the basis of sex, age, race, religion, color, national origin, or physical disability. Both parties further agree specifically to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990.

6. Indemnification. The Facility agrees to indemnify, defend and hold harmless MSU from and against any and all liability, losses, damages, claims, causes of action, costs or expenses arising out of and caused by or resulting from the negligent acts or omissions of the Facility, its agents, servants or employees.

7. Applicable Law. This Agreement shall be subject to all of the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:13-1 et seq., the New Jersey Contractual Liability Act, N.J.S.A. 59:13 et seq., and the availability of appropriations. The State of New Jersey does not carry public liability insurance, but the liability of the State and the obligations of the State to be responsible for tort claims against its employees is covered under the terms and provisions of the New Jersey Tort Claims Act.

8. Amendments. This agreement may only be amended by mutual agreement of the parties which shall be set forth in writing and signed by both parties.

9. Assignment. Neither party shall assign or transfer any interest under this agreement without the express written consent of the other party.

10. Entire Agreement. Both parties to this Agreement confirm that they have read this Agreement, understand it and agree to be bound by its terms. Both parties further agree that this written instrument is the complete and exclusive statement of their agreement which supersedes all prior statements, oral or written, relating to the subject matter of this agreement.

IN WITNESS THEREOF, MONTCLAIR STATE UNIVERSITY AND
WEST ORANGE SCHOOL DISTRICT

do hereby execute this Agreement in duplicate originals on the date set forth below by
their duly authorized representatives.

Date: _____ By: _____
Dean of College of Humanities and Social Sciences

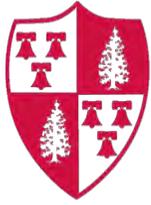
Date: 5/5/2025 By: Dawn Ribeiro
Representative of the School District

Date: 5/5/2025 By: Sanhita Kar
Field Supervisor

Date: 2/26/2025 By: 
University Supervisor

Date: 4/30/2025 By: Damanthi Lehner
Trainee in School Psychology

EXHIBIT A



MONTCLAIR STATE

UNIVERSITY

School Psychology Internship Contract

Samantha Lehner, a graduate student of the Montclair State University School Psychology Certification Program, is seeking a position as a School Psychology Intern for the West Orange School District in West Orange, New Jersey. This internship opportunity will begin on the first scheduled school day and will last a minimum of 1,200 hours, approximately 150 days as required for state licensure and will be completed no later than the last day of the district school year. Any extra curricular activities completed outside of the normal business day will be counted as additional hours and added to the internship total.

This document outlines the expectations for Interns, the school district, the field supervisor and Montclair State University in this internship. This information will serve as a general guideline, but will be viewed as a specific binding agreement between all agencies assigned hereafter. Should specific circumstances need to be addressed between any of the parties concerned, an addendum outlining the unique requirements should be attached to this document.

School Psychology Intern Expectations

Having completed graduate curriculum toward 65 credits and a minimum of 300 practicum hours in the field of School Psychology, Samantha Lehner has demonstrated that she has the knowledge and skills to perform services in the following areas:

- Intellectual, emotional and behavioral assessment of students;
- Consultation and collaboration with teachers, parents, and other professionals;
- Development of research-based intervention plans;
- Development and implementation of Functional Behavioral Analyses (FBA) and Positive Behavior Support (PBS) Plans;
- Group and individual counseling to students identified as “at risk;”
- Professional Development and seminar opportunities, including parent training and development workshops.

School District Expectations

West Orange School District shall ensure that Samantha is given the opportunity to engage in a broad range of activities that enhance the knowledge and skills she already possesses in the field of School Psychology, as mentioned in the above section for mastery in terms of depth (towards independent function) and breadth (k-12) of experience. This must include, but is not limited to, the following areas:

- Evaluation and assessment of students for:
 - Special education placement or re-evaluation
 - Counseling and consultation
 - Development of specific intervention plans
- Consultation and collaboration with teachers, parents and other professionals regarding behavioral, learning and social issues
- Participation in school-based teams that:
 - Provide services and interventions prior to formal assessment
 - Obtain opportunities for consultation
 - Provide access to out-sourced services for parents, students and teachers
- Participation in Individualized Education Plan (IEP) meetings, which includes:
 - Making decisions in student placement
 - Development of an appropriate intervention plan and PBS plans
- Provide counseling services and opportunities to students, both individually and in a group
- Facilitate the Intern's participation in professional development opportunities in the district

Field Supervisor Expectations

Individual supervision will be provided by Ms. Sanhita Kar, a certified school psychologist for the State of New Jersey employed by the school district. This supervisor will be known as the field supervisor. Field supervisors typically have a minimum of three years experience with the district and will not be responsible for more than two Interns during the time required to complete this particular agreement. Specific requirements of the field supervisor include, but are not limited, to:

- Provide a minimum of two hours of scheduled face-to-face supervision per week with the Intern
- Assist the Intern in becoming acculturated to the school district and serving agencies
- Monitor the Intern's workload for appropriateness
- Ensure that the Intern is provided access to the opportunities listed in the above paragraph, including basic resources that will be provided for the Intern, such as sufficient office space and access to technology. There is no provision for travel compensation or salary or expense reimbursement or supervisor release time in this agreement.

- Co-sign documents in their supervisory capacity with the Intern for all completed work product.
- Provide Intern adequate and safe work environment and support services.

University Expectations

Montclair State University will ensure that the Intern remains insured under state and federal guidelines for professional liability. Dr. Julia Coyne, Director of the School Psychology Program, will also provide additional supervision for the Intern as the university-based supervisor. As a university supervisor, she will not be responsible for more than 12 Interns per section during the time required to complete this agreement. Specific requirements for the university supervisor include, but are not limited, to:

- Weekly instruction that will further enhance and upgrade skills relative to the school district's needs.
- Provide a minimum of two hours of scheduled individual or group supervision per week with the Intern.
- Consultation with the field supervisor and other school district professionals, which will include telephone contacts and a minimum of two site visits per annum
- Monitor Intern activity to ensure the Intern is engaging in a broad array of activities in the field.
- Prepare the Intern for Praxis II: School Psychologist Examination and monitor score.
- Assist the Intern in preparing all required documentation for State Certification.



Affiliation Agreement

Seton Hall University

and

AGREEMENT made this _____ day of _____, 202____
between _____, located
at _____ (hereinafter the
"Site") and Seton Hall University, through its College of Human Development, Culture, and Media,
Department of Educational Studies, located at 400 South Orange Avenue, South Orange, New Jersey
07079 (hereinafter the "**University**").

WHEREAS, the University offers undergraduate and undergraduate degree programs in
teacher preparation and seeks to enter into an affiliation with the Site for purposes of providing
required supervised clinical experience or clinical practice (the "**Clinical Placements**") for University
students in these degree programs (collectively, "**Interns**"); and

WHEREAS, the Site operates a facility at the above address and seeks to enter into an
affiliation with the University in order to provide the University's Interns an opportunity to obtain
Clinical Placements related to these programs.

NOW THEREFORE, in consideration of the foregoing and the mutual promises and covenants
set forth herein, the parties agree as follows:

I. SITE RESPONSIBILITIES

1. Administrative Services and Support

The Site shall provide the following:

- a. Support. Administrative support including, but not limited to, resources and specific budgetary
resources for the Clinical Placement as described herein.
- b. Orientation. Comprehensive orientation to the Site, including but not limited to, policies, philosophy,
procedures, protocols, rules and expectations.

- c. Role Models. Commitment to provide a variety of role models that represent the diversity of professionals in the field. The Site will afford Interns the opportunity to interact with a diverse staff and student population whenever feasible.

2. Supervision

The designated teacher mentor/supervisor at the Site (“**Cooperating Teacher**”) shall provide the following:

- a. Continuity. The Cooperating Teacher shall be responsible for providing a continuity of supervision of the Intern and providing supervised activities and experiences as described herein. If the Cooperating Teacher is no longer able to supervise or terminates his/her relationship with the Site, the Site administration is responsible for securing, in a timely manner, a Cooperating Teacher who holds the credentials, training and experience required by the Clinical Placement, including any state regulatory requirements.
- b. Expertise. The Cooperating Teacher shall be a clearly designated, licensed professional appropriate for the Clinical Placement.
- c. Mentorship. The Cooperating Teacher shall actively participate in the preparation of the Intern; provide constructive and timely feedback to the Intern; establish goals early in the Clinical Placement for the Intern so they have an opportunity to reach those goals by the conclusion of the Clinical Experience/Internship; and communicate regularly with the Intern to discuss their development and share observations, experiences and recommendations about the Clinical Placement.
- d. Documentation. The Cooperating Teacher shall certify and approve the number of Intern hours to the Site and University, based upon the Intern’s documentation.
- e. Disciplinary Actions. The Cooperating Teacher will inform the Intern, Site administration, and the University’s Office of Fieldwork and Certification of potential disciplinary issues in a timely manner. The Professional Codes and Standards of the respective accrediting bodies and Site, University and program policies and procedures shall serve as the bases for such issues.
- f. Evaluation. The Cooperating Teacher shall provide evaluation(s) of each Intern at intervals specified by the degree program in which the Intern is enrolled.

3. Supervised Activities and Experiences

The Site shall provide supervised training activities/experiences that are:

- a. Integral to the regular performance of the Site's normal professional functions, duties and responsibilities.
- b. Affirming of, and demonstrating a high regard for, human dignity. Interns shall not be required to participate in practices that restrict the exercise of civil or human rights of any person or which impair the quality and nature of professional training in psychology as defined by the respective accrediting entities.
- c. Continuous and sequenced in an organized manner and encompass a variety of presenting problems.

- d. Consistent with the fulfillment of minimum hours and categories of student contact as required by the Intern's respective degree program.
- e. Necessary to meet requirements established by state policy-making boards.
- f. No Intern shall be required to participate in any experience or activity that is contrary to the Catholic mission of the University.

4. Evaluation

- a. Each Intern will be evaluated according to clearly pre-defined criteria and a schedule as specified in the Seton Hall University Clinical Placement Handbook.
- b. Evaluations will be shared with the University's Office of Fieldwork and Certification as well as the Intern.

5. Data Security Requirements to Protect the Confidentiality of Intern Education Records

- a. Protection of Confidential Data. The Site agrees to abide by the limitations on re-disclosure of personally identifiable information from education records set forth in The Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 CFR § 99.33 (a)(2)) and with the terms set forth below. 34 CFR 99.33 (a)(2) states that the officers, employees and agents of a party that receive education record information from the University may use the information, but only for the purposes for which the disclosure was made.
- b. Definition. Covered data and information ("CDI") includes paper and electronic Intern education record information, including evaluations: 1) supplied by the University and/or the University's Intern to the Site or 2) created by the Site in connection with this Agreement between the parties.
- c. Acknowledgment of Access to CDI. The Site acknowledges that this Agreement allows the Site access to CDI.
- d. Prohibition on Unauthorized Use or Disclosure of CDI. The Site agrees to hold CDI in strict confidence. The Site shall not use or disclose CDI that it creates or is received from, or on behalf of, the University (or its Intern) except as permitted or required by this Agreement, as required by law, or as otherwise authorized in writing by the University. The Site agrees not to use CDI for any purpose other than the purpose for which the disclosure or creation was made.
- e. Return of CDI. Upon termination, cancellation, expiration or other conclusion of this Agreement, the Site shall return all CDI to the University or, if the CDI was provided by a Intern, the Site shall return the CDI to the Intern.
- f. Maintenance of the Security of Electronic Information. The Site shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted CDI received from, or on behalf of the University or its Interns, or created by the Site. These measures will be extended by contract to all subcontractors used by the Site and shall survive the termination or expiration of this Agreement.

- g. Remedies. If the University reasonably determines in good faith that the Site has materially breached any of its obligations under this Data Security Section, the University, in its sole discretion, shall have the right to terminate this Agreement immediately if cure is not possible.
- h. Reporting of Unauthorized Disclosures or Misuse of Covered Data and Information. The Site shall, within one (1) day of discovery, report to the University any use or disclosure of CDI not authorized by this Agreement or in writing by the University. The Site's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the CDI used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what the Site has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure and (v) what corrective action the Site has taken or shall take to prevent future similar unauthorized use or disclosure. The Site shall provide such other information, including a written report, as reasonably requested by the University.
- i. Indemnity. Notwithstanding anything to the contrary in this Agreement, the Site shall defend and hold the University harmless from all claims, liabilities, damages, or judgments involving a third party, including the University's costs and attorney fees, which arise as a result of the Site's failure to meet any of its obligations under this Data Security Section.

6. Insurance

- a. Throughout the term of this Agreement, the Site agrees to provide and maintain general liability insurance coverage in the minimum amounts of one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate, per year, and licensed professional liability insurance coverage in the minimum amounts of one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) in the aggregate, per year, for its own employees, staff and volunteers participating in the Program. The Site shall provide the University with evidence of such coverage upon request. The Site further agrees to include and list the University as an additional insured and shall not cancel said policies of insurance without providing the University thirty (30) days advance written notice thereof. The insurance coverage provided to the University as an additional insured shall be primary and non-contributory.
- b. The Site shall comply with any and all requirements under applicable workers compensation laws with respect to coverage for Site employees in connection with their activities under this Agreement.

7. Representation and Warranty

- a. The Site represents and warrants to the University that the Site and its members, directors, officers, employees, Site supervisors and agents (collectively "Personnel") (i) are not listed on the General Services Administration's Excluded Parties List System ("GSA List"), and (ii) are not suspended or excluded from participation in any federal health care programs, as defined under 42 U.S.C. § 1320a-7b(f), or any form of state Medicaid program (collectively, "Government Payor Programs"), and to the Site's knowledge, there are no pending or threatened governmental investigations that may lead to suspension or exclusion of Site or Personnel from Government Payor Programs or may be cause for listing on the GSA List.
- b. The Site shall inform the University if: (i) a claim or suit is brought against the Site supervisor for alleged malpractice or professional liability; (ii) the Site supervisor's license has been suspended, revoked or placed on probation by a licensing board, board of examiners or any other governmental entity that regulates their profession; or (iii) the Site supervisor is convicted of a misdemeanor or felony.

- c. The Site agrees to notify the University of any suspension or exclusion from Government Payor Programs under Section 7.a. above or any allegation or action in connection with the Site supervisor under Section 7.b. above, within three (3) business days of the Site's first learning of it. The University shall have the right to immediately terminate this Agreement upon learning of any such suspension or exclusion.

8. Complaint Procedure

- a. It is the responsibility of the Site to provide and maintain a safe environment for Interns and any University faculty at the Site and to establish procedures by which Interns and University faculty at the Site may report inappropriate actions occurring at the Site, including but not limited to claims of discrimination, sexual harassment, sexual misconduct, retaliation and/or whistleblowing. The Site shall take prompt and effective steps to investigate, eliminate and prevent both recurrence of any inappropriate actions and any retaliation against anyone involved in the review of any such claims. The Site shall keep the University apprised of its investigation and findings so that University can evaluate the actions taken in order to determine the University's course of action.

II. UNIVERSITY RESPONSIBILITIES

1. Administrative services and support

The University shall provide the following:

- a. Support. Appropriate administrative support for the supervised Clinical Placement as described herein.
- b. Orientation. General orientation to the Interns, Cooperating Teachers and other appropriate Site administrators regarding the purpose and nature of the Clinical Placement, including but not limited to the program curriculum, policies, philosophy, procedures, protocols, rules and expectations.

2. Supervision

The designated University clinical supervisor for the Clinical Placement (hereinafter "**Supervisor**") shall provide the following:

- a. Preparation and Continuity. The Supervisor will confirm goal setting with the Intern early in the semester; pre-plan classroom visits so that the Intern can arrange to teach during the observation; preview the Intern's lesson plans before an observation; provide constructive feedback regarding areas of strength and need for improvement; contact the Cooperating Teacher prior to the Supervisor's scheduled arrival; meet the principal or key Site administrator upon the Supervisor's first visit to the Site; assist the Cooperating Teacher in facilitating the developmental process of the Clinical Experience/Internship and the rights and responsibilities of the Supervisor; and confer with the Cooperating Teacher about the Intern's work and progress.
- b. Expertise. The Supervisor shall be a licensed professional appropriate to the degree program.
- c. Confidentiality. The Supervisor shall require that the Intern and employees of the University maintain the confidentiality of any education records relating to any student of the Site which they receive or create during the Clinical Experience/Internship and that confidential information belonging to the

Site is not removed from the Site.

- d. Disciplinary Actions. The Supervisor will address disciplinary issues raised by either party to this Agreement. The Professional Codes and Standards of the respective accrediting bodies and Site, University and program policies and procedures shall serve as the bases for such issues.

3. Insurance

- a. Throughout the term of this Agreement, the University agrees to provide and maintain general liability insurance coverage in the minimum amounts of one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate, per year, and licensed professional liability insurance coverage for each Intern and faculty member participating in the required curriculum activities of the Clinical Placement at the Site in the minimum amounts of one million dollars (\$1,000,000.00) per occurrence and one million dollars (\$1,000,000.00) in the aggregate, per year. The University shall provide the Site with evidence of such coverage upon request.
- b. The University shall comply with any and all requirements under the Workers Compensation laws of the State of New Jersey with respect to coverage for University employees in connection with their activities under this Agreement.

III. INDEMNIFICATION

1. University agrees to defend, indemnify and hold harmless the Site, its directors, trustees, officers, employees and agents from and against any and all third-party claims and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) relating to personal injury or property damage to the extent arising out of the negligent acts or omissions of the University and/or its Regents, Trustees, officers, employees, or Interns in connection with their responsibilities under this Agreement.
2. In addition to its indemnity responsibilities in connection with data security under Section I.5, the Site agrees to defend, indemnify and hold harmless the University, its Regents, Trustees, officers, employees, Interns and agents from and against any and all third-party claims and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) relating to personal injury or property damage to the extent arising out of conditions existing at the Site or the negligent acts or omissions of the Site and/or its directors, trustees, officers, employees or agents in connection with their responsibilities under this Agreement. If the University incurs any expenses, including but not limited to attorneys' fees, in connection with enforcing the Site's obligation to defend, indemnify and/or hold the University and/or its Interns harmless, the Site agrees to reimburse the University for any and all such expenses.
3. Each party agrees that it shall give the other party prompt written notice of any claim, threatened or made, or suit instituted against it which could result in a claim for indemnification above.
4. Both parties agree that in the event that indemnification is sought under this provision, the party seeking indemnification shall furnish the indemnifying party, upon request, all information and assistance available to the indemnified party for defense against any such claim, suit or demand.

IV. JOINT RESPONSIBILITIES

1. It is mutually agreed and understood that nothing in this Agreement implies an employee/employer relationship between University instructors or Interns and the Site. The parties shall be independent contractors with respect to each other.
2. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Jersey.
3. The parties shall not discriminate against any person or group of persons on the basis of race, color, religion, age, national origin, ancestry, sex, gender, pregnancy, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity and/or expression, handicap and disability, atypical hereditary cellular or blood trait, AIDS and/or HIV status, genetic information, service in the Armed Forces of the United States, status as a disabled veteran or as a veteran of the Vietnam era or any other status or condition protected by applicable federal or state statutes.
4. All matters of material concern to the Site or University in connection with the Clinical Placement and/or this Agreement shall be discussed by the parties as the need to do so arises.
5. All notices to the parties must be in writing, signed by the party giving it, and shall be deemed delivered when delivered in person or three (3) days after deposit in the United States mail, postage prepaid, addressed as follows:

University Representative

Bryan Crable, Ph.D.
Dean, College of Human Development, Culture, and Media
Dean's Suite, Jubilee Hall 4th floor
Seton Hall University
400 South Orange Avenue
South Orange, New Jersey 07079

Site Representative

Name & Title
Site
Address
City, State, Zip

6. The term of this Agreement shall be from _____ until _____.
7. This Agreement may be terminated at any time by mutual written consent of the parties or it may be terminated by either party upon thirty (30) days' written notice to the other party at the address provided above. In the event of a nonconsensual termination of this Agreement by either party, such termination shall not become effective until the Interns then involved in the Clinical Placement have an opportunity to complete the current semester.

[Signature page follows]

In witness hereto, the parties affix their signatures.

SETON HALL UNIVERSITY

SITE

By: _____

Erik Lillquist, J.D.

Deputy Provost, Chief Administrative Officer
and Executive Vice President

By: _____

Print Name: _____

Date: _____

Date: _____

Chdcm.ed studies standard.2024.09.11



State of New Jersey
DEPARTMENT OF EDUCATION

ESSEX COUNTY OFFICE
Leroy F. Smith Public Safety Building
60 Nelson Place, 1st Floor South
Newark, New Jersey 07102
(973) 621-2750

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

KEVIN DEHMER
Commissioner

JOSEPH S. ZARRA
Interim Executive County Superintendent

June 3, 2025

Hayden Moore Superintendent
West Orange Public Schools
179 Eagle Rock Avenue
West Orange, New Jersey 07052

Dear Mr. Moore:

I have reviewed the employment contract for Tonya Flowers, School Business Administrator/Board Secretary of West Orange, in accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I approve the contract for a period commencing on July 1, 2025, through June 30, 2026.

If there are any changes to the terms of this contract, you will need to submit it to me, for review and approval prior to the required public notice and hearing of such changes.

Please be reminded that the contract for this position must be submitted annually to the Executive County Superintendent for review and approval.

After approval, please forward a signed copy of said contract to my office.

Sincerely,


Joseph S. Zarra
Interim Executive County Superintendent

JSZ:mm



CONTRACT OF EMPLOYMENT

This Employment Contract is made this 16th day of June 2025, by and between the **WEST ORANGE BOARD OF EDUCATION**, with offices at 179 Eagle Rock Avenue, West Orange, New Jersey 07052, (hereinafter referred to as “the Board”) and **TONYA M. FLOWERS**, School Business Administrator/Board Secretary, (hereinafter referred to as “the School Business Administrator”).

WITNESSETH:

WHEREAS, the Board desires to provide the School Business Administrator with a written employment contract in order to enhance administrative stability and continuity within the schools, which the Board believes generally improves the quality of its overall educational program; and,

WHEREAS, the Board and the School Business Administrator believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools; and,

WHEREAS, the School Business Administrator is the holder of an appropriate certificate as prescribed by the State Board of Education and as required by *N.J.S.A. 18A:17-17*;

NOW, THEREFORE, in consideration of the following mutual promises and obligations, the parties agree as follows:



ARTICLE I

EMPLOYMENT

The Board hereby agrees to employ Tonya M. Flowers as School Business Administrator for a term commencing July 1, 2025, and ending June 30, 2026, in accordance with and pursuant to the Resolution of the Board adopted by at least a majority of the full Board at its June 16, 2025 Public Meeting, which Resolution is annexed hereto and made a part hereof. The appointment and removal of the School Business Administrator shall be governed by N.J.S.A. 18A:17-16. The work year is referred to as a twelve (12) month contract. The parties acknowledge that this Contract must be approved by the Essex County Executive County Superintendent in accordance with applicable law and regulation.

ARTICLE II

CERTIFICATION

The parties acknowledge that the School Business Administrator currently possesses the appropriate New Jersey administrative certification. If at any time during the term of this Agreement, the School Business Administrator's certification(s) is revoked, this Agreement shall be null and void as of the date of the revocation. If the School Business Administrator is lawfully precluded from performing her duties by any Judgment, Order or direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Employment Agreement shall terminate and the School Business Administrator's employment shall cease. The School Business Administrator will provide official course transcripts for all postsecondary degrees to the Board of Education. These transcripts will be kept on file in the Board office.



ARTICLE III

DUTIES

In consideration of the employment and in accordance with N.J.S.A. 18A:17-20, salary and fringe benefits established hereby, the School Business Administrator hereby agrees to the following:

A. To perform faithfully the duties of School Business Administrator for the Board in accordance with the laws of the State of New Jersey, Rules and Regulations adopted by the State Board of Education, existing Board policies and those which are adopted by the Board in the future. The specific job description adopted by the Board, applicable to the position of School Business Administrator, is incorporated by reference into this Contract.

B. To devote the School Business Administrator's full time, skills, labor, and attention to this employment during the term of this Contract; and further agrees not to undertake consultative work, speaking engagements, writing, lecturing, or other professional duties for compensation without written permission of the Superintendent. Should the School Business Administrator choose to engage in such outside activities on weekends, on her vacation time, or at other times when she is not required to be present in the district, she shall retain any honoraria paid. No such work shall be in concert with any company or entity with which the Board has a contract. The School Business Administrator shall notify the Superintendent in the event she is going to be away from the district on district business for two (2) or more days in any week. Any time away from the district that is not for district business must be arranged in accordance with provisions in this Agreement governing time off. The Board recognizes that the demands of the School Business Administrator's position require her to work long and irregular hours, and occasionally may require that she attend district business outside of the district.

C. The School Business Administrator shall assist the Superintendent in all matters over which the Superintendent shall have duties and responsibilities at the discretion of the Superintendent.



ARTICLE IV

SALARY AND BENEFITS

Salary: The Board shall pay the School Business Administrator an annual salary of **Two Hundred Six Thousand Ten Dollars and Thirty Cents, (\$206,010.30)** for the twelve (12) month duration of this agreement. This annual salary rate shall be paid to the School Business Administrator in accordance with the schedule of salary payments in effect for other certified administrators in the district.

During the term of this Employment Contract, including any extension thereof, the School Business Administrator shall not be reduced in compensation and/or benefits. The terms and conditions of this Employment Contract may be modified only by the written agreement of the parties which shall be approved by the Executive County Superintendent and in turn by the Board by resolution adopted at a public meeting.

The Board will provide the School Business Administrator, as part of his compensation, the following benefits:

A. **Sick Leave**

The School Business Administrator shall be provided sick leave of twelve (12) days annually. The School Business Administrator must document the use of a sick day in the electronic attendance system prior to the start of the sick day. Compensation for unused sick days shall be consistent with N.J.S.A. 18A:30-3.5 and shall be payable only upon retirement and shall not be paid to the School Business Administrator's estate or beneficiaries in the event of the School Business Administrator's death prior to retirement. Compensation for unused sick days shall be paid at a rate of 1/260th of current year salary multiplied by the number of accumulated sick days as allowed by N.J.S.A. 18A:30-3.5, N.J.S.A.18A:30-9 and N.J.A.C. 6A:23-3.1(e)8. Any such payment shall be made within sixty (60) days of the School Business Administrator's last day of employment.



B. Professional Membership

The School Business Administrator shall be entitled to membership, at the Board's expense, for dues in professional associations with the prior approval of the Superintendent within the limit set in the annual budget.

C. Professional Conferences

The School Business Administrator shall be entitled to attend one (1) international or national conference, two (2) state conferences, and other conferences and informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the School Business Administrator to perform her professional responsibilities for the Board. Reimbursement or payment for such expense shall be made in accordance with N.J.S.A.18A:11-12, N.J.A.C. 6A:23A-7 and NJ-OMB circulars and regulations promulgated thereunder and Board policies. Such reimbursement shall be limited to the annual cost as set forth in the annual budget. All conferences must receive prior approval from the Superintendent and the Board.

D. Professional Publications

The School Business Administrator may subscribe to appropriate educational and/or professional publications within the limit set in the annual budget.

E. Medical Benefits

1. The School Business Administrator shall receive individual, parent/child, two adult, or family health benefit coverage (at her option) consistent with the health benefit coverage provided by the Board to its professional administrative staff, which includes medical, prescription, and dental. The School Business Administrator shall contribute and have deducted from his base salary an amount equivalent to the percentage of the health benefit cost for the period of July 1, 2025, to June 30, 2026, toward the payment of health benefit premiums provided under this Section in accordance with Chapter



44. The premium shall be paid by the School Business Administrator through payroll deduction each pay period.

2. The School Business Administrator may waive coverage in any of the health benefits plans if covered through a spouse, civil union or domestic partner's health plan, and in accordance with procedures established by the Board. The School Business Administrator will be paid the lesser of Twenty-Five (25%) percent or Four Thousand (\$4,000) Dollars of the cost of said coverage for waiving such coverage.

F. **Vacation Days**

1. The School Business Administrator shall be entitled to twenty-two (22) vacation days per year. All of the vacation days shall be available for use beginning July 1, 2025.
2. The School Business Administrator shall take vacation time after providing the Superintendent with two (2) weeks' notice, whenever possible, if planning to take more than three (3) consecutive days. Vacation days may only be taken with the prior approval of the Superintendent. The School Business Administrator must document the use of a vacation day(s) in the electronic attendance system prior to the start of the vacation day(s).
3. The School Business Administrator is encouraged to take the full vacation allotment each year; however, not more than five (5) vacation days may be carried over from year to year. All days carried over must be used in the next year or those unused vacation days will be forfeited.
4. Upon retirement or separation, compensation for unused vacation days shall be paid at a rate of $1/260^{\text{th}}$ of current salary multiplied by the number of accumulated vacation days. The accrual of and payment for unused vacation days shall be consistent with



N.J.S.A. 18A:30-9 and N.J.A.C. 6A:23A-3.1(e)8. Any such payment shall be made within sixty (60) days of the School Business Administrator's last day of employment.

G. **Holidays**

The School Business Administrator shall receive the holidays as per the Central Office Administrative calendar approved annually by the Board.

H. **Personal Days**

The School Business Administrator shall be entitled to three personal days for the term of this contract to attend to personal business during the school day, with full pay during the work year. Personal days may only be taken during the school year with the prior permission of the Superintendent. As much advance notice as possible of the request to take personal time will be given. The School Business Administrator must document the use of personal days in the electronic attendance system prior to the start of the personal day. Unused personal days shall convert to sick days at the conclusion of the school year.

I. **Bereavement Days**

In the event of a death in the family, the School Business Administrator shall be granted allowance, without the loss of pay, for the number of days as follows:

Five (5) days for a death in the immediate family, which shall be defined as spouse, father, mother, child, brother, sister, grandchild, grandparent, mother-in-law, father-in-law, sister-in-law, and brother-in-law, and in the case of spousal equivalency relationships, the immediate family members of the spousal equivalent, and any relative making his or her home with the School Business Administrator's family, provided that the absence is necessary and unavoidable. Notwithstanding the foregoing limitations, the term "spouse" shall be interpreted as including all those who have legal status under New Jersey or Federal law that can be reasonably interpreted as constituting "spousal equivalency"



relationships, and shall specifically include those registered under the New Jersey Domestic Partnership Act or the New Jersey Civil Union Act.

One (1) day for the death of a relative of the second degree, which shall be defined as aunt, uncle, nephew, niece and cousin.

The School Business Administrator will be permitted to use a maximum of twenty (20) bereavement days per year, with additional days as per the approval of the Superintendent.

These days shall be taken at the time of death unless written permission is given by the Superintendent.

J. **Travel**

Reimbursement for travel will be provided in accordance with the Commissioner of Education's March 17, 2008, memorandum in accordance with N.J.S.A. 18A:11-12 with respect to travel and meal reimbursement as promulgated by the New Jersey Office of Management and Budget.

K. **Technology**

The School Business Administrator shall be provided with a laptop for professional and personal duties. This item shall remain property of the West Orange Board of Education.

L. **Car Allowance**

The School Business Administrator shall receive a non-pensionable monthly car allowance of \$175.00.

M. **Tuition Reimbursement**

In an effort to encourage the SBA to obtain her doctoral degree in educational leadership, that will improve her effectiveness and value to the District, the Board agrees to pay one hundred percent (100%) of the SBA's tuition charges and other course related fees for any coursework that the SBA elects to take for the doctoral program at an accredited university that same is approved in advance by the Chief School Administrator. Payment for reimbursement shall be disbursed upon submission of fully paid



tuition bill and receipt of payment. If course work was not completed, the SBA shall pay back the tuition reimbursement to the Board. Courses taken must be for graduate courses leading to a doctoral degree consistent with N.J.A.C. 6A:23A-3.1(e) 15.

ARTICLE V

ANNUAL EVALUATION

A. The Superintendent shall evaluate the performance of the School Business Administrator at least once a year, and shall complete the evaluation process by no later than July 1st. Each annual evaluation shall be in writing. A copy of the evaluation shall be provided to the School Business Administrator, and the School Business Administrator and the Superintendent shall meet to discuss the findings. The evaluations shall be based upon the criteria adopted by the Board, the goals and objectives of the District, the responsibilities of the School Business Administrator as set forth in the job description for the position of School Business Administrator, and such other criteria as established by the Board and/or established State Board of Education shall be regulation prescribe.

In the event that the Superintendent determines that the performance of the School Business Administrator is unsatisfactory in any respect, he shall describe in writing, and in reasonable detail, the specific instances of unsatisfactory performance. The evaluation shall include specific recommendations for improvement in all instances where the Superintendent deems performance to be unsatisfactory. The School Business Administrator shall have the right to respond in writing to the evaluation within ten (10) school days of the meeting. This response shall become a permanent attachment to the evaluation in question.



ARTICLE VI

TERMINATION OF EMPLOYMENT CONTRACT

A. This Contract shall terminate, the School Business Administrator's employment will cease and no salary shall thereafter be paid, under any one of the following circumstances:

- (1) Failure to possess/obtain proper certification;
- (2) Revocation or suspension of the School Business Administrator's certificate, in

which case this Contract shall be null and void as of the date of revocation, as required by N.J.S.A.

18A:17-15.1;

- (3) Forfeiture under N.J.S.A. 2C:51-2;
- (4) Mutual agreement of the parties;
- (5) Notification in writing by the Superintendent to the School Business Administrator,

on or before May 15, 2026, that he does not intend to renew this Contract;

(6) Material misrepresentation of employment history, educational and professional credentials, and criminal background subject to N.J.S.A. 18A:6-10.; or

- (7) Violation of any terms of this Contract.

B. Nothing in this Contract shall affect the Board's rights with regard to suspension under N.J.S.A. 18A:6-8.3 and applicable case law.

C. The School Business Administrator may terminate this Employment Contract upon at least ninety (90) calendar days written notice to the Board, filed with the Board Secretary, of her intention to resign.

D. The Board may terminate this Employment Contract upon at least ninety (90) calendar days written notice to the School Business Administrator.



ARTICLE VII

COMPLETE AGREEMENT

This Contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

ARTICLE VIII

SAVINGS AND CONFLICTS CLAUSE

If, during the term of this Contract, it is found that a specific clause of the Contract is illegal under federal or state law, the remainder of the Employment Contract is not affected by such a ruling and shall remain in full force. In the event of any conflict between the terms, conditions and provisions of this Employment Contract and the provisions of the Board's policies or any permissive Federal or State law, the terms of this Employment Contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of this Contract.

ARTICLE IX

INDEMNIFICATION

The Board shall defend, hold harmless and indemnify the School Business Administrator from any and all demands, claims, suits, actions and legal proceedings of any kind brought against the School Business Administrator acting in his capacity as an agent and/or the School Business Administrator of the Board in accordance with Board policy and N.J.S.A. 18A:16-6.



WHEREAS, the School Business Administrator has approved of the terms and conditions of the Employment Contract; and

WHEREAS, this Employment Contract has been approved by a vote of the Members of the West Orange Board of Education at its meeting of June 16, 2025, and has been made a part of the minutes of that meeting;

IN WITNESS WHEREOF, the parties have set their hand and seals to this Employment Contract effective on the day and year first above written.

WEST ORANGE BOARD OF EDUCATION

Tonya M. Flowers
School Business Administrator/Board Secretary

Date: _____

Brian Rock
Board President

Date: _____

Applications for Absence for School Business 2024-2025
June 16, 2025

Name	Position	School	Conference	Dates	Amount	Funded
Rishi Ramchandani	Technology & Project Manager	Central Office	Genetec Security Center Training: Advanced Troubleshooting - Virtual	6/25/2025 - 6/27/2025	\$4,416.20	District

Board Approved June 16, 2025

OOD PLACEMENTS 24/25 & 25/26 SY

Student #	Placement	Tuition	Budgeted/Unbudgeted
23226	Jardine Academy	Tuition: \$15,024.60 34 days @ \$441.90/day 1:1 Aide: \$5,440.00 34 days @ \$160.00/day 4/28/25 - 6/13/25	Budgeted
6505849840	Pillar Elementary School	Tuition: \$4,192.50 10 days @ \$419.25/day 6/2/25 - 6/20/25	Budgeted
2401029	Sage Alliance	Tuition: \$6,573.36 6/23/25 - 7/25/25	Budgeted
2401029	Sage Alliance	Tuition: \$78,622.20 180 days @ \$436.79/day 9/2/25 - 6/18/26	Budgeted
2706163	MUJC	Tuition: \$126,024.00 6/26/25 - 6/10/26	Budgeted
2907108	MUJC	Tuition: \$126,024.00 6/26/25 - 6/10/26	Budgeted
2211020	Chancellor Academy	Tuition: \$86,559.00 183 days @ \$473.00/day 9/3/25 - 6/18/25	Budgeted
1913036	PG Chambers School	Tuition: \$107,079.00 210 days @ \$509.90/day 1:1 aide: \$48,510.00 210 days @ \$509.90/day 7/7/25 - 6/18/26	Budgeted
2213070	PG Chambers	Tuition: \$107,079.00 210 days @ \$509.90/day 7/7/25 - 6/18/26	Budgeted
1813029	PG Chambers	Tuition: \$107,079.00 210 days @ \$509.90/day 7/7/25 - 6/18/26	Budgeted
2305084	PG Chambers	Tuition: \$107,079.00 210 days @ \$509.90/day 7/7/25 - 6/18/26	Budgeted
1304006	Cornerstone Day School	Tuition: \$106,084.00 220 days @ \$482.20/day 7/7/25 - 6/26/26	Budgeted
1404031	Cornerstone Day School	Tuition: \$106,084.00 220 days @ \$482.20/day 7/7/25 - 6/26/26	Budgeted
1608082	Cornerstone Day School	Tuition: \$106,084.00 220 days @ \$482.20/day 7/7/25 - 6/26/26	Budgeted

OOD PLACEMENTS 24/25 & 25/26 SY

1508025	Cornerstone Day School	Tuition: \$106,084.00 220 days @ \$482.20/day 7/7/25 - 6/26/26	Budgeted
1607012	Chancellor Academy	Tuition: \$96,019.00 203 days @ \$473.00/day 7/1/25 - 6/17/26	Budgeted
1209103	The Phoenix Center	Tuition: \$91,874.32 199 days @ \$461.68/day 1:1 aide: \$39,800.00 199 days @ \$461.68/day 7/7/25 - 6/23/26	Budgeted
1607079	The Phoenix Center	Tuition: \$91,874.32 199 days @ \$461.68/day 7/7/25 - 6/23/26	Budgeted
2910100	The Gramon School	Tuition: \$106,000.00 212 days @ \$500.00/day 7/7/25 - 6/23/26	Budgeted
2706115	The Gramon School	Tuition: \$106,000.00 212 days @ \$500.00/day 7/7/25 - 6/23/26	Budgeted
2311002	ECLC of NJ, Chatham Campus	Tuition: \$82,334.00 200 days @ \$411.67/day 1:1 aide: \$56,000.00 200 days @ \$411.67/day 7/1/25 - 6/26/26	Budgeted
2401085	ECLC of NJ, Ho-Ho-Kus Campus	Tuition: \$82,334.00 200 days @ \$411.67/day 1:1 aide: \$56,000.00 200 days @ \$411.67/day 7/1/25 - 6/26/26	Budgeted
2406106	Arc of Essex County's Stepping Stones School	Tuition: \$82,950.00 210 days @ \$395.00/day 1:1 aide: \$58,800.00 210 days @ \$395.00/day 7/1/25 - 6/17/26	Budgeted
2213042	The Deron School of New Jersey	Tuition: \$93,252.60 210 days @ \$444.06/day 1:1 aide: \$50,400.00 210 days @ \$444.06/day 7/7/25 - 6/26/26	Budgeted
2113075	The Deron School of New Jersey	Tuition: \$93,252.60 210 days @ \$444.06/day 1:1 aide: \$50,400.00 210 days @ \$444.06/day 7/7/25 - 6/26/26	Budgeted
2113056	The Deron School of New Jersey	Tuition: \$93,252.60 210 days @ \$444.06/day 1:1 aide: \$50,400.00	Budgeted

OOD PLACEMENTS 24/25 & 25/26 SY

		210 days @ \$444.06/day 7/7/25 - 6/26/26	
1406086	Westbridge Academy	Tuition: \$102,818.00 202 days @ \$509.00/day 7/7/25 - 6/26/26	Budgeted
1307137	The Deron School of New Jersey	Tuition: \$90,980.40 210 days @ \$433.24/day 1:1 aide: \$50,400.00 210 days @ \$433.24/day 7/7/25 - 6/26/26	Budgeted
1004099	The Deron School of New Jersey	Tuition: \$90,980.40 210 days @ \$433.24/day 7/7/25 - 6/26/26	Budgeted
1004100	The Deron School of New Jersey	Tuition: \$90,980.40 210 days @ \$433.24/day 7/7/25 - 6/26/26	Budgeted
2211021	The Deron School of New Jersey	Tuition: \$77,983.20 180 days @ \$433.24/day 7/7/25 - 6/26/26	Budgeted
2113078	Garden Academy	Tuition: \$138,864.60 210 days @ \$661.26/day 7/1/25 - 6/12/26	Budgeted
2209144	Shepard School	Tuition: \$70,803.33 213 days @ \$332.41/day 7/1/25 - 6/19/26	Budgeted
2113021	Shepard School	Tuition: \$70,803.33 213 days @ \$332.41/day 7/1/25 - 6/19/26	Budgeted
2413027	Allegro School	Tuition: \$125,790.00 210 days @ \$599.00/day 7/7/25 - 6/24/26	Budgeted
2113036	Allegro School	Tuition: \$125,790.00 210 days @ \$599.00/day 1:1 aide: \$47,250.00 210 days @ \$599.00/day 7/7/25 - 6/24/26	Budgeted
1104109	East Mountain School	Tuition: \$81,826.50 210 days @ \$389.65/day 7/7/25 - 6/19/26	Budgeted
1505070	Banyan School	Tuition: \$64,312.20 180 days @ \$357.29/day 9/2/25 - 6/18/26	Budgeted
1307106	Cornerstone Day School	Tuition: \$106,084.00 220 days @ \$482.20/day 7/7/25 - 6/26/26	Budgeted
1010091	Celebrate the Children	Tuition: \$94,598.00 203 days @ \$466.00/day	Budgeted

OOD PLACEMENTS 24/25 & 25/26 SY

		1:1 aide: \$42,630.00 203 days @ \$466.00/day 7/1/25 - 6/24/26	
2706123	Celebrate the Children	Tuition: \$94,598.00 203 days @ \$466.00/day 1:1 aide: \$42,630.00 203 days @ \$466.00/day 7/1/25 - 6/24/26	Budgeted
2307125	Celebrate the Children	Tuition: \$94,598.00 203 days @ \$466.00/day 1:1 aide: \$42,630.00 203 days @ \$466.00/day 7/1/25 - 6/24/26	Budgeted
1808076	Celebrate the Children	Tuition: \$94,598.00 203 days @ \$466.00/day 1:1 aide: \$42,630.00 203 days @ \$466.00/day 7/1/25 - 6/24/26	Budgeted
2806151	Celebrate the Children	Tuition: \$94,598.00 203 days @ \$466.00/day 1:1 aide: \$42,630.00 203 days @ \$466.00/day 7/1/25 - 6/24/26	Budgeted
2008002	Celebrate the Children	Tuition: \$94,598.00 203 days @ \$466.00/day 1:1 aide: \$42,630.00 203 days @ \$466.00/day 7/1/25 - 6/24/26	Budgeted
1308109	Banyan Upper School	Tuition: \$67,995.00 180 days @ \$377.75/day 1:1 aide: \$44,100.00 180 days @ \$377.75/day 9/2/25 - 6/18/26	Budgeted
1608087	Pillar Elementary School	Tuition: \$92,444.10 210 days @ \$440.21/day 1:1 aide: \$54,600.00 210 days @ \$440.21/day 7/2/25 - 6/18/26	Budgeted
2213061	Pillar Elementary School	Tuition: \$92,444.10 210 days @ \$440.21/day 1:1 aide: \$54,600.00 210 days @ \$440.21/day 7/2/25 - 6/18/26	Budgeted
2907054	Pillar High School	Tuition: \$94,140.90 210 days @ \$448.29/day 1:1 aide: \$56,700.00 210 days @ \$448.29/day 7/2/25 - 6/18/26	Budgeted
2806125	Pillar High School	Tuition: \$94,140.90	Budgeted

OOD PLACEMENTS 24/25 & 25/26 SY

		210 days @ \$448.29/day 7/2/25 - 6/18/26	
2111004	Pillar High School	Tuition: \$94,140.90 210 days @ \$448.29/day 7/2/25 - 6/18/26	Budgeted
1109082	Pillar High School	Tuition: \$94,140.90 210 days @ \$448.29/day 1:1 aide: \$56,700.00 210 days @ \$448.29/day 7/2/25 - 6/18/26	Budgeted
1705068	Bergen County Special Services	Tuition: \$5,850.00 7/1/25 - 7/25/25	Budgeted
2313020	David Gregory School	Tuition: \$66,756.90 210 days @ \$317.89/day 1:1 aide: \$41,580.00 210 days @ \$317.89/day 7/7/2025 - 6/24/26	Budgeted
2413042	Summit Speech School	Tuition: \$82,215.00 210 days @ \$391.50/day 7/1/25 - 6/17/26	Budgeted
1908025	Windsor Learning Center	Tuition: \$77,070.00 210 days @ \$367.00/day 7/7/2025 - 6/25/26	Budgeted
2008011	Windsor Learning Center	Tuition: \$77,070.00 210 days @ \$367.00/day 7/7/2025 - 6/25/26	Budgeted
2308125	Windsor Learning Center	Tuition: \$77,070.00 210 days @ \$367.00/day 7/7/2025 - 6/25/26	Budgeted
1406082	Academy360 - Lower School	Tuition: \$92,370.95 205 days @ \$450.59/day 1:1 aide: \$47,150.00 205 days @ \$450.59/day 7/1/25 - 6/25/26	Budgeted
2007092	Academy360 - Lower School	Tuition: \$92,370.95 205 days @ \$450.59/day 1:1 aide: \$47,150.00 205 days @ \$450.59/day 7/1/25 - 6/25/26	Budgeted
2213055	Academy360 - Lower School	Tuition: \$92,370.95 205 days @ \$450.59/day 1:1 aide: \$47,150.00 205 days @ \$450.59/day 7/1/25 - 6/25/26	Budgeted
2407080	Academy360 - Lower School	Tuition: \$82,457.97 183 days @ \$450.59/day 1:1 aide: \$42,090.00 183 days @ \$450.59/day	Budgeted

OOD PLACEMENTS 24/25 & 25/26 SY

		9/3/25 - 6/25/26	
1905084	Academy360 - Upper School	Tuition: \$96,040.45 205 days @ \$468.49/day 1:1 aide: \$47,150.00 205 days @ \$468.49/day 7/1/25 - 6/25/26	Budgeted
2311004	Academy360 - Upper School	Tuition: \$96,040.45 205 days @ \$468.49/day 1:1 aide: \$47,150.00 205 days @ \$468.49/day 7/1/25 - 6/25/26	Budgeted
2211023	Academy360 - Upper School	Tuition: \$96,040.45 205 days @ \$468.49/day 1:1 aide: \$47,150.00 205 days @ \$468.49/day 7/1/25 - 6/25/26	Budgeted
2907120	Academy360 - Upper School	Tuition: \$96,040.45 205 days @ \$468.49/day 1:1 aide: \$47,150.00 205 days @ \$468.49/day 7/1/25 - 6/25/26	Budgeted
1607109	Academy360 - Upper School	Tuition: \$96,040.45 205 days @ \$468.49/day 1:1 aide: \$47,150.00 205 days @ \$468.49/day 7/1/25 - 6/25/26	Budgeted
1204079	Chapel Hill Academy	Tuition: \$78,300.00 180 days @ \$435.00/day 9/4/25 - 6/19/26	Budgeted
2105001	Chapel Hill Academy	Tuition: \$91,350.00 210 days @ \$435.00/day 1:1 aide: \$52,500.00 210 days @ \$435.00/day 7/1/25 - 6/19/26	Budgeted
1604047	Chapel Hill Academy	Tuition: \$78,300.00 180 days @ \$435.00/day 9/4/25 - 6/19/26	Budgeted
1205063	St. Joseph's School for the Blind	Tuition: \$117,988.50 210 days @ \$561.85/day 7/7/25 - 6/12/26	Budgeted
2408110	Pillar Elementary School	Tuition: \$92,444.10 210 days @ \$440.21/day 7/2/25 - 6/18/26	Budgeted



SHARED SERVICES AGREEMENT for NJ STRIDE

a proud affiliate of the New Jersey Association of School Administrators (NJASA)

School Year: 2025-2026

THIS JOINT AGREEMENT IS BY AND BETWEEN PARTICIPATING “BOARDS OF EDUCATION” OR “PARTICIPATING BOARDS” AS LISTED IN EXHIBIT A. FUTURE PARTICIPATING DISTRICTS WILL BE ADDED TO THE MEMBERSHIP ROSTER UPON FINAL APPROVAL AND SUBMISSION OF REQUIRED MEMBERSHIP DOCUMENTS.

WHEREAS, the participating boards of education that are parties to this agreement recognize the need to recruit highly-qualified educators for the 21st century, particularly educators who can add diversity to their respective faculties; and

WHEREAS, the participating boards of education share a common identity with their location in New Jersey; and

WHEREAS, the participating boards of education have determined that it is in their mutual interests to work cooperatively to attract and recruit diverse educators for teaching and administrative positions in their respective school districts; and

WHEREAS, the participating boards believe that renewing their relationship as a consortium of school districts to work together in this endeavor addresses their mutual goals of recruiting and retaining high quality and diverse faculties; and

WHEREAS, the participating boards of education have determined that they shall enter into a joint agreement for the provision and performance of goods and services related to these cooperative efforts as required by N.J.S.A. 18A:18A-11 et seq.,



NOW, THEREFORE, BE IT AGREED AS FOLLOWS:

1. This agreement shall be binding upon each Participating Board of education on the date approved by any such board and shall expire on June 30, 2026.
2. The Participating Boards may, when engaged in the joint services covered under this agreement, shall use the name, “New Jersey Statewide Recruitment of Diverse Educators” (“NJ STRIDE”) and shall be considered members of the NJ STRIDE Consortium. This agreement, however, shall not establish a legal entity separate from any participating board of education, nor any employer-employee or agency relationships between the participating boards.
3. Each Participating Board shall have a representative serve on a NJ STRIDE committee and contribute toward the goals of the consortium through committee participation.
4. NJ STRIDE shall host a joint recruitment fair open to all prospective school district candidates and authorize the design, production, purchase and distribution of materials to promote this shared activity and other expenses necessary to carry out such an event. The recruitment event may take place in-person or be conducted virtually as the needs of the consortium are considered. Participation in the consortium’s recruitment fair will require an additional fee that member districts may elect to pay with their annual dues at the start of each school year.
5. The job fair will only be available to districts who are fully paid members and have elected and paid recruitment fair registration costs, within the timeline of membership document submission.. *New member districts paying the initial joining fee will not have to pay the additional fee for the job fair for the first year if participation is desired.
6. The Participating Boards authorize the design, production, purchase and distribution of staff recruitment materials in multiple media that (a) promote the joint work of the NJ STRIDE, (b) highlight the benefits of living and working in New Jersey, (c) promote careers in education (d) focus on the common strengths of the school districts and (e) provide information regarding each district. The Participating Boards may elect to host a website to serve such purposes as an alternative to these multiple materials.
7. The consortium may employ the services of a webmaster and administrative assistant to assist with the management of materials and dissemination of information to members and prospective members as well as prospective applicants. A stipend shall be paid bi-annually to the webmaster and administrative assistant as determined by the consortium.



8. As indicated in the Affiliation Agreement between the New Jersey Association of School Administrators and NJ STRIDE, a stipend will be paid to a coordinator to oversee the operations and facilitation of the NJ STRIDE consortium.
9. Employees designated by the Superintendent of Schools of the Participating Boards shall be authorized to share information regarding a prospective candidate to duly designated employees of other participating boards provided written consent has been obtained from the candidate.
10. Employees designated by the superintendent of schools of the Participating Boards shall coordinate attendance at job fairs at universities, colleges and other venues and shall share information about recruited candidates to the extent permissible with duly designated representatives of other participating boards.
11. Employees designated by the superintendent of schools of the Participating Boards shall be available to attend meetings and functions related to the activities covered under this agreement. Regular attendance of Participating Boards is required.
12. All purchases made or contracts entered into pursuant to this agreement shall be in accordance with the bidding laws of the State of New Jersey and the applicable rules and regulations of the State Board of Education.
13. Except as otherwise stated herein, each of the Participating Boards, shall be responsible for \$450.00 during the term of this agreement for expenses incurred related to agreed upon joint services and joint purchases, which shall be payable within sixty (60) days of receipt of an invoice from the New Jersey Association of School Administrators.
14. For Boards that are approved as additional Participating Boards for 2025-2026, the first year assessment shall pay a one-time initial fee of \$2,000, which shall be inclusive of the district's annual share of costs during its first year of participation.
15. The NJ STRIDE Administrative Assistant will collaborate with NJASA to ensure payment for all authorized expenses are met and confirm documentation of such payments to each Participating Board.
16. For purposes of making decisions related to the joint purchases and services covered under this agreement, each Participating Board shall have one vote, which may be made in-person or by any other manner to which the parties may agree.
17. Each participating board shall be responsible for the wages and benefits of its employees and expenses incurred by its own employees. Such expenses include travel (N.J.A.C. 6A-23A:7et. seq.), telephone and facsimile charges and mail and/or other delivery charges



unless approved in advance by a majority of representatives of the NJ STRIDE Executive Board.

18. Any controversies or disputes that shall arise among the parties shall be adjudicated in accordance with N.J.S.A. 18A:18A-14.
19. Each Participating Board shall maintain appropriate worker's compensation insurance coverage for any of its employees who may perform services pursuant to this agreement. Each Participating Board shall be liable for the acts and omissions of its own members, employees, officers and representatives.
20. Participation in NJ STRIDE shall be open to New Jersey public charter school districts subject to the terms and conditions agreed to by the representatives of the Participating Boards of education.
21. The representatives of the Participating Boards are authorized to establish rules and procedures governing the expansion of NJ STRIDE to include participating boards.

IN WITNESS WHEREOF, the participating board listed below set their hands and seals to this Agreement.

District: _____

Approval Date: _____

Signatures:

Board President

Board Secretary



IT Asset Purchase Proposal

The Easy Way to Recycle IT

▪

CLIENT

West Orange Public Schools

CONTACT

Ryan Reilly

June 5, 2025

UPCYCLE USA



Upcycle LLC Contacts/Title	Project Role	Contact Info
Mark DeTroia Purchasing Director	Key contact for all inquiries regarding project management.	973-567-8341 mark@upcyclellc.com purchasing@upcyclellc.com
Lawrence Caprio Operations Manager	Key contact for all inquiries regarding pricing and equipment.	973-865-5975 larry@upcyclellc.com
Debra Vazzano Logistics	Key contact for all inquiries regarding scheduling and logistics.	973-575-5800 ex. 2000 Debbiev@upcyclellc.com

Upcycle offers a simple, secure, and sustainable solution for IT asset recycling and disposition. With industry-leading processes and a commitment to transparency, we ensure your retired IT assets are handled with the utmost care, always providing proper end-of-life IT equipment disposal.

We are thrilled to partner with **West Orange Public Schools** to facilitate the secure and responsible disposition of your retired IT equipment. Our mission is to ensure that this process is seamless and rewarding, tailored to meet your unique needs and requests. We pride ourselves on flexibility, dependability, and a customer-first approach. Upon agreeing to the terms and conditions of the corresponding IT Asset Removal Agreement, all the services outlined below are fully guaranteed, ensuring peace of mind every step of the way.

Our Services

Pickup & Logistics

- **Comprehensive Pickup and Removal**

Upcycle USA will handle all trucking, transportation, and labor necessary for the packaging and removal of equipment from your designated location, including storage units, offices, or facilities. Full removal of all assets identified for disposal is guaranteed.

- **Acceptance of All Electronics**

We accept any item with a plug, regardless of its condition, including all end-of-life IT equipment and electronic waste.

- **Inventory & Documentation**

Each shipment will be assigned a unique job number. All assets will be identified and counted on-site, with an inventory provided in the form of a Bill of Lading (BOL).

- **Data Security & Destruction**

Upcycle ensures the secure purging of confidential information from all data-bearing devices. Hard drives will be wiped to meet Department of Defense standards (DOD 5220.22M). A Certificate of Destruction (COD) will be issued upon completion of data security services.

- **Secure Transportation**

All equipment will be transported by Upcycle employees in secure Upcycle vehicles directly to an Upcycle facility.

- **Responsible Recycling**

Devices that cannot be refurbished or restored to working condition will be recycled according to industry-standard responsible recycling practices. A Certificate of Recycling (COR) will be provided once all equipment has been processed.

- **Commitment to Community Impact**

Upcycle maintains relationships with nonprofit organizations (NPOs) across the country. A portion of all asset recovery projects supports these partnerships, extending the lifecycle of usable technology and contributing to meaningful causes.

Pickup Information/Special Instructions

[Insert Client-Specific Information from Pickup Sheet]

Valid Through: July 1 2025

Type: Risk Free Guaranteed Buyout

Complimentary Transportation: Upcycle will provide secure pick up and transportation of all equipment.

Pricing

Estimated Buyout Price: \$675

Description of Equipment: See attached list (Equipment Recycling Winter_Spring 2025)

Terms & Conditions

Ownership Transfer

Ownership of all equipment transfers to Upcycle USA upon pickup or shipment. By agreeing to this proposal, you warrant that the listed equipment is owned by you or your organization and is free of liens, encumbrances, or third-party claims.

Description of Equipment

In the event the list of equipment acquired does not match the list included in Purchase Proposal, pricing may change.

Device Unlocking

All devices must be unlocked and removed from any management or activation systems (e.g., MDM, DEP).

Payment Terms

Payment will be issued via company check within 30 days of equipment pickup, following final reconciliation and grading. Payment delays caused by non-compliant devices (e.g., locked units) are the responsibility of the customer.

Late Deliveries

Equipment received after the agreed-upon delivery date will be subject to a 10% deduction, with an additional 10% deduction applied every 30 days thereafter.

Grading Criteria

Equipment is graded based on functionality and cosmetic condition. Deductions may apply for missing or damaged accessories (e.g., power adapters, cables) and will be reflected in the final payout.

Shipping & Logistics

Upcycle will provide all shipping supplies, packaging, and transportation logistics at no cost to the customer. The customer is responsible for ensuring devices are safely prepared for pickup.

Data Security

Upcycle guarantees complete data destruction for all data-bearing devices in compliance with Department of Defense standards (DOD 5220.22-M).

Environmental Compliance

Equipment that cannot be refurbished will be recycled according to certified recycling practices.

Confidentiality

This agreement and all related communications are confidential and may not be disclosed to any third party without prior written consent from Upcycle USA.

Limitation of Liability

Upcycle USA shall not be held liable for any indirect, incidental, consequential, or punitive damages arising from the execution of this agreement, including delays or interruptions caused by third-party logistics providers.

Governing Law & Dispute Resolution

This agreement is governed by the laws of the State of **[Insert State]**. Any disputes arising under this agreement shall be resolved in the courts located within **[Insert City, State]**. Both parties agree to waive their right to a jury trial.

Entire Agreement

This document constitutes the entire agreement between the parties. No amendments or modifications will be valid unless made in writing and signed by both parties.

Indemnification

The customer agrees to indemnify and hold harmless Upcycle USA, its affiliates, and employees from any claims, damages, or liabilities arising from the customer's failure to comply with the terms of this agreement, including misrepresentation of device ownership or condition.

Acceptance & Next Steps

By signing below, you confirm the receipt and review of the details outlined in this proposal for the potential provision of services. This acknowledgment does not constitute a binding agreement but serves as a mutual understanding of the proposed terms. A formal contract will be provided for execution upon final agreement by both parties.

Customer Acknowledgment

Signature: _____

Name: _____

Date: _____

Upcycle USA Acknowledgment

Signature: _____

Name: _____

Date: _____

About Upcycle USA

Upcycle USA is a trusted partner in IT asset disposition and electronic waste recycling, making the disposal of end-of-life (EOL) IT equipment accessible to organizations of all sizes. Through cost-effective and responsible pickup and recycling services, we prioritize data security, regulatory compliance, and a personal touch. Our streamlined approach ensures peace of mind while reducing environmental impact, offering organizations a reliable and sustainable way to manage retired technology.

