

**Public Business Meeting – July 14, 2014**

|                              |                       |  |
|------------------------------|-----------------------|--|
| <b>26384</b>                 | <b>1B</b>             | <b>APPROVE PRIVATE WORK SESSION</b>  |
| <b>26385</b>                 | <b>2B</b>             | <b>APPROVE ADDITIONAL WORK FOR PHONE SYSTEM PURCHASE</b>   |
| <b>26386</b>                 | <b>1B&amp;G</b>       | <b>RENEWAL APPLICATION FOR TEMPORARY INSTRUCTIONAL SPACE FOR 2014-2015 SCHOOL YEAR</b>   |
| <b>26387</b>                 | <b>1CUR</b>           | <b>APPROVAL OF EDMENTUM/STUDY ISLAND STUDENT LICENSE FOR FORT LEE HIGH SCHOOL FOR THE 2014-2015 SCHOOL YEAR</b>  |
| <b>26388</b>                 | <b>2CUR</b>           | <b>APPROVAL OF PURCHASE OF FOUNTAS &amp; PINNELL LEVELED LITERACY INTERVENTION KITS TO BE USED BY THE BSI &amp; SPECIAL EDUCATION TEACHERS FOR SCHOOL NO. 2</b>              |
| <b>26389</b>                 | <b>3CUR</b>           | <b>APPROVAL OF CENTER FOR APPLIED LINGUISTICS (CAL) PROPOSAL FOR PROFESSIONAL DEVELOPMENT SERVICES ON THE SHELTERED INSTRUCTION OBSERVATION PROTOCOL (SIOP) FOR TEACHERS</b> |
| <b>26390</b>                 | <b>4CUR</b>           | <b>APPROVAL OF PROFESSIONAL DEVELOPMENT PROPOSAL FROM DR. JAMIE ZIBULSKY FOR THE RESPONSE TO INTERVENTION (RTI) PROGRAM</b>  |
| <b>This motion not moved</b> | <b>5CUR</b>           | <b>APPROVAL OF NEW TEACHER MENTORING PROGRAM GUIDE FOR FORT LEE PUBLIC SCHOOLS</b>   |
| <b>26391</b>                 | <b>6CUR (Amended)</b> | <b>APPOINTMENT OF LINDA FARRELL AS AN ACADEMIC CONSULTANT TO THE ACADEMY OF FINANCE (AOF) PROGRAM DURING THE 2014-2015 SCHOOL YEAR</b>                                       |
| <b>26392</b>                 | <b>7CUR (Amended)</b> | <b>APPOINTMENT OF DR. JOHN CAMPION AS PROFESSIONAL DEVELOPMENT ADVISOR FOR THE 2014-2015 SCHOOL YEAR</b>   |
| <b>26393</b>                 | <b>8CUR</b>           | <b>APPROVAL OF EXTENDED SCHOOL DAY PROGRAM (ESDP) AGREEMENT WITH JEWISH FAMILY SERVICES (JFS) FOR 2014-2015</b>  |
| <b>26394</b>                 | <b>1F</b>             | <b>APPROVAL – CURRENT BILLS LIST TOTALING \$4,679,384.95</b>   |
| <b>26395</b>                 | <b>2F</b>             | <b>APPROVAL OF AMENDED FIRST STUDENT TRANSPORTATION CONTRACTS FOR 2014-2015</b>  |
| <b>26396</b>                 | <b>1HWS</b>           | <b>PAYMENT OF HOME INSTRUCTION SERVICES</b>  |
| <b>26397</b>                 | <b>1P</b>             | <b>APPROVAL - STAFF TRIPS AND CONFERENCES AT NO COST TO THE DISTRICT</b>   |
| <b>26398</b>                 | <b>2P</b>             | <b>SALARY ADJUSTMENT FOR PATRICK AMBROSIO FROM ASSISTANT PRINCIPAL AT FORT LEE HIGH SCHOOL TO PRINCIPAL AT SCHOOL NO. 4</b>  |

|              |            |   |
|--------------|------------|---|
| <b>26399</b> | <b>3P</b>  | <b>RESCIND APPOINTMENT OF MARIA MANALIS AS 1:1 AIDE IN LEONIA PUBLIC SCHOOLS</b>  |
| <b>26400</b> | <b>4P</b>  | <b>TRANSFER OF FRANCESCA MANENTE TO 1:1 AIDE AT LEONIA PUBLIC SCHOOLS FOR EXTENDED SCHOOL YEAR AND APPOINT FOR 2014-2015 SCHOOL YEAR,</b> |
| <b>26401</b> | <b>5P</b>  | <b>RESCIND APPOINTMENT OF GABRIELLE LOMBARDI AS LEAVE REPLACEMENT AT SCHOOL NO. 3</b>   |
| <b>26402</b> | <b>6P</b>  | <b>RETIREMENT OF ALBERTO NAVAS AS CUSTODIAN AT SCHOOL NO. 2</b>   |
| <b>26403</b> | <b>7P</b>  | <b>EXTENDED SCHOOL YEAR BUS SERVICES</b>  |
| <b>26404</b> | <b>8P</b>  | <b>APPOINTMENT OF BUS AIDES FOR 2014-2015 SCHOOL YEAR</b>   |
| <b>26405</b> | <b>9P</b>  | <b>APPOINTMENT OF MARK HANLEY AS HOME INSTRUCTOR FOR 2014-2015 SCHOOL YEAR</b>  |
| <b>26406</b> | <b>10P</b> | <b>APPROVAL OF MARCHING BAND CAMP STAFF FOR SUMMER 2014</b>   |
| <b>26407</b> | <b>11P</b> | <b>SICKDAY PAYOUT FOR 2013-2014 RETIREES</b>  |
| <b>26408</b> | <b>12P</b> | <b>UNUSED VACATION PAYOUT FOR THE 2013-2014 SCHOOL YEAR</b>   |
| <b>26409</b> | <b>13P</b> | <b>AMENDING RESOLUTION NO. 26368 FOR THE APPOINTMENT OF 2014 PROJECT JUMP START SUMMER PROGRAM STAFF</b>                                  |
| <b>26410</b> | <b>14P</b> | <b>APPOINTMENT OF IRENE O'BRIEN FROM PART-TIME CLERK TYPIST TO 10-MONTH SECRETARY AT SCHOOL NO. 1</b>                                     |
| <b>26411</b> | <b>15P</b> | <b>ADDITIONAL SUBSTITUTES FOR THE 2014-2015 SCHOOL YEAR</b>   |
| <b>26412</b> | <b>1T</b>  | <b>APPROVAL OF PURCHASE OF LAPTOPS AND PRINTER FOR DISTRICT PROFESSIONAL DEVELOPMENT WORKSHOPS</b>  |
| <b>26413</b> | <b>2T</b>  | <b>APPROVAL OF PURCHASE OF CHROMEBOOKS AND ACCESSORIES</b>  |

**BOARD**

**#1B**

RESOLUTION NO. 26384

**APPROVE PRIVATE EXECUTIVE SESSION**

**WHEREAS**, the Open Public Meetings Act and the Fort Lee Board of Education reserve the right within the constraints of State Law to sit in Private Session; and

**WHEREAS**, there now exists a need for this Board of Education to meet in Private Session;

**NOW, THEREFORE, BE IT RESOLVED**, that the Fort Lee Board of Education conduct a Private Executive Session at **7:00 p.m. on July 28, 2014** to discuss exempt matters pertaining to personnel, legal matters and any such matters that may come before the Board; and

**BE IT FURTHER RESOLVED** that the public will be informed regarding the topics discussed in Private at a later date undetermined at this time.

DATED: July 14, 2014

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Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**APPROVE ADDITIONAL WORK FOR PHONE SYSTEM PURCHASE**

**WHEREAS**, the Board authorized the purchase of a telephone system at a Regular Business Meeting on March 24, 2014, and

**WHEREAS**, it has been determined that additional drops and equipment are needed to complete the system in all schools and the District Office, and

**WHEREAS**, Eastern DataComm has submitted a proposal in the amount of \$14,276 for the required additional work in accordance with the PEPPM Cooperative Purchasing Contract,

**NOW, THEREFORE BE IT RESOLVED**, that the additional service and work as identified in quote #4708 dated July 8, 2014 be authorized for purchase.

DATED: July 14, 2014

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Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**BUILDINGS & GROUNDS COMMITTEE**

#1B&G

RESOLUTION NO. 26386

**RENEWAL APPLICATION FOR TEMPORARY INSTRUCTIONAL SPACE  
FOR 2014-2015 SCHOOL YEAR**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the submission of the **Renewal Application for Temporary Instructional Space** for the 2014-2015 school year.

DATED: July 14, 2014  
Attachment

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Motion by: Mr. Joseph Surace

Seconded by: Mrs. Holly Morell

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**RENEWAL APPLICATION FOR TEMPORARY INSTRUCTIONAL SPACE**  
**2014 - 2015 SCHOOL YEAR**

Please check one:

In an existing school building  
 Off-site

Year of: Initial Application: 2011    Renewal Application(s): 1<sup>st</sup> Year: \_\_\_\_\_ 2<sup>nd</sup> Year: \_\_\_\_\_ 3<sup>rd</sup> Year: 3+

District: Fort Lee

School or Building: Church of Good Shepard

Address of School: 1576 Palisade Avenue, Fort Lee, NJ 07024

Room Location/Number (be specific): 4 Classrooms

Dimensions: Length: 16 ft.    Width: 15 ft.    Ceiling height: 9 ft. 5 in.  
Total Area: 240 square feet    NET Area: \_\_\_\_\_ square feet

Grade Level(s): Preschool/Special Education

Instructional Activity(s): Classroom Instruction

Maximum number of students and teachers/aides (total) at one time: Maximum allowed by law

Reason for Renewal: Lack of Space

What improvement(s) was made to this space during the 1<sup>st</sup>, 2<sup>nd</sup> and /or 3<sup>rd</sup> year approval for use:  
1<sup>st</sup> Year: Temporary Classroom Units to be located on School #2 property  
2<sup>nd</sup> Year: Not needed  
3<sup>rd</sup> Year: None

What improvement will be made to this space prior to September 1 of the next school year? \_\_\_\_\_

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The Board of Education approved the renewal temporary application for the 2014-2015 school year on \_\_\_\_\_ (Date).

**\*\*\* A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED \*\*\***

Certified by: \_\_\_\_\_ (Chief School Administrator) \_\_\_\_\_ (Date)

\_\_\_\_\_ (School Business Administrator) \_\_\_\_\_ (Date)

**FOR EXECUTIVE COUNTY SUPERINTENDENT'S USE ONLY:**

Date of inspection by County Office: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Included in Long-Range Facility Plan: Yes \_\_\_\_\_ No \_\_\_\_\_

For the 2014 - 2015 school year, approval: is granted \_\_\_\_\_ is not granted \_\_\_\_\_  
subject to the following conditions: \_\_\_\_\_

\_\_\_\_\_ (Executive County Superintendent) \_\_\_\_\_ (Date)

**CURRICULUM & INSTRUCTION COMMITTEE**

**#1CUR**

RESOLUTION NO. 26387

**APPROVAL OF EDMENTUM/STUDY ISLAND STUDENT LICENSE  
FOR FORT LEE HIGH SCHOOL FOR THE 2014-2015 SCHOOL YEAR**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the attached **Edmentum/Study Island Student License Program** for Fort Lee High School for students participating in the Saturday Tutoring Program (Benchmark and Remediation Bundle) for the 2014-2015 school year, at a cost not to exceed \$6,348.50, to be funded by Title IA grant funds.

DATED: July 14, 2014  
Attachment

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Motion by: Ms. Helen Yoon

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| <u>ROLL CALL</u>              | <u>AYES</u> | <u>NAYS</u> | <u>ABSENT</u> | <u>ABSTAINED</u> |
|-------------------------------|-------------|-------------|---------------|------------------|
| <u>MRS. ESTHER HAN SILVER</u> | <u>X</u>    |             |               |                  |
| <u>MRS. HOLLY MORELL</u>      | <u>X</u>    |             |               |                  |
| <u>MRS. CANDACE ROMBA</u>     |             |             | <u>X</u>      |                  |
| <u>MR. DAVID SARNOFF</u>      | <u>X</u>    |             |               |                  |
| <u>MR. PETER SUH</u>          | <u>X</u>    |             |               |                  |
| <u>MR. JOSEPH SURACE</u>      | <u>X</u>    |             |               |                  |
| <u>MR. JEFF WEINBERG</u>      | <u>X</u>    |             |               |                  |
| <u>MS. HELEN YOON</u>         | <u>X</u>    |             |               |                  |
| <u>MR. YUSANG PARK</u>        | <u>X</u>    |             |               |                  |



Date: 4/21/2014  
 Order Number: 10215249  
 Revision: 6  
 Order Form Expiration Date: 9/10/2014

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com  
 To Pay by Credit Card: Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 156898  
 Customer Name: FORT LEE SCHOOL DISTRICT  
 Billing Address: 2175 LEMOINE AVENUE 6TH FLOOR  
 FORT LEE, NJ 07024

Products and Services

FORT LEE HIGH SCHOOL

| Products   | Quantity | License Start Date | License End Date | License Term (In Months) | List Price for Term | Discount Applied | Extended Price |
|--|----------|--------------------|------------------|--------------------------|---------------------|------------------|----------------|
| Study Island Common Core Algebra I Benchmark Tests                           | 185      | **                 | **               | 12                       | \$1.50              | (\$27.75)        | \$249.75       |
| Study Island Common Core 10th Grade English Benchmark Tests                  | 185      | **                 | **               | 12                       | \$1.50              | (\$27.75)        | \$249.75       |
| Study Island Common Core 11th Grade English Benchmark Tests                  | 185      | **                 | **               | 12                       | \$1.50              | (\$27.75)        | \$249.75       |
| Study Island Common Core Geometry Benchmark Tests                            | 185      | **                 | **               | 12                       | \$1.50              | (\$27.75)        | \$249.75       |
| Study Island Common Core 9th Grade English Benchmark Tests                   | 185      | **                 | **               | 12                       | \$1.50              | (\$27.75)        | \$249.75       |
| Study Island Common Core Algebra II Benchmark Tests                          | 185      | **                 | **               | 12                       | \$1.50              | (\$27.75)        | \$249.75       |
| Study Island Study Island Remediation Bundle For Non-Building Wide Purchases |          | **                 | **               | 12                       | \$250.00            | (\$50.00)        | \$450.00       |
| FORT LEE HIGH SCHOOL Subtotal:   |          |                    |                  |                          |                     |                  | \$1,948.50     |

| Products  | Quantity | License Start Date | License End Date | License Term (In Months) | List Price for Term | Discount Applied | Extended Price |
|---|----------|--------------------|------------------|--------------------------|---------------------|------------------|----------------|
| Edmentum Educator Advantage Onsite Session Up To 3 Hours - Services Delivery Year: Year 1 | 4        | ***                | ***              |                          | \$1,100.00          | (\$0.00)         | \$4,400.00     |
| Subtotal:   |          |                    |                  |                          |                     |                  | \$4,400.00     |

Edmentum | N.W. 7504, P.O. Box 1450 | Minneapolis, MN 55485-7504 | www.edmentum.com



1CUR





Date: 4/21/2014  
 Order Number: 10215249  
 Revision: 6  
 Order Form Expiration Date: 9/10/2014

**ORDER FORM**

Please fax all pages to 1.877.519.9555 or email to [orders@edmentum.com](mailto:orders@edmentum.com)  
 To Pay by Credit Card: Call 214.294.9901 or e-mail [creditcardprocessing@edmentum.com](mailto:creditcardprocessing@edmentum.com)

|   |  |                                    |            |
|---|--|------------------------------------|------------|
|   |  | Subtotal:                          | \$6,348.50 |
|   |  | Estimated Tax:                     | \$0.00     |
|   |  | Total US Funds:                    | \$6,348.50 |
| <b>SAVE on multiple year subscriptions! (please indicate your preference below)</b> |  |                                    |            |
|   |  | 1 Year (0% Additional Discount)*:  | \$6,348.50 |
|   |  | 2 Year (5% Additional Discount)*:  | \$8,102.15 |
|   |  | 3 Year (10% Additional Discount)*: | \$9,660.95 |

- \* Multi-year pricing includes applicable tax. Taxes are subject to change based on product mix.
- \*\* Unless otherwise specified in this Order Form, the Start Date for your license(s) will be (a) for a renewal, the day following expiration of the prior license term and (b) with respect to all other licenses, promptly after we have accepted your signed Order Form, we will confirm to you the applicable Start Date for your software license(s).
- \*\*\* Services are purchases with an annual term expiration. Any service offering that is not used during the applicable year, may not be carried over or used in subsequent years.

**Invoicing and Payment Terms**

The full amount of Your Order will be invoiced when accepted by Us. Payment is due 15 days after invoice date.

**Terms and Conditions**

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to edmentum Inc. and affiliates. This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect.

**Purchase Order**

You acknowledge that this Agreement is non-cancellable and you will submit a purchase order for the full amount of this Order Form. Your order will not be scheduled for delivery until you have submitted a purchase order referencing and conforming to this Order Form.

**Acceptance**

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing. I represent that I am authorized to accept this offer on behalf of the Customer identified above and I do accept this offer and agree to adhere to the terms and conditions identified and referenced within. Please fax all pages to 1.877.519.9555 or email to [orders@edmentum.com](mailto:orders@edmentum.com).

**Customer Signature:**

Name (Printed or Typed): \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



**APPROVAL OF PURCHASE OF FOUNTAS & PINNELL LEVELED LITERACY INTERVENTION KITS TO BE USED BY THE BSI & SPECIAL EDUCATION TEACHERS FOR SCHOOL NO. 2, AT A COST OF \$13,348.25**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the attached proposal for the **purchase of Fountas & Pinnell leveled literacy intervention kits to be used by the BSI and Special Education teachers** for School No. 2, at a total cost not to exceed \$13,348.25, to be funded by Title IA grant funds.

DATED: July 14, 2014

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Motion by: Ms. Helen Yoon

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**APPROVAL OF CENTER FOR APPLIED LINGUISTICS (CAL) PROPOSAL FOR PROFESSIONAL DEVELOPMENT SERVICES ON THE SHELTERED INSTRUCTION OBSERVATION PROTOCOL (SIOP) FOR TEACHERS**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the attached proposal from the **Center for Applied Linguistics (CAL) for professional development services on the Sheltered Instruction Observation Protocol (SIOP) for new teachers**, for the 2014-2015 school year, at a cost of \$16,262, to be funded by Title III grant funds.

DATED: July 14, 2014  
Attachment

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Motion by: Ms. Helen Yoon

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

June 17, 2014

Alex Guzman  
Fort Lee School District  
2175 Lemoine Avenue, 6th floor  
Fort Lee, NJ 07024

Dear Mr. Guzman:

In response to your request, the Center for Applied Linguistics (CAL) will provide professional development services on the Sheltered Instruction Observation Protocol (SIOP) Model to Fort Lee School District as indicated below:

| Workshops  | Dates                                    | Participation   |
|--|--|---|
| <b>Introducing teachers to the SIOP Model</b>  |  |   |
| <b>SIOP Workshop 1:</b> <ul style="list-style-type: none"><li>• Introduction to Second Language Acquisition and the SIOP Model</li><li>• Lesson Preparation component</li><li>• Make and Take</li></ul>            | TBD, 2014                                | A maximum of 30 teachers, including both ELL teachers and general education teachers. Educators are encouraged to attend the workshop in school teams, including both content teachers and ELL teachers, in order to foster collaboration during and beyond the SIOP workshops. |
| <b>SIOP Workshop 2:</b> <ul style="list-style-type: none"><li>• Building Background component</li><li>• Comprehensible Input component</li><li>• Make and Take</li></ul>   | TBD, 2014<br>(consecutive to workshop 1) |   |
| <b>SIOP Workshop 3:</b> <ul style="list-style-type: none"><li>• Strategies component</li><li>• Interaction component</li><li>• Make and Take</li></ul>   | TBD, 2014                                |   |
| <b>SIOP Workshop 4:</b> <ul style="list-style-type: none"><li>• Practice / Application component</li><li>• Lesson Delivery component</li><li>• Review &amp; Assessment component</li><li>• Make and Take</li></ul> | TBD, 2014<br>(consecutive to workshop 3) |   |

Note: SIOP facilitators reserve the right to modify the order in which the components are presented based on their assessment of participants' learning needs.

**Professional Services Description**

During the four **SIOP Teacher Workshops** days, teachers will learn about and practice the eight components of the SIOP Model in order to effectively integrate language and content instruction for their particular grade levels. The workshops will include a variety of activities, such as demonstration and explanation, analysis of video teaching sequences, small group learning tasks, and the development of instructional activities and SIOP lesson plans. Teachers will have the opportunity to work in grade level clusters, content, and/or school teams in order to foster collaboration during and beyond the workshop.

**CAL Staff**

The SIOP workshops will be conducted by CAL SIOP consultant, Ann Hengerer.

**Time**

The participants' workshop day will be seven hours (6 contact hours with time for breaks and lunch).

**Location**

The location(s) of all workshops will be selected by Fort Lee School District. All arrangements for the training site(s) will also be made by Fort Lee School District. The detailed schedule of coaching visits will be determined by Fort Lee School District in close collaboration with CAL.

**Materials**

As part of this SIOP professional development contract, CAL will provide the following books to Fort Lee School District:

30 copies of *Making Content Comprehensible for English Language Learners: The SIOP Model*, one copy for each participating teacher.

The books will be shipped to:

Alex Guzman  
Fort Lee School District  
2175 Lemoine Avenue, 6th floor  
Fort Lee, NJ 07024

These books and workshop handouts will be sent to Fort Lee School District approximately 1 week prior to the first workshop. Fort Lee School District agrees to reproduce the handouts for distribution to participants. Handouts will be emailed to [aguzman@flboe.com](mailto:aguzman@flboe.com)

**Materials Return and Exchange Policy**

In the case Fort Lee School District decides to return or exchange any of the materials included in this contract, Fort Lee School District will be responsible for associated shipping costs and a fifteen percent restocking fee.

**Workshop Host**

Fort Lee School District agrees to the following:

- Secure a workshop site with movable tables and chairs, and sufficient space for teachers and administrators to participate in interactive activities and group in different grouping configurations.
- Make the following IT equipment available: a laptop computer with a DVD drive that can play videos, speakers for the laptop computer, LCD projector, and white screen; and ensure the availability of IT support services at the beginning of each workshop.
- Provide chart paper, thick color markers, tape, sticky notes, note cards, and nametags.
- Reproduce the workshop handouts and put them in binders for distribution to participating teachers and administrators.

**Training Workshop Fee**

The fee for these workshops is a firm, fixed price of \$16,262. This price includes all professional fees, transportation, hotels and all workshop materials mentioned above. This price allows for up to 30 participants in the teacher workshops.

The Fort Lee School District agrees to pay the Center for Applied Linguistics this firm, fixed price of \$16,262 for the services described above.

CAL will invoice Fort Lee School District as follows:

|           |         |
|-----------|---------|
| TBD, 2014 | \$8,131 |
| TBD, 2014 | \$8,131 |

Invoices are payable within 30 days of receipt of an invoice from CAL. Please send payment to

Accounts Receivable  
Center for Applied Linguistics  
4646 40<sup>th</sup> St., NW  
Washington, DC 20016

This contract will be in effect from August 3, 2014 until December 30, 2014.

**Cancellation Policy**

In the case of a cancellation Fort Lee School District will be responsible for reimbursement to CAL for all unrecoverable expenses (such as travel) incurred by CAL for these services.

Cancellations received less than 1 week (7 calendar days) prior to the start of the workshop are subject to a charge equivalent to the full price of the cancelled services. This charge is applicable regardless if the session is rescheduled.

If the SIOP facilitator has to cancel a scheduled training, CAL will make every effort to provide qualified, alternate facilitators for the scheduled dates. If this cannot be arranged, CAL will reschedule the training.

Weather/emergency related cancellations will be rescheduled as soon as possible based on the current workshop schedule. CAL reserves the right to make cancellation decisions for workshops in weather/emergency situations.

Notice of cancellation for workshops must be received in writing by fax, email, or regular mail using the contact information in this Agreement.

### **Copyright**

The Center for Applied Linguistics is the owner and copyright holder of all existing materials and materials developed by CAL staff and consultants for use in delivery of services under this Agreement.

### **Recording**

CAL does not permit videotaping or audio recording of workshops.

### **Entire Agreement**

This Agreement constitutes the entire agreement and understanding between Fort Lee School District and CAL, and supersedes any prior oral or written agreement, or understandings, if any. Any changes or modifications shall be accomplished by a written amendment to this Agreement executed by the duly authorized representatives of the parties.

If you agree with the above terms and conditions, please sign two copies of this Agreement, keep one copy for your records, and return one to me on or before August 3, 2014. The proposed fees are valid if we receive a signed contract at least two months in advance of the first day of services.

We appreciate your selecting CAL for professional services and we look forward to continuing collaborating with you and your staff.

Sincerely,

Jennifer Himmel  
SIOP Program Manager/ Director  
PreK-12 ELL Professional Development Programs  
Center for Applied Linguistics  
[jhimmel@cal.org](mailto:jhimmel@cal.org)  
Tel: 202-355-1538

APPROVED

**Center for Applied Linguistics**

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

ACCEPTED

Fort Lee School District warrants that the person who is signing this Agreement on behalf of Fort Lee School District is authorized to do so and to execute all other documents necessary to carry out the terms of this Agreement.

**Fort Lee School District**

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



**APPROVAL OF PROFESSIONAL DEVELOPMENT PROPOSAL  
FROM DR. JAMIE ZIBULSKY FOR THE RESPONSE TO INTERVENTION (RTI)  
PROGRAM**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the attached **proposal submitted by Dr. Jamie Zibulsky for the Response to Intervention (RTI) Program**, at cost not to exceed \$3,000, to be charged to Account #11-000-223-320-20-000.

DATED: July 14, 2014  
Attachment

---

Motion by: Ms. Helen Yoon

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

# Jamie Zibulsky

Assistant Professor • Fairleigh Dickinson University • School of Psychology  
1000 River Road, T-WH1-01, Teaneck, NJ, 07666 • (201) 692-2811 • [zibulsky@fdu.edu](mailto:zibulsky@fdu.edu)

*Adopting and implementing a systems-change initiative such as Response to Intervention (RTI) requires planning at the district, school, and grade levels. It is recommended that the administrative planning process begin several months to a year before the program is rolled out to teachers, and that all stakeholders recognize that initial implementation requires a 3-5 year effort before new policies and practices are institutionalized.*

*Consultation services can be provided on an ongoing and flexible basis to meet district needs, and there is no one right way to get started. However, I have outlined below a suggested level of support for Year 1 of implementation.*

## Administrative Planning

- A series of three 60 minute meetings with key administrators who will lead up the RTI initiative in order to begin the planning process
- One 90 minute workshop with all administrators who will be involved in the initiative, followed by another 60 minute planning meeting to discuss roll out to teachers
- Creation and interpretation of needs assessment survey to be administered in district
- Ongoing phone and email consultation with key administrators

## Roll Out to Teachers

- One initial 90 minute workshop to introduce broad concept of RTI, followed by another 90 minute workshop to reinforce concepts and answer questions
- **Follow up workshops (possibly with other providers) to deliver training in areas of need, including: differentiation of instruction, using curriculum-based measures for screening and progress-monitoring purposes, and intervention development, to be scheduled on an ongoing basis during Years 1-2 of implementation – not included in estimate; needs to be determined at a later date**

*Consultation services are billed at an hourly rate of \$100, and skills trainings are billed at an hourly rate of \$200. Ongoing records will be kept as documentation of consultation sessions, but an approximate cost for Year 1 of implementation (including the listed activities) is \$3000.*

#5CUR

RESOLUTION NO. This Motion Not Moved

**APPROVAL OF NEW TEACHER MENTORING PROGRAM GUIDE  
FOR FORT LEE PUBLIC SCHOOLS**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the attached **New Teacher Mentoring Plan for the Fort Lee Public Schools**.

DATED: July 14, 2014  
Attachment

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**New Teacher Mentoring  
Program Guide**

**5CUR**

## Part I - Overview

Teaching is an extraordinarily complex task and doing it well requires years of study and practice. Historically, novice teachers have been inducted into the profession with a “sink or swim” approach that led many to leave the field before they could develop the knowledge, skills, and dispositions that would lead them to become excellent practitioners. The ever-increasing demands for educator accountability in raising achievement levels for all students, including the federal mandate that teachers be highly qualified in their content areas and the state professional standards that outline what New Jersey expects teachers to know and be able to do, have made it even more essential that districts hire, support, and retain novice teachers who can grow into full-fledged professionals serving their communities for years to come.

In December 2003, The New Jersey State Board of education adopted revised licensing regulations that included the requirement that all novice teachers participate in a rigorous one-year mentoring program aligned with the New Jersey Professional Standards for Teachers. *The regulations assign responsibility for development of the district’s standards-based mentoring plan to the local professional development committee (LPDC). Each local committee is responsible for developing a plan that will support novice teachers’ professional growth relative to their ability to deliver instruction aligned with the Core Curriculum Content Standards.*

State regulations require the following components to be included in the mentoring plan(N.J.A.C. 6a:9-8.4©1):

- **Goals that, at a minimum, enhance teacher knowledge of and strategies related to the Curriculum Core Content Standards in order to facilitate student achievement; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist novice teachers in the performance of their duties and adjustment to the challenges of teaching,**
- **An application process for selecting mentor teachers;**
- **Criteria for mentor teacher selection;**
- **Provisions for comprehensive mentor training;**
- **Identification of mentor teacher responsibilities;**
- **Logistics for mentoring plan implementation;**
- **Consideration of collaborative arrangements with colleges and universities; and**
- **Provisions for the use of State funds.**

# Mission Statement

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The Fort Lee School District is committed to building a foundation for continued professional growth through structured interactions with mentors in order to assist novice teachers in the performance of their duties; adjusting to the culture of the school, district and community while identifying exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching.

## Commitment to the Role of Mentoring

The Fort Lee Public School District is committed to providing the support that is necessary to ensure a rigorous mentoring experience for all novice teachers by:

1. Increasing the fundamental commitment of mentors in delivering effective guidance and support.
2. Providing quality training for the mentor, as well as, the novice teacher so mentors are more aware and accepting of the unique needs of the novice teacher.
3. Providing the time and opportunities needed so mentors and novice teachers can have ongoing, collegial dialogue based on their shared experiences in (but not limited to) co-planning, observation, and shared professional learning/experiences.
4. Communicating clear criteria for mentor selection in order to attract individuals who understand the importance of this role in impacting the success of the novice teacher.
5. Provide ongoing support for mentor teachers so they can find an outlet of sharing for their own struggles and frustrations in a manner which is supportive of sustaining a positive experience for all participants in the mentoring program.

## Program Participants

A **Novice teacher** is defined as an individual new to the profession who holds a Certificate of Eligibility that will enable them to participate in the State of New Jersey Provisional Teacher program to acquire Standard Certification in a specific content area and grade level. The term "novice teacher" refers to both new classroom teachers and specialists.

A **Mentor Teacher** is a veteran teacher who has worked three or more years in the district. Where possible, the mentor teacher will possess certification in the same content/grade level area as the novice teacher.

The following roles and responsibilities are essential to ensuring a successful experience for both the mentor and the novice teacher. The first five roles and responsibilities are required by the state regulations for mentoring.

### State Regulations

#### **A Mentor must:**

- Participate in sustained, ongoing mentor training;
- Make a commitment of time to the mentor-novice relationship over the required one-year mentoring period;
- Establish regular weekly conferencing times to discuss novice teacher needs, provide ongoing support, and plan and reflect on classroom practices aligned with the New Jersey Professional Standards for Teachers and the New Jersey Core Curriculum Content Standards;
- Maintain confidentiality for all mentor-novice activities; and
- Contribute to ongoing program evaluations.

### Additional Recommendations for Mentoring for Quality Induction

#### **A mentor should:**

- Assist the novice teacher in adjusting to, and becoming familiar with, the school culture, policy, procedures, resources, and personnel;
- Attend the new staff orientation at the start of the school year;
- Gather necessary resources to assist the initial educator with planning efforts. Examples include: curriculum guides, handbooks, schedules, target/benchmark assessments.
- Establish a system of on-going communication with the educator and document mentoring activities and time using a mentoring/novice activity log;
- Provide opportunities for the novice teacher to observe the mentor and other content experts.
- Observe the novice teacher during the school year to provide feedback, teaching tips, guidance on curricular issues, and suggestions for classroom management;
- Be a model of professionalism;
- Encourage the novice teacher to participate in collaborative professional learning activities, such as action research, team meetings, and reflective practice; and
- Assist the novice teacher in understanding the importance of and receiving the benefits of the district's observation/evaluation procedures.
- Attend mentor/novice in-service and other professional development opportunities
- Attend available seminars to enhance professional development in the mentor role.

The role of the **Building Administrator** is to ensure the smooth operation of the program by acting as a facilitator for the collaborative partnership between the mentor and novice teacher by:

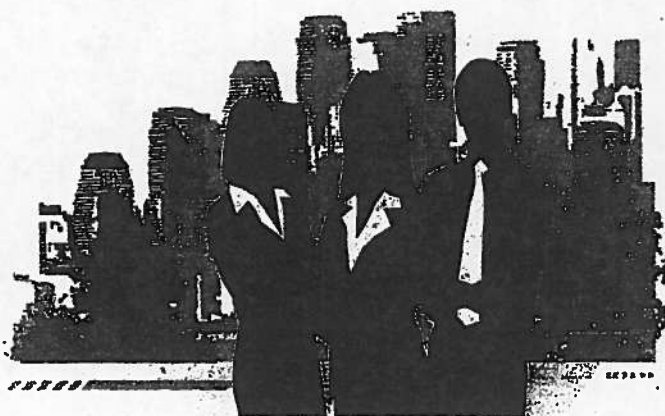
1. Orienting the entire building faculty regarding the school district's mission and the mentor program's purpose.
2. Recruiting and matching individuals to serve as mentors with new faculty members.
3. Acting as a liaison between the mentor and district mentor program coordinator.
4. Develop a process for teachers who are new to the district by not new to the profession by facilitating it using a "buddy mentoring" procedure and designing the requirements for completion by the end of the school year.
5. Provide common release time, or joint planning time to facilitate mentor/novice teacher interaction.
6. Share resources for professional development opportunities.
7. Reassign a mentor, if necessary.
8. Reflect on the year and offer suggestions to improve the mentor program to the Mentor Program Coordinator.
9. Ensure that the evaluation process for new teachers is separate from the mentor relationship and professional development plan process.
10. Evaluate the effectiveness of mentors specific to their building using the State rubric for assessment guidelines.

The Superintendent of Schools (or designee) will appoint at least one educator to assume the role **Mentoring Site Coordinator**, who will assume the following responsibilities to facilitate the program throughout the school district.

1. **Establishing a method of communication for the following:**
  - a. How administration will be informed of new hires (teachers and specialist) who require mentoring.
  - b. Developing a procedure to align with Building Administrators to assign novice teachers to a mentor for the opening of school and as teachers are hired throughout the school year.
  - c. Work with HR to verify certification and resolve any certification issues that prevent new teachers from appearing on the novice teacher list.
  - d. Develop a data base to track mentor/novice teacher activity throughout the school year verifying the monthly checklist.
    - i. Establish the procedure for how and when all verification forms for Mentors will be collected.
    - ii. Maintain files for all Mentor evaluations to use in future selection processes.



- iii. Determine how the documentation for the completion for each cycle will be submitted and added to the data based.
  - iv. Determine how all documentation will be stored.
- 
- e. Create certificate of program completion at the end of the mentoring period.
  - f. Develop a procedure for new to the State or returning educators who are not new to the profession but come to the district with experience.
    - i. At the end of the school year, during close-out, make certain that experienced staff, new to the district, have completed some form of the mentoring process as assigned at the beginning of the school year by the building administrator.
  - g. Establishing a procedure by which the need for an extension will be communicated and handled.
  - h. Chair the Steering Committee for the mentor program.
    - 1. Coordinate with the business office for financial reimbursement for teachers participating in mentoring activities. (if applicable)
    - 2. Actively seek additional grant money that can be used to finance the mentor program.
    - 3. Coordinate new teacher mentoring activities throughout the year.
    - 4. Arrange mentor-training sessions.
    - 5. Annually evaluate the effectiveness of the mentor program and make recommendations for continued improvement.
    - 6. Share resources for professional development opportunities.
    - 7. Address the challenges/concerns presented by the building administrators and/or mentors.



## Part II - Program Overview

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### Mentor Application Process

Qualities for a high performing mentor are outlined to attract individuals who understand their role as a primary coach who supports and encourages the new educator(s) during their first year of induction. The "Criteria for Mentor Selection "considers the "Qualities of a High Performing Mentor Teacher" and is used along with the Mentor Self-Survey, Mentor Application, Administrative Interview and Classroom Evaluation Information to assess the criteria necessary for mentor selection by the building administration.

### Mentor Training Program

This program addresses the mentor. It will include a focus on: the qualities of effective mentors; criteria for mentor selection; mentor roles and responsibilities; and facilitation of the elements contained in a comprehensive mentor training and support.

## Sample Agenda: District Mentor Training

### Mentor Training I (Summer Training)

- Understanding the Regulations and State Guidelines
- Roles and Responsibilities of the Mentor
- Roles and Responsibilities of the Novice Teacher
- Roles and Responsibilities of the School Leader
- District Mentoring Plan
- Needs of the New Teacher
- Adult Learning Theory

### Mentor Training II (August/Novice Teacher Orientation)

- Meet the novice teacher and gain knowledge of the role of journaling in strengthen communication between the mentor and novice teacher.

### Mentor Training II (September- October)

- Case Studies of New Teachers: Common Problems
- Conferencing and Communication Skills (journaling and dialogue)

- Facilitating Inquire Based Learning Community

8

#### **Mentor Training III (November- December)**

- Peer Coaching Models
- Observation Models

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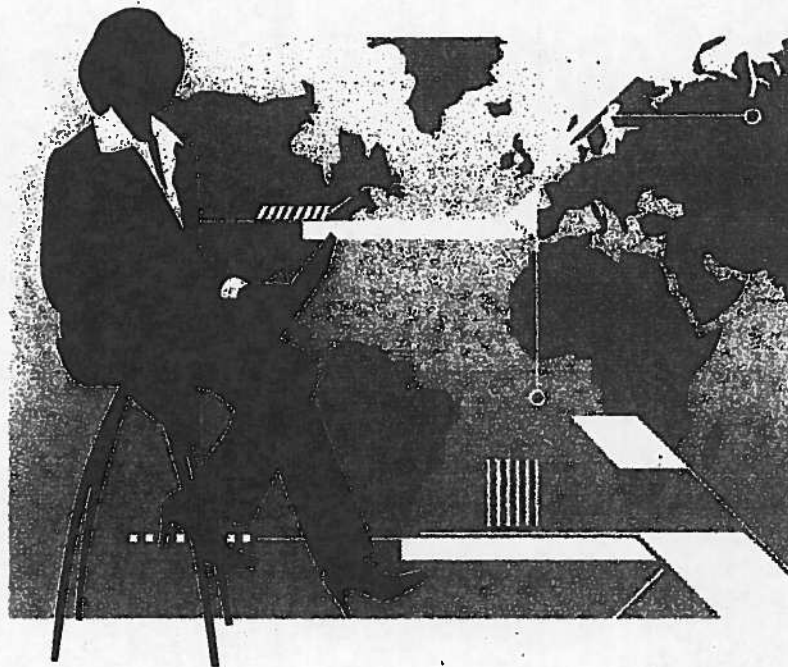
#### **Mentor Training Support Group IV (ongoing)**

This model will provide opportunities for practicing mentors to meet with the District Mentoring Coordinator to discuss issues and experiences.

#### **Mentor Training IV ( March and April)**

(This module is done with the Mentor and novice Teacher working as a team.)

- Designing an Effective Professional Growth Plan That Enhances an Individual's Professional Growth.
- Professional Development Strategies (action research, study groups, etc.)



#### **Pre-Service Orientation**

This program assists new teachers in learning about the district by attending an orientation program. Time will be provided for the teachers to meet with their mentors, building principals, Fort Lee Education Association and Central Office personnel.

# Sample Novice Teacher Training Module: Fort Lee Academy of Professionalism (FLAP)

## A Comprehensive Induction and Mentoring Program

The Fort Lee Academy of Professionalism (FLAP) will offer a series of professional development workshops designed to support the novice teachers practice and enrich the on-going dialogue between mentor and novice teaching pairs. Attendance is required by mentors and novice teachers. Sessions will be offered on a regular basis for mentor and novice teacher teams. Release time will be arranged to enable teachers in the mentor program to attend.

All professional learning opportunities are aligned with and support the NJ Professional Standards for Teachers as referenced in N.J.A.C. 6a:9-3.3.

### ISLIC Standard

**Session I: New Teacher Orientation : 3-Day Pre-service Program for teachers new to the Fort Lee Fort Lee School District.**

- **Day 1: (AM) Superintendent's & Human Resources Orientation**
  - FLEA/Superintendent Community Bus Ride
  - FLEA/Superintendent luncheon

**(PM) Technology Training & work time with tech mentors and mentor for content assistance**

- **Day 2: (AM) Mentors & Novice Teachers with Building Administrators**
  - **(PM) Mentors & New Teachers Planning**
- **Day 3: (AM) Mentors & New Teachers w/ Mentor Program Coordinator**  
**(PM) Mentors & New Teachers – first day planning**

### Mentoring Program

All first year teachers, newly hired to the district, will be assigned a mentor for the first year of employment with the district. The purpose of the mentor will be to reduce the isolation experienced by novice teachers by providing them with opportunities to learn and collaborate with colleagues who support their professional growth.

Each semester opportunities for professional development will be provided by the district. All educators new to the Fort Lee Public School District are expected to attend. Mentors are asked to attend to nurture a professional development connection that will promote the personal and professional growth of the novice teacher.

## **Fort Lee Professional Academy – (FLAP)**

**15-hour Mentoring/Induction professional development sessions for all Novice teachers teaching under a provisional license will be offered. Each session will be 90 minute for 10 weeks at 4:00-5:30 p.m. for novice teachers. Scheduling will be dispersed throughout the school year.**

- Probationary teachers are expected to attend.
- Mentors are expected to attend
- Professional growth opportunity for all district staff. All other staff is invited to attend on a “drop-in” basis
- Professional Development hours are earned for all attendees and presenters.
- Group support for Novice Teachers
- Time for mentors & mentees to process information and experiences provided by building administrators.
- “Workshops” co-taught by teachers and administrative team
- Course syllabus will follow the NJ Standards for Teachers.

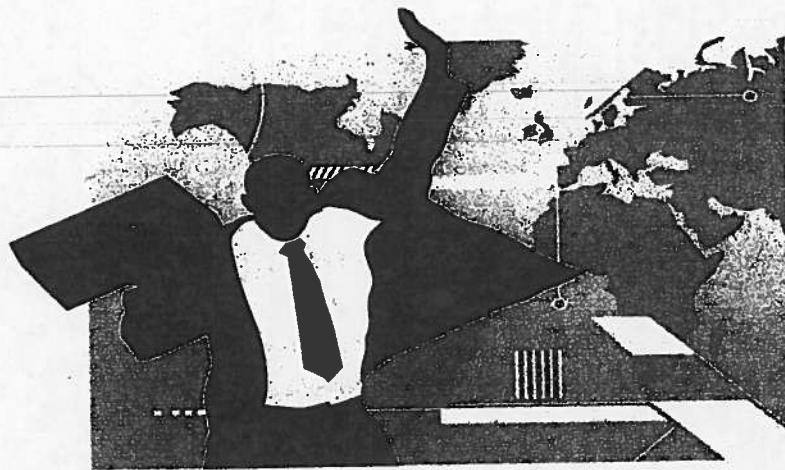
**Session I: (New Teacher Orientation – noted above)**

|                      |  |                          |
|----------------------|--|--------------------------|
| <b>Session II:</b>   | <b>Classroom Management</b>                            | <b>Standard 5</b>        |
| <b>Session III:</b>  | <b>Lesson Planning</b>                                 | <b>Standards 4, 10</b>   |
| <b>Session IV:</b>   | <b>Common Core State Standards</b>                     | <b>Standards 1, 4</b>    |
| <b>Session V:</b>    | <b>Assessment/Data Analysis/Lesson Planning</b>        | <b>Standards 5, 8</b>    |
| <b>Session VI:</b>   | <b>Differentiated Instructions</b>                     | <b>Standards 4, 6, 7</b> |
| <b>Session VII:</b>  | <b>How the Brain Learns/ Special Needs</b>             | <b>Standards 2, 7</b>    |
| <b>Session VIII:</b> | <b>Diverse Learners/Culturally Responsive Teaching</b> | <b>Standard 3</b>        |

Participation in a minimum of one of the following areas is required during the second and third year:

- Two professional workshops outside of the district that focus on subject matter knowledge
- Participation in a professional book study group
- Conducting an action research project that uses data to drive decision making

- Enrollment in an alternate teacher education program or graduate school



## Criteria for Mentor Selection

A mentor is a teacher with at least three years of teaching experience and certified as a mentor in the Fort Lee Public School District.

A Mentor must: (F4-R4)

1. Be experienced and certified in the subject area in which the novice teacher is teaching, where possible.
2. Be recommended, selected, and approved by the administrative team, based on demonstrated exemplary command of content area knowledge and pedagogy; demonstrated qualities as a continuous learner; and interpersonal skills which convey hope and optimism for success as a teaching professional.
3. Committed to the goals of the Fort Lee Public School District mentoring plan.
4. Maintain the confidential nature of the mentor teacher/novice teacher relationship.
5. Be knowledgeable about the social and workplace norms of the district board of education and the community.
6. Be knowledgeable about the resources and opportunities in the district and able to act as a referral source to the novice teacher.
7. Provide letters of recommendation as determined by the district mentoring plan from those who are familiar with the mentor teacher applicant's work.
8. Agreeable to completing the comprehensive mentor training program

- Strong interpersonal skills
- Credibility with peers and administrators
- Leadership Capacity
- Demonstrated curiosity and eagerness to learn
- Respect for multiple perspective
- Demonstrated commitment to improving the academic achievement of all students
- Experience with coaching or other collaborative models.

## Qualities of a High-Performing Mentor Teacher

The chart below reflects the qualities of a high performing mentor. Appendix A/ Mentor Rubric provides a guide to assess mentor effectiveness, as defined by the NJ Mentoring for Quality Induction: A Toolkit for Program Development.

|  |   |   |
|--|---|---|
| <p><b>Commits to the Roles and Responsibilities of Mentoring</b></p>   | <p><b>Accepts the Novice Teacher as a Developing Person and Professional</b></p>  | <p><b>Reflects on Interpersonal Communications and Decisions</b></p>  |
| <ul style="list-style-type: none"> <li>• Dedicates time to meet with the novice teacher</li> <li>• Persists in efforts to assist the novice teacher despite obstacles or setbacks</li> <li>• Maintain congruence between mentoring words and actions</li> <li>• Attends meetings, training or other professional development opportunities related to mentoring</li> <li>• Models self-reflection and self-assessment as hallmarks of professionalism</li> </ul> | <ul style="list-style-type: none"> <li>• Endeavors to see the world from the novice teacher's point of view</li> <li>• Anticipates the needs of the novice teacher by thinking like a novice teacher</li> <li>• Understands the common problems and concerns of the novice teacher</li> <li>• Applies theories of adult learning and development</li> <li>• Models acceptance of diversity in others</li> </ul> | <ul style="list-style-type: none"> <li>• Reflects on what, where, when, and how to communicate with the novice teacher</li> <li>• Adjusts communication style to the developmental needs of the novice teacher</li> <li>• Respects the confidentiality of the mentor-novice teacher relationship</li> <li>• Self-discloses regarding one's own professional challenges</li> <li>• Models effective helping relationship skills</li> </ul> |
| <p><b>Serves as an Instructional Coach</b></p>   | <p><b>Models a Commitment to Personal and Professional Growth</b></p>   | <p><b>Communicates Hope and Optimism for the Future</b></p>   |
| <ul style="list-style-type: none"> <li>• Employs the clinical cycle of instructional support</li> <li>• Values the role of shared experiences in the coaching process</li> <li>• Engages the novice teacher in a professional learning community whenever possible</li> <li>• Possess knowledge of effective teaching practices</li> <li>• Models openness to new ideas and instructional practices</li> </ul>   | <ul style="list-style-type: none"> <li>• Lives the life of learner as well as teacher</li> <li>• Engages the novice teacher as fellow student of learning and teaching</li> <li>• Pursues professional growth related to teaching and mentoring</li> <li>• Advises the novice teacher on professional growth opportunities</li> </ul>   | <ul style="list-style-type: none"> <li>• Encourages and praises the novice teacher</li> <li>• Holds and communicates high expectations for the novice teacher</li> <li>• Projects a positive disposition toward the teaching profession</li> <li>• Avoids criticism of students, parents, and colleagues</li> </ul>   |

|                             | <b>Actively Involved Mentor</b>   | <b>Involved Mentor</b>  | <b>Buddy System Mentor</b>   | <b>Non-involved Mentor</b>   |
|-----------------------------|---|---|--|--|
| <b>Availability</b>         | The mentor was always available to the new teacher. The mentor frequently initiated contact with the new teacher. Regular mentor sessions were planned.   | The mentor was usually available whenever the new teacher had concerns. The mentor initiated several contacts with the new teacher.   | The mentor was often available whenever the new teacher had concerns. The mentor initiated some contact with the new teacher.  | The mentor was rarely available to meet with the new teacher. The mentor initiated no contact with the new teacher.  |
| <b>Problem Solving</b>      | The mentor frequently led the new teacher into discovering possible solutions to problems on his or her own through asking questions and making suggestions. Occasionally, the mentor included reference to how he or she would handle the situation. | The mentor suggested several ideas or possible solutions to the new teacher. The mentor occasionally led the new teacher into discovering solutions and answers on his or her own by asking questions of the new teacher. | The mentor suggested several ideas or possible solutions to the new teacher. When asked for advice, the mentor often explained how he or she would handle the situation. | When asked for advice, the mentor exclusively tried to solve problems by telling the new teacher how he or she would have handled the situation.   |
| <b>Reflective Questions</b> | The mentor frequently took the opportunity to ask reflective questions of the new teacher. The mentor utilized reflective questioning skills to invite the new teacher to look at his or her teaching practices with an eye for improvement.          | The mentor asked questions to clarify the actions of the new teacher and occasionally took the opportunity to ask reflective questions of the new teacher.  | The mentor asked questions to clarify the actions of the teacher but infrequently extended the questioning to include reflection on teaching practices.                  | The mentor did not invite the new teacher to reflect on his or her teaching. No attempt was made to have the new teacher think about his or her teaching practices. The mentor imparted his or her knowledge rather than asking questions. |

Developed by R. Willobee, Grand Rapids Public Schools, Revised December 2003.



# Components of Mentor Training: Mentor Rubric

**RESOURCE 3: Sample Mentor Rubric (continued)**

|                        | <b>Actively Involved Mentor</b>   | <b>Involved Mentor</b>   | <b>Buddy System Mentor</b>   | <b>Non-involved Mentor</b>   |
|------------------------|---|--|--|--|
| <b>Confidentiality</b> | The mentor closely adhered to the "Firewall" between mentoring and evaluation. Topics and discussion from mentoring sessions were not shared with other staff or administration. Classroom observation notes became the sole property of the new teacher following reflective conference.   | The mentor closely adhered to the "Firewall" between mentoring and evaluation. Topics and discussion from mentoring sessions were not shared with other staff or administration. Classroom observation notes became the sole property of the new teacher following reflective conferences.   | The mentor adhered to the "Firewall" between mentoring and evaluation. Topics and discussion from mentoring sessions were not shared with other staff or administration. | The mentor was unfamiliar with the "Firewall" between mentoring and evaluation. Topics and discussion from mentoring sessions were shared with other staff or administration inappropriately.  |
| <b>Feedback</b>        | The mentor engaged in observing the new teacher's classroom on several occasions. The mentor provided positive peer coaching feedback that was specific and evidence based in a timely manner. The feedback was designed to increase the new teacher's teaching skills by reinforcing "Best Practices" that were observed. Feedback also included reflective questions centered on areas for improvement. | The mentor engaged in observing the new teacher's classroom at least once each semester. The mentor provided positive peer coaching feedback that was specific and evidence based in a timely manner. The feedback was designed to increase the new teacher's teaching skills by reinforcing "Best Practices" that were observed. Feedback also included reflective questions centered on areas for improvement. | Feedback for the new teacher was based on information gathered without classroom observation. The mentor provided positive feedback, reinforcing "Best Practices".       | Feedback to the new teacher was not based on classroom observations or contact with the new teacher. Feedback consisted mostly of the mentor telling how he or she would handle the situation. |
| <b>Encouragement</b>   | The mentor encouraged the new teacher to try new things, expand his or her teaching skills and become actively involved with students, parents and staff. The mentor modeled a positive attitude toward the school, the district and the community at large. The encouragement to succeed was genuine.  | The mentor encouraged the new teacher to try new things, expand his or her teaching skills and become actively involved with students, parents and staff. The mentor modeled a positive attitude toward the school, the district & community at large. The encouragement to succeed was genuine.   | The mentor encouraged the new teacher to keep up his or her hard work and efforts. The encouragement was genuine.  | The mentor provided little or no encouragement to the new teacher.   |

Source: MI-Map3.5 *Mentoring New Teachers* (pp.34-35), by Michigan Department of Education Office of School Improvement. Used with permission.

# Self-Survey: Should I become a Mentor?

This checklist is designed to help teachers who are considering becoming mentors. Please place an X in the column that represents the degree to which the statement characteristics the way you see yourself. You may add those qualities (insert in 19\* or 20\*) that represent the unique or special assets you might bring to mentoring.

| Statement  | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|--|----------------|-------|---------|----------|-------------------|
| 1. I see myself as being people-oriented. I enjoy Working with other professionals.              |                |       |         |          |                   |
| 2. I am a good listener and respect my colleagues.   |                |       |         |          |                   |
| 3. I am sensitive to the needs and feelings of others.   |                |       |         |          |                   |
| 4. I recognize when others need support or independence.   |                |       |         |          |                   |
| 5. I want to contribute to the professional development of others and share what I have learned. |                |       |         |          |                   |
| 6. I am willing to find reward in service to someone who needs my assistance.                    |                |       |         |          |                   |
| 7. I am able to support and help without smothering, parenting, or taking charge.                |                |       |         |          |                   |
| 8. I see myself as willing to adjust my schedule to meet the needs of others.                    |                |       |         |          |                   |
| 9. I usually am patient and tolerant when teaching someone.                                      |                |       |         |          |                   |
| 10. I am confident and secure in my knowledge and try to remain up-to-date.                      |                |       |         |          |                   |
| 11. I enjoy the subject(s) I teach.  |                |       |         |          |                   |
| 12. I set high standards for my students and for myself.   |                |       |         |          |                   |
| 13. I use a variety of teaching methods, and my students achieve well.                           |                |       |         |          |                   |
| 14. Others look to me for information about subject matter and methods of teaching.              |                |       |         |          |                   |
| 15. Overall I see myself as a competent professional.  |                |       |         |          |                   |
| 16. I am able to offer assistance in areas that give others problems.                            |                |       |         |          |                   |
| 17. I am able to explain things at various levels of complexity and detail.                      |                |       |         |          |                   |
| 18. Others are interested in my professional ideas.  |                |       |         |          |                   |
| 19.*   |                |       |         |          |                   |
| 20.*   |                |       |         |          |                   |

Source: MI-Map3.5 Mentoring New Teachers (pp.34-35), by Michigan Department of Education Office of School Improvement. Used with permission in Toms River School District, Montclair School District, and Washington Township, NJ.

## MENTOR APPLICATION

Please PRINT and return to Mentor Facilitator or Site Administrator.  
Approval of application will follow procedures outlined in District Mentoring Plan

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Name \_\_\_\_\_ School \_\_\_\_\_

Email \_\_\_\_\_

Phone (home) \_\_\_\_\_ (Work) \_\_\_\_\_ (other) \_\_\_\_\_

SS# (for district use to pay stipend; will be kept confidential) \_\_\_\_\_

Position \_\_\_\_\_ Level of teaching license (circle) I II III

Grade levels taught \_\_\_\_\_ Subjects \_\_\_\_\_

Endorsements \_\_\_\_\_ Highest degree earned \_\_\_\_\_

Recognition/Awards \_\_\_\_\_

Years of teaching experience \_\_\_\_\_ Mentoring experience \_\_\_\_\_

Please check YES or NO:

YES NO

- \_\_\_\_ Are you willing to serve as a mentor for one school year?  
\_\_\_\_ Are you willing to receive mentor training if you haven't already had it?  
\_\_\_\_ Do you participate in staff development opportunities?  
\_\_\_\_ Do you incorporate current best practices into your teaching?  
\_\_\_\_ Have you completed a self assessment for mentoring, "Self-evaluation for Mentors?"  
\_\_\_\_ Are you willing to complete observations of your protégé, as well as formative evaluations of the observations? Formative evaluation is a formal document that identifies data that is requested by the classroom teacher, thoroughly explained in the mentor training.

On the reverse of this application, or on another sheet, please write a short paragraph explaining why you would like to mentor a beginning teacher.

Professional references (3 people who can attest to your work as an educator and your collaborative abilities)

1. Name \_\_\_\_\_ Phone(s) \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone(s) \_\_\_\_\_

Address \_\_\_\_\_

3. Name \_\_\_\_\_ Phone(s) \_\_\_\_\_

Address \_\_\_\_\_

Mentor Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Approval: \_\_\_\_ YES \_\_\_\_ NO

Principal's Signature \* \_\_\_\_\_ Date \_\_\_\_\_

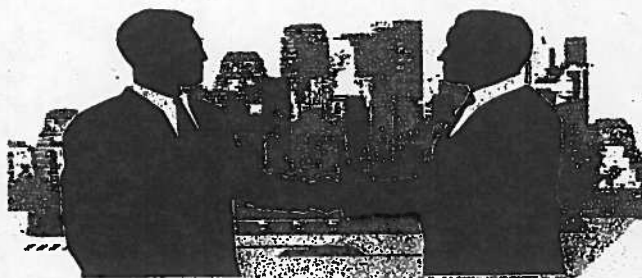
\*Approval indicates that the principal approves application and appropriate release time to facilitate mentor/protégé partnership as per district Mentoring Plan.

## Matching Mentors with Novice Teachers

Every attempt will be made to successfully match a mentor with the novice teacher. Successful matching of the mentor and the novice teacher is essential to creating a positive mentor-novice teaching relationship. The following list of matching criteria will be used when making this decision:

- Similar grade level or content area;
- Common planning periods;
- Close proximity of mentor and novice teacher classrooms; and
- Compatibility of the mentor and novice teacher

Personalities, communication styles, and gender might also be taken into consideration for matching purpose.



## Terms for the Mentor Contract

1. The mentor will be compensated as defined in the teachers' contract.
2. Each building administrator will support the district mission by providing the resources necessary to support the mentor/novice teacher collaborative relationship.
3. If a shortage of mentors exists, Mentors might need to be selected from among teachers outside the novice teacher's content area/grade level, within the school/district or from among retired educators (allowable by law). Mentoring might have to occur as a group of teachers working together rather than in a one-on-one arrangement.
4. Mentors will agree to follow the guidelines for the district new teacher mentoring program and provide documentation, as required, that verifies compliance with program goals.
5. Adhering to the State requirement for maintaining confidentiality between partners
6. It is recognized that not all mentor/novice teacher relationships will work for a wide variety of reasons. Consultation with the building principal when challenges arise and intervention is needed will assist the team in ensuring a successful experience.



## Mentor & Novice Teacher Partnership Information Sheet

To be completed by Mentor and Novice Teacher individually

**PLEASE PRINT**

Name \_\_\_\_\_

I am a (circle one)      **MENTOR**                      **NOVICE TEACHER**

School \_\_\_\_\_

Grade levels taught or assignment \_\_\_\_\_

Site Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Most frequently used email address \_\_\_\_\_

(If this information changes, please contact your personnel department, mentor coordinator and mentor).

Date of employment with current assignment: \_\_\_\_\_

Partner (mentor or novice teacher) \_\_\_\_\_

## Sample A. Mentoring Partnership Agreement

Instructions: This is a sample of the mentoring partnership agreement.

We have agreed on the following goals and objectives as the focus of this mentoring relationship:

- 1.
- 2.
- 3.

We have discussed the protocols by which we will work together, develop, and, in that same spirit of partnership, collaborate on the development of a work plan. In order to ensure that our relationship is a mutually rewarding and satisfying experience for both of us, we agree to:

1. Meet regularly. Our specific schedule of contact and meetings, including additional meetings, follows:
2. Look for multiple opportunities and experiences to enhance the novice teacher's learning. We have identified, and will commit to, the following specific opportunities and venues for learning:
3. Maintain confidentiality of our relationship. Confidentiality for us means...
4. Honor the ground rules we have developed for the relationship. Our ground rules will be...
5. Provide regular feedback to each other and evaluate progress. We will accomplish this by...

We agree to meet regularly until we accomplish our predefined goals or for a maximum of [specify time frame]. At the end of this period of time, we will review this agreement, evaluate our progress, and reach a learning conclusion. The relationship will then be considered complete. If we choose to continue our mentoring partnership, we may negotiate a basis for continuation, so long as we have stipulated mutually agreed-on goals.

In the event one of us believes it is no longer productive for us to continue or the learning situation is compromised, we may decide to seek outside intervention or conclude the relationship. In this event, we agree to use closure as a learning opportunity.

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Mentor's Signature and Date

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Novice Teacher's Signature and Date

Source: *The Mentor's Guide: Facilitating Effective Learning Relationships* (p. 110), L. Zachary, 2000, San Francisco, CA: Jossey-Bass. Reprinted with permission.

## Sample B. Streamlined Mentoring Partnership Agreement

Instructions: This is a streamlined sample of a mentoring partnership agreement.

Goals:

---

Learning Outcomes:

Ground Rules:

Parameters for the Relationship:

Steps to Achieving the Goals and Learning Outcomes:

Time Frame:

Checkpoints:

---

Mentor's Signature and Date

---

Novice Teacher's Signature and Date

Source: *The Mentor's Guide: Facilitating Effective Learning Relationships* (p. 111), L. Zachary, 2000, San Francisco, CA: Jossey-Bass. Reprinted with permission.



**Fort Lee**

**Public Schools**

## COMPATIBILITY REPORT

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This document helps to initiate procedures for addressing disputes or grievances between mentors and beginning teachers.

Name \_\_\_\_\_

My Mentor/Novice Teacher is \_\_\_\_\_

Please indicate with an x the statement that best describes your relationship with your partner (mentor or novice teacher)

\_\_\_\_\_ Everything is moving along fine!

\_\_\_\_\_ I have some concerns that I would like to discuss.

\_\_\_\_\_ This isn't working! Please help!

\_\_\_\_\_ I need to discuss the grievance procedure with the mentor coordinator.

Date of Response \_\_\_\_\_ and Comments:

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This form should be filled out quarterly and turned in to the Building Principal or District Mentor Coordinator. The Mentor/Novice Teacher checklist and logs that reflect the partnership work for the same quarter should be attached.



## Mentor/Novice Teacher Partnership

### Activity Guide and Support Materials

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Mentors help novice teachers learn by doing and communicating openly during the first critical year(s) of teaching. The materials provided follow the NJ Mentoring for Quality Induction: A Toolkit for Quality Induction which can be found on the NJ Department of Education Website.

District mentoring starts early and involves many individuals and resource tools. A mentor takes on many roles in his/her position as a mentor. The mentor will be a resource to provide guidance in three goal areas: Needs Assessment/Goal Setting, Ongoing Discussions related to classroom management, curriculum planning, classroom organization, and other pedagogical concerns; and, Peer Observation and One-on-One Coaching.

During the first year, mentor/novice teachers are required to log a minimum of sixty hours for interaction. This time allocation is for discussion of topics specifically related to mentoring, as outlined in the Goals position of this plan. For the second year, the minimum time allocation will be lowered to forty hours. Time logs will be reviewed periodically and submitted to the Mentoring Coordinator at the end of each quarter.

- It is suggested, but not required, that both mentor and novice teacher maintain a journal, so that they may reflect upon problems encountered, situations resolved and other pertinent issues discussed during the school year. At the end of each school year, both participants will be asked to submit written evaluations of select experiences.
- Both mentor and novice teacher will be given a total of three days release time during each school year. Mentors may request time (half day or full day) for use in such activities as attending workshops, classroom visits, planning and conferencing, or any other mentoring activities as requested by the participants. The district will provide for substitute coverage in these instances.
- All participants in the mentor program will attend quarterly conferences with the chair to evaluate progress and discuss any issues pertaining to the program. The chair will also meet with mentors on a regular basis, formally (once per month) and informally so as to keep better informed with the program.

# Understanding and Applying New Jersey Professional Standards for Teachers

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State regulations for mentoring require that all novice teachers acquire the knowledge, dispositions, and performances defined in the New Jersey Professional Standards for Teachers, which describe what all teachers should know and be able to do.

The ten professional standards for teachers focus on:

1. Subject matter Knowledge
2. Human growth and development
3. Diverse learners
4. Instructional planning and strategies
5. Assessment
6. Learning environment
7. Special needs
8. Communication
9. Collaboration and partnership
10. Professional development

The New Jersey Professional standards for Teachers have been established to guide teachers in:

- Promoting reflection of the impact of teacher effectiveness on student learning.
- Facilitating formation of professional goals to improve teaching practice; and
- Monitoring and assessing progress toward professional goals and continuous improvement in teaching practice.

Training aligned with the New Jersey Professional Standards for Teachers that might be offered for novice teachers during their first year of teaching includes:

## **CLASSROOM MANAGEMENT – Standard 6 (Learning Environment)**

*What does a novice teacher need to know and be able to do to establish a learning environment?*

Research on classroom management skills reveals:

- Consistent, proactive discipline is the crux of effective classroom management.
- Effective teachers establish routines for all daily tasks and needs.
- Effective classroom managers orchestrate smooth transitions and continuity of momentum throughout the day.
- Effective classroom managers can multitask.
- Effective educators have a heightened awareness of all actions and activities in the classroom.

- Classroom management skills include the use of space and proximity or movement around the classroom for nearness to trouble spots and to encourage attention.
- Effective teachers anticipate potential problems as a means to limit disruption.
- Effective classroom teachers resolve minor inattention and disruption before they become major disruption.
- Effective classroom managers are able to increase student engagement in learning and make good use of every instructional moment.
- Effective teachers seem to have eyes in the backs of their heads (Stronge, 2002, pp.27-28).

### **ADDRESSING DIVERSITY – Standard 3 (Diverse Learners)**

*What does a novice teacher need to know and be able to do to understand and address the diverse needs of all students?*

Novice teachers need to become culturally responsive by exploring their own personal histories and experiences, as well as the histories of their students and their families; developing an appreciation for diversity; engaging in reflective thinking and writing; and reading about and/or visiting teachers in diverse settings. As a novice teachers plan lessons and reflect on lessons taught and/or observed, they need to be aware of and design teaching practices that recognize and utilize the students' cultures and languages in their classrooms and respect their diversity. (Richards, Brown, & Forde, 2004)

### **LESSON PLANNING - Standard 4 (Instructional Planning and Strategies)**

*What does a novice teacher need to know and be able to do to plan effective lessons and use appropriate instructional strategies?*

Effective teaching depends on effective lesson planning, which can be overwhelming for the novice teacher. Developing strategies for effective teaching is an ongoing process that requires the teacher to link curriculum, instruction, and assessment. To be effective, the teacher needs to be able to:

1. Develop instructional strategies and methods that:
  - a. Cover essential core curriculum content over the course of the year;
  - b. Schedule each day and week to address all subject areas within the given time frames;
  - c. Plan daily lessons and thematic units;
  - d. Consistently align lesson objectives with standards to be addressed; and
  - e. Maximize time spent on learning.
2. Select curriculum materials, always keeping standard in mind; and
3. Perform standards-based assessments (formative, diagnostic, summative, formal, and informal) (Jonson, 2002, p.51).

# Mentoring Activity Goal I

## Goal Setting/Needs Assessment

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The following will assist mentor/novice teacher partnerships inventory their experiences and areas of need. This information will not be shared with building administrators. It will only be used by district mentor facilitator to assist in matching you to a mentor and once matched, to give your mentor a concept of your specific strengths and areas where you want to grow.

### Novice Teacher Needs Assessment – Tool A

In the areas below, please indicate the response for each item that best matches your concern/need level. Use this inventory with your mentor to determine some areas for support, identify resources, and set learning goals.

1. I am really anxious about this.
2. I'm okay, but it would be good to talk about this.
3. I've got this under control, at least for now.

#### Information about Policy and Procedures

- The teacher-evaluation system
- Paperwork and deadlines
- Expectations of the principal
- Expectations of my colleagues
- Communicating with parents
- Standardized tests

#### Accessing Resources

- Organizing/setting up my classroom
- Accessing instructional materials and resources
- Arranging field trips
- Ordering materials
- Using the library and media resources
- Working with special services

#### Working with Students

- Establishing classroom routines
- Motivating reluctant learners
- Maintaining student discipline
- Assessing student needs
- Differentiating instruction for individual learners
- Implementing the curriculum
- Evaluating student progress

#### Managing Time

- Organizing my day/week
- Lesson planning
- Following the daily/weekly schedule
- Attending meetings
- Supervising extracurricular activities
- Opportunity for professional development
- Maintaining personal/professional balance

Consideration for our mentor/novice teacher relationship:

Other areas I'd like to address:

Source: Adapted from *Mentoring Matters: A Practical Guide to Learning-Focused Relationships* (p.119), by L. Lipton, B. Wellman, & C. Humbard, 2003, Sherman, CT: MiraVia, LLC. Used with permission. For additional information go to [www.miravia.com](http://www.miravia.com).

# Novice Teacher Needs Assessment – Tool B 26

This survey lets the novice teacher self-evaluate strengths and weaknesses, as well as supply background and experience. The novice teacher may wish to share some of this information with the mentor.

1. List your previous teaching experience, including student teaching.
2. List your three strongest assets as a teacher.
3. List three areas of concern as a novice teacher in \_\_\_\_\_ (school/district).
4. How often would you like to meet with your mentor?
5. In what ways do you think a mentor would be helpful to you?
6. In what activities do you expect your mentor to engage you?

How would you rate your skills in the following areas?

1 = developing      2 = confident      3 = accomplished

- \_\_\_ lesson planning
- \_\_\_ planning for a substitute teacher
- \_\_\_ large group instruction
- \_\_\_ small group instruction
- \_\_\_ one-to-one instruction
- \_\_\_ behavior management
- \_\_\_ developing and administering informal classroom assessments
- \_\_\_ planning instructional units
- \_\_\_ planning and producing instructional materials
- \_\_\_ planning for students with special needs, including those "at risk" and "gifted"
- \_\_\_ parent conferences and communications
- \_\_\_ dealing with crisis in the classroom
- \_\_\_ establishing rapport with faculty and staff
- \_\_\_ understanding teaching/learning styles
- \_\_\_ understanding cultural or ethnic differences
- \_\_\_ ability to set appropriate levels of expectations for student achievement

Please list any other areas of concern that were not addressed in this survey.

Source: *Mentoring Handbook: Designed for Induction Year Teachers and Mentors* (p. 5), by Montclair School District, NJ.  
Used with permission.

# New Jersey Professional Standards for Teachers 27

All professional learning opportunities must be aligned with and support the New Jersey Professional Standards for Teachers as referenced in *N.J.A.C. 6A:9-3.3*. The Professional Standards for Teachers (and indicators) are also available at <http://www.nj.gov/njded/profdev/profstand/standards.pdf>

## Standard One: Subject Matter Knowledge

Teachers shall understand the central concepts, tools of inquiry, structures of the discipline, especially as they relate to the New Jersey Core Curriculum Content Standards (CCCS), and design developmentally appropriate learning experiences, making the subject matter accessible and meaningful to all students.

## Standard Two: Human Growth and Development

Teachers shall understand how children and adolescents develop and learn in a variety of school, family, and community contexts and provide opportunities that support their intellectual, social, emotional and physical development.

## Standard Three: Diverse Learners

Teachers shall understand the practice of culturally responsive teaching.

## Standard Four: Instructional Planning and Strategies

Teachers shall understand instructional planning, design long- and short-term plans based upon knowledge of subject matter, students, community, and curriculum goals, and shall employ a variety of developmentally appropriate strategies in order to promote critical thinking, problem solving, and the performance skills of all learners.

## Standard Five: Assessment

Teachers shall understand and use multiple assessment strategies and interpret results to evaluate and promote student learning and to modify instruction in order to foster the continuous development of students.

## Standard Six: Learning Environment

Teachers shall understand individual and group motivation and behavior and shall create a supportive, safe and respectful learning environment that encourages positive social interaction, active engagement in learning and self-motivation.

## Standard Seven: Special Needs

Teachers shall adapt and modify instruction to accommodate the special learning needs of all students.

## Standard Eight: Communication

Teachers shall use knowledge of effective verbal, nonverbal and written communication techniques and the tools of information literacy to foster the use of inquiry, collaboration, and supportive interactions.

## Standard Nine: Collaboration and Partnership

Teachers shall build relationships with parents, guardians, families and agencies in the larger community to support students' learning and well being.

## Standard Ten: Professional Development

Teachers shall participate as active, responsible members of the professional community, engaging in a wide range of reflective practices, pursuing opportunities to grow professionally, and establishing collegial relationships to enhance the teaching and learning process.

## New Jersey Professional Standards for Teachers Awareness Activity

### Directions:

1. Give each person 7 sticky notes. Identify what a teacher needs to know and be able to do to be an effective teacher in the classroom and write one comment per sticky note.
2. In pairs or triads, share and place sticky notes in the appropriate boxes for the New Jersey Professional Standards for Teachers. (Template for activity is shown below.)
3. As a whole group, reflect and share answers to the following sample questions:
  - What teaching standards have the most notes? Why?
  - Do new teachers need to focus on certain teaching standards more during their first year of teaching? Why?
  - Did you notice any overlap where an idea might fit with several teaching standards? Why?

|                                       |  |
|---------------------------------------|--|
| <b>Subject Matter Knowledge</b>       | <b>Human Growth and Development</b>          |
| <b>Diverse Learners</b>               | <b>Instructional Planning and Strategies</b> |
| <b>Assessment</b>                     | <b>Learning Environment</b>                  |
| <b>Special Needs</b>                  | <b>Communication</b>                         |
| <b>Collaboration and Partnerships</b> | <b>Professional Development</b>              |

Source: Adapted with permission from New Teacher Center @UCSC.

# Sample Individual Growth Plan - Tool A

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## RESOURCE 12: Sample Individual Growth Plan

Standard:

Criterion:

Strengths in this area:

Challenges in this area:

What is the critical question, directly relevant to your classroom assignment, which will focus your professional growth activities and increase your capacity to impact student learning?

Based on your critical question, what specific new learning will you need to build your capacity in this area?

Discuss and list resources (courses, articles, books, peers, videos, *etc.*) that could be helpful in achieving your goal:

What activities will you engage in to facilitate your learning? How and when do you plan to engage in the described learning activities?

How will you check to see if this learning has had a positive impact on student learning in your classroom?

Source: New Jersey Department of Education, Mentoring Task Force, 2005.



## RESOURCE II: Sample Learning-Focused Growth Plan

Target Completion Date: \_\_\_\_\_

**Focus for Growth:** What do I want to know/be able to do?

**Filling the Knowledge Gap:** How and where will I learn about it.  
(readings, videos, talk to experts, *etc.*)? How will I build my skill level?

**Implementation Steps:**  
When and how will I use the new information/skill(s)?

**Assessment/Data Collection:** How will I know that I am appropriately implementing  
new information/skill(s)? To what degree is this new information/skill(s) producing desired  
student results?

**Assistance Options:** What resources might I need? What resources are available to me?

*Source:* Adapted from *Mentoring Matters: A Practical Guide to Learning-Focused Relationships* (p.120),  
by L. Lipton, B. Wellman, & C. Humbard, 2003, Sherman, CT: MiraVia, LLC. Used with permission.  
For additional information go to [www.miravia.com](http://www.miravia.com).

# Designing Professional Goals

The mentor works collaboratively with the novice teacher to identify the novice teacher's strengths and areas for improvement in teaching practice. Formal and informal assessments used to determine area of focus may include: self-assessments; collaborative assessment logs; data gathered by observations during classroom visitations; and analysis of student work in relation to the Common Core State Standards. Once an area of focus for professional growth has been determined, the novice teacher can write a SMART goal; which is specific, measurable, attainable, relevant, and tactically sound.

Directions: Complete the following SMART goals chart to determine if the goal is specific, measurable, achievable, relevant and tactically sound.

My proposed goal:

| SMART Goal Criteria |                           |  | How the Goal Meets the SMART Goal Criteria |
|---------------------|---------------------------|--|--|
| <b>S</b>            | Specific, standards-based | <ul style="list-style-type: none"> <li>Clearly focused on what is to be accomplished and why this is important</li> <li>Based on standards for good teaching (New Jersey Professional Standards for Teachers, NBPTS)</li> <li>Based on <i>what</i> must be accomplished, not <i>how</i> it is to be accomplished.</li> </ul> |  |
| <b>M</b>            | Measurable                | <ul style="list-style-type: none"> <li>Must entail identifiable evidence of achievement</li> <li>Must be based on results</li> </ul>   |  |
| <b>A</b>            | Achievable                | <ul style="list-style-type: none"> <li>Must be attainable within the time frame and resources available – must be within reach</li> </ul>  |  |
| <b>R</b>            | Relevant                  | <ul style="list-style-type: none"> <li>Must address clear evidence of need based on multiple sources of data</li> <li>Must be based on increased student learning. <i>How will meeting this goal help students?</i></li> </ul>   |  |
| <b>T</b>            | Tactically sound          | <ul style="list-style-type: none"> <li>Must identify the barriers and challenges in the process of meeting this goal. <i>Is it possible to overcome these barriers in the process of meeting this goal?</i></li> </ul>   |  |

## Mentoring Activity Goal 2

### Substantive Topic Discussions

**Standard 1 (Subject Content Knowledge), Standard 4 (Instructional Planning and Strategies), Standard 5 (Assessment), Standard 6 (Learning Environment), Standard 8 (Communication), and Standard 10 (Professional Development)**

Many first-year teachers feel inadequate and unprepared; have limited knowledge of content and pedagogy; lack information regarding school/district policies and procedures; have limited knowledge and experience dealing with the diverse needs of their students; and have minimal competence in classroom management and organization.

Standards-based formative assessments can provide a confidential structure for interaction between a mentor and a novice teacher and allow for reflection on strengths and areas for growth. The mentor can guide and support the novice teacher in identifying professional learning activities most appropriate to improve classroom teaching. The mentor can help the novice teacher identify and make progress toward his/her identified professional goals by focusing on what types of data to collect during classroom observations, collaboratively planning lessons, making suggestions, and modeling lessons for the novice teacher.

Because of the special relationship between mentor and novice teacher, the interaction is confidential. Therefore, it is important for the school leader to provide time for interactions between mentor and novice teacher and to honor the confidentiality between the two. In order to maintain the confidentiality and trusting relationship between the mentor and the novice teacher, the school leader should not ask or expect the mentor to provide information that would be considered "evaluative" or to influence the evaluation conducted by the school leader.

Formative assessments used in the mentoring relationship include the following characteristics:

- An ongoing measurement of growth over time;
- Evidence of student learning and teacher practice to help identify areas of strength and for growth.
- Objective and data-based;
- Responsive to the teacher's developmental needs;
- Interactive and collaborative;
- Assessment tools that support inquiry and reflection (ETS, 2001,p.28)

Collaborative assessment logs can be used as the basis for accountability and interaction between the mentor and the novice teacher. Collaborative assessment logs may include the following criteria:

- A clearly articulated goal related to a professional teaching standard;
- A developmental guide and support system based on continuous discussion and ongoing assessment;
- Frequent use of self-assessment and reflection;
- A shared accountability and responsibility for contribution to the mentor-novice teacher relationship (Moir, July 2003).

## Opening Orientation Topics for Mentor & Novice Teacher

The following topics should be considered for discussion between the mentor and novice teacher to help orient them to the district and school during the early days of orientation.

1. ~~Suggestions for the first day and week with students~~
2. Attendance procedures, roll book, and lesson plans
3. Examples of room arrangements and bulletin boards
4. Reading groups and other small-group practices and suggestions
5. Office referral forms for nurse, discipline, parent pick-up, *etc.*
6. Suggestions for classroom management
7. Answering questions from parents or the press
8. Communicating with parents/caregivers
9. Setting up the classroom
10. Procedures for handing out textbooks and other materials
11. Special Education, especially regarding inclusion
12. Faculty and student handbooks
13. Health-alert list
14. Back-to-School Night
15. Parent conferences and communication logs
16. Emergency exits and areas to bring students for fire drills, *etc.*
17. Field trip guidelines and procedures
18. Student records and confidentiality
19. Grading, interim, and report card procedures and dates
20. Using new or unapproved curriculum materials and controversial topics

*Source: Mentoring Handbook: Designed for Induction Year Teachers and Mentors (p. 8), by Montclair School District, NJ. Used with permission.*

## Mentor/Novice Teacher Discussion Topics Continued

The following are areas that should be considered for discussion between the mentor and novice teacher. Please remember that these topics are general, cover all grade levels, and apply to both traditional route and alternate route teachers.

|                                      |  |
|--------------------------------------|--|
| Lesson plans                         | Substitute teacher plans   |
| Large-group instruction              | Small-group instruction  |
| One-to-one instruction               | Classroom behavior management  |
| Informal classroom assessment        | Instructional units/curriculum   |
| Producing instructional material     | Crisis in the classroom/emergency plan   |
| Rapport with faculty and staff       | Multiple intelligences/learning styles   |
| Cultural/ethnic awareness            | Expectations of student achievement  |
| Cooperative learning                 | NJ Core Curriculum Content Standards   |
| Educational philosophy               | Content area   |
| Time management                      | Content area   |
| Alternate assessment                 | Teaching styles (observing other teachers)   |
| Grading procedures/grade book        | Record keeping   |
| Special events (ex: plays, concerts) | Development assignment of projects   |
| Classroom safety                     | Confidential information (written/spoken)  |
| Field trips                          | Telephone/intercom   |
| Report cards/interim reports         | Testing procedures   |
| Meeting deadlines                    | Year-end responsibilities  |
| Professional development             | Referral of students to special ed. STARS,<br>English as a Second Language (ESL),<br>and/or Student Assistance Counselor (SAC) |

*Source: Mentoring Handbook: Designed for Induction Year Teachers and Mentors (p. 9), by Montclair School District, NJ. Used with permission.*

## Components of Novice Teacher Training/ Monthly Activity Checklist

Dialogue and discussion are key communication activities that facilitate ongoing professional growth for both novice teacher and mentor. Different types of contact provide numerous ways for mentor and novice teacher to have ongoing interactions. Types of contact include one-on-one interaction, grade level/discipline team meetings, interactive journal, phone calls, e-mails, conferences, drop-in visit, etc. Sample interaction contact logs that might be used by a mentor-novice teacher pair follow.

### **AUGUST / SEPTEMBER**

- \_\_\_ Welcome the novice teacher with a phone call prior to school.
- \_\_\_ Give the novice teacher a tour of the building and introduce staff members.
- \_\_\_ Review the building procedure book together.
- \_\_\_ Discuss the policies and social traditions of the school/district.
- \_\_\_ Show the novice teacher how to get necessary materials and books.
- \_\_\_ Review emergency procedures for the building.
- \_\_\_ Share building schedules.
- \_\_\_ Be accessible the first day and week.
- \_\_\_ Help the novice teacher set goals for the first week.
- \_\_\_ Discuss basic discipline policies for the school.
- \_\_\_ Review lesson plan procedures.
- \_\_\_ Help the novice teacher understand the phone and technology procedures.
- \_\_\_ Explain school/district forms.
- \_\_\_ Review grading/assessment procedures.
- \_\_\_ Discuss portfolio and journal expectations for the mentoring program.
- \_\_\_ Review evaluation and observation procedures.
- \_\_\_ Establish a regular routine for meetings with your novice teacher.
- \_\_\_ Write a brief note of support – share your own “starting out” stories.
- \_\_\_ Get the novice teacher ready for Back-to-School events.
- \_\_\_ Let the novice teacher know of upcoming professional learning opportunities.
- \_\_\_ Review holiday/birthday procedures.
- \_\_\_ Visit informally as the novice teaches a lesson.
- \_\_\_ Share professional development procedures.
- \_\_\_ Discuss how to call out sick and set up for a substitute.
- \_\_\_ Encourage parental communication.
- \_\_\_ Discuss special needs students.
- \_\_\_ Review faculty meeting procedures.

### **OCTOBER / NOVEMBER**

- \_\_\_ Review field trip procedures.
- \_\_\_ Review and discuss classroom and time management.
- \_\_\_ Explain how to make referrals (PAC committee).
- \_\_\_ Set up a time for the novice teacher to visit your classroom.
- \_\_\_ Accentuate the positive and encourage reflection.
- \_\_\_ Save student work for conferences.
- \_\_\_ Discuss conferencing procedures.
- \_\_\_ Review progress reports.
- \_\_\_ Look at report card procedures.
- \_\_\_ Continue to look at effective classroom practices.
- \_\_\_ Share bulletin board and project ideas.
- \_\_\_ Be there on the good days and the bad.

**DECEMBER / JANUARY**

- \_\_\_ Discuss sensitivity to holidays.
- \_\_\_ Make sure the novice teacher is aware of any staff social get-togethers.
- \_\_\_ Review the fall's highlights – successes and challenges.
- \_\_\_ Share bad weather and school closing procedures.
- \_\_\_ Go-to-a professional-learning activity together.
- \_\_\_ Share ideas for lesson plans immediately preceding a holiday.
- \_\_\_ Look at mapping out the semester and discuss pacing.
- \_\_\_ Be encouraging.
- \_\_\_ Prepare for the next report card.

**FEBRUARY / MARCH**

- \_\_\_ Review any standardized testing procedures.
- \_\_\_ Examine standardized available test specs.
- \_\_\_ Review grade or department expectations for students.
- \_\_\_ Review additional observation and evaluation procedures.
- \_\_\_ Encourage your novice teacher to make special plans to celebrate spring break.
- \_\_\_ Discuss special classroom techniques (cooperative and flex groups).
- \_\_\_ Discuss reinforcing behavioral rules right before spring break.

**APRIL / MAY / JUNE**

- \_\_\_ Explain rehiring practices and contracts.
- \_\_\_ Discuss how to design a Professional Improvement Plan.
- \_\_\_ Review end of the year procedures.
- \_\_\_ Take time to celebrate the year.
- \_\_\_ Offer tips for packing up the classroom.
- \_\_\_ Consider ideas for the last weeks of school that engage students in meaningful activities.
- \_\_\_ Review cumulative folder procedures.
- \_\_\_ Share end of the year celebrations with students.

*Source:* Toms Rivers School District, NJ. Used with permission.

## Monthly Mentor-Novice Teacher Communication Log - Tool A

Mentor \_\_\_\_\_ Bldg. \_\_\_\_\_

Novice Teacher \_\_\_\_\_

| <u>Bldg.</u> |            |                    |        |          |                     |
|--------------|------------|--------------------|--------|----------|---------------------|
| Date         | Time Spent | Activity Discussed | Topics | Initials | Comments (Optional) |
|              |            |                    |        |          |                     |
|              |            |                    |        |          |                     |
|              |            |                    |        |          |                     |
|              |            |                    |        |          |                     |
|              |            |                    |        |          |                     |
|              |            |                    |        |          |                     |
|              |            |                    |        |          |                     |
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|              |            |                    |        |          |                     |
|              |            |                    |        |          |                     |
|              |            |                    |        |          |                     |
|              |            |                    |        |          |                     |
|              |            |                    |        |          |                     |
|              |            |                    |        |          |                     |

*Source: MI-Map3.5 Mentoring New Teachers* (pp. 31), by Michigan Department of Education Office of School Improvement. Used with permission.





# Mentor/Novice Teacher Interaction Contact Log- Tool C 39

## RESOURCE 27: Sample Interaction Contact Log

| Date | Beginning Time | Ending Time | Total Time | Contact Initiated By Novice Teacher or Mentor | Type of Contact (e.g. one-on-one, phone call, e-mail; journal; drop-in visit, classroom observation, conference) |
|------|----------------|-------------|------------|---|--|
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |
|      |                |             |            |   |  |

Source: *BEST: The Beginning Teacher Experience* (p. 88), by S. Kortman & C. Honaker, 2002, Dubuque, IA: Kendall/Hunt Publishing Co. Reprinted by Permission of Kendall/Hunt Publishing Company.

## The Importance of Reflecting on Teaching Practice

Reflection may be done formally or informally. It may include reviewing one's teaching mentally, keeping a journal or portfolio, or meeting with a mentor or colleague. Reflecting on teaching practices used during a lesson, via examination of a videotaped lesson taught by the novice teacher or the mentor, may be helpful. Reflection is an important part of improving teaching, as well as enhancing teacher efficacy.

One element of professionalism for an effective teacher is to reflect on one's own teaching practice (Strong, 2002). There are three major elements of reflection. There are three major elements of reflection:

- Reflection-on-action: Looking back on what has been done or thought;
- Reflection-in-action: thinking and taking action during performance (Schon, 1987).
- Reflection-for-action: Analyzing what has been done or thought and drawing conclusions to provide insight into future action (Killion and Todnem, 1991).



# Collaborative Assessment Log – Tool D

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

Mentor: \_\_\_\_\_

Grade Level/Subject Area: \_\_\_\_\_

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

**Check all that apply:**

- |  |   |
|--|---|
| <input type="checkbox"/> Connecting with content standards       | <input type="checkbox"/> Analyzing student work     |
| <input type="checkbox"/> Planning a lesson                       | <input type="checkbox"/> Reflecting                 |
| <input type="checkbox"/> Connecting with professional goals      | <input type="checkbox"/> Communicating with parents |
| <input type="checkbox"/> Problem solving                         | <input type="checkbox"/> Using technology           |
| <input type="checkbox"/> Developing/reviewing professional goals | <input type="checkbox"/> Modeling a lesson          |
| <input type="checkbox"/> Classroom observation                   | <input type="checkbox"/> Providing resources        |

What's Working:

---

Current Focus – Challenges – Concerns:

---

Teacher's Next Steps:

---

Mentor's Next Steps:

---

Next meeting date: \_\_\_\_\_ Focus: \_\_\_\_\_

SMK = Subject Matter Knowledge  
DL = Diverse Learners  
A = Assessment  
SN = Special Needs  
CP = Collaboration and Partnerships

HGD = Human Growth and Development  
IPS = Instructional Planning and Strategies  
LE = Learning Environment  
C = Communication  
PD = Professional Development

Source: Adapted with permission from New Teacher Center @UCSC.

## Mentoring Activity- Goal 3 Observation/Peer Coaching

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During the first school year, the mentor will make two formal observations of the novice teacher. As part of the novice teacher's professional growth, the mentor must incorporate some of the following skills: working with adult learners; observing and collecting data; problem-solving, demonstrating empathy; and providing constructive feedback.

Mentors need to know the characteristics of adult learners, learning styles, and phases of teacher development to facilitate working with novice teachers. Barbknect and Kleffer (2001) identified these four adult learning principles:

1. Adult learners are socially interactive;
2. Adult learners bring rich experiences to learning;
3. Adult learners learn by doing, often in problem-based situations; and
4. Adult learners benefit from the process of feedback and reflection.

It is important that adult learners have professional learning opportunities that provide a deep understanding of a topic (e.g. knowledge) and time to practice new skills with feedback until it changes practice (e.g. performance). Active learning processes for adults include reflection such as "discussion and dialogue, writing, demonstrations, practice with feedback, and group problem- solving." ( NJ Toolkit, F4-10)

## Collegial Coaching

**Standard 1 ( Subject Content Knowledge), Standard 3 (Diverse Learners), Standard 4 (Instructional Planning and strategies), Standard 5(Assessment), Standard 6 (Learning Environment), Standard 7 ( Special Needs, and Standard 10 (Professional Development).**

There are four phases in the collegial coaching cycle: planning, observation of the teaching performance; reflection time; and debriefing. During the planning phase, the mentor and novice teacher determine what specifically will be observed during the classroom delivery of the lesson and how data will be collected so that decisions can be made as to the effectiveness of the lesson. The mentor observes and collects data on the instructional or learning behaviors determine during the planning phase. The observation notes are meant to be a mirror so that the teacher can see what was taking place during the lesson. Following observation, the mentor and novice teacher meet to reflect on instructional actions and the relationship between teaching behaviors and student learning. Debriefing includes problem-solving to effect changes in instructional practices (Dantonio, 1995).

### **Classroom Visitation**

**Standard 1 (Subject Content Knowledge), Standard 3 (Diverse Learners), Standard 4 (Instructional Planning and Strategies), Standard 5 (Assessment), Standard 6 (Learning Environment), Standard 7 (Special Needs), Standard 8 (Communication), and Standard 10 (Professional Development)**

When a mentor visits the classroom of a novice teacher, he/she has an opportunity to observe what is happening in the classroom. By using reflective questioning techniques to engage the novice teacher in reflection after the classroom visitation, the novice and mentor can begin to set goals. The information gathered from the classroom visitation can then be used with the collaborative assessment log to support the novice teacher's reflection in planning for his/her continuous professional growth.

Figure 2 shows a format to guide the mentor and novice teacher in collaborating in a planning conference, making a classroom visitation, and engaging in a reflective conference.

**Figure 2. Format for Preparing and Reflecting on a Classroom Visitation**

|  |   |
|--|---|
| <b>Planning Conference<br/>(5-10 minutes)</b>    | <ul style="list-style-type: none"> <li>• Set a specific date and time for a classroom visitation and follow-up conference</li> <li>• Agree upon what is to be observed</li> <li>• Determine where the mentor is to sit in the classroom</li> <li>• Discuss the lesson plan and what is to be learned</li> <li>• Specify any observation tools to be used</li> </ul> |
| <b>Classroom Visitation<br/>(20-50 minutes)</b>  | <ul style="list-style-type: none"> <li>• Observe one or two teaching behaviors or strategies</li> <li>• Use any observation tools agreed upon prior to classroom visitation</li> </ul>  |
| <b>Reflective Conference<br/>(10-30 minutes)</b> | <ul style="list-style-type: none"> <li>• Establish a trusting environment</li> <li>• Share any specific data collected</li> <li>• Engage in reflection of lesson</li> <li>• Discuss areas of focus for demonstration lessons or professional learning activities</li> </ul>   |

*Source: Jonson, K.J. Being an Effective Mentor: How to Help Beginning Teachers Succeed, p. 89; copyright 2002 by Corwin Press, Inc. Reprinted by Permission of Corwin Press, Inc.*

## Sample Data Collection During Classroom Visitation

### RESOURCE 17: Sample Data Collection During Classroom Visitation

- Teacher-Student Interactions
- Student Time on Task
- Verbal Flow
- Teacher Proximity to Students
- Wait Time
- Questioning Skills
- Reinforcement
- Use of Motivation
- Instructional Strategies
- Curriculum Approaches
- Teacher Expectations/Student Achievement
- Active Participation Techniques
- Gender Expectations/Student Achievement
- Particular Child or Small-Group Focus
- Overall Classroom Culture
- Other

*Source: MI-Map 3.5 Mentoring New Teachers (pp. 12), by Michigan Department of Education Office of School Improvement. Used with permission.*

# Classroom Visitation Observation Sheet – Tool A

## RESOURCE 18: Sample Classroom Visitation Protocol

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

Lesson: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Standards (CCCS):

\_\_\_\_\_  
 \_\_\_\_\_

Lesson Objectives/Purpose: \_\_\_\_\_

Subject/Grade level: \_\_\_\_\_

### Elements of Lesson Design

Anticipatory Set: \_\_\_\_\_

Objective(s) and Purpose: \_\_\_\_\_

\_\_\_\_\_

Input: \_\_\_\_\_

Modeling: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Checking for Understanding: \_\_\_\_\_

Guided Practice: \_\_\_\_\_

Independent Practice: \_\_\_\_\_

\_\_\_\_\_

### Type of Instruction:

Lecture/presentation (L)

Class discussion (CD)

Paired discussion (PD)

Cooperative learning groups (CLG)

Hands-on activity/materials (HOA)

Assessment (A)

Lecture with discussion (LWD)

Demonstration (D)

Technology Used: \_\_\_\_\_

Lesson: \_\_\_\_\_

Source: New Jersey Department of Education, Mentoring Task Force, 2005.



## Mentor/Novice Teacher Observation Sheet – Tool B

**Date:**

**Class:**

**Teacher:**

**Observer:**

**Pre-Observation: What am I looking for? (Mentor)**

**Observation Notes (Mentor)**

**Action Plan: (Mentor)**



## District Mentoring Plan: Components of Mentor Training

### RESOURCE 20: Planning Conference Question Guide

#### Clarification of Lesson Goals and Objectives

- What is the intent of the lesson?
- What is meant by specific words in your statement of the lesson's purpose?
- What assumptions are you making about the learners?
- What problems are you anticipating?
- How will you know when lesson plans are going well?
- How will you know when lesson plans are not going well?
- What events or actions will lead you to these conclusions?
- How will you adjust your lesson plan if students are not responding as you expected?
- What will students learn from the activities of the lesson?
- What do you anticipate that students will be doing during this particular activity?
- What will their overall expressions be as they do it?
- How do your behaviors influence the students' behaviors?
- How will your behaviors be influenced by students?
- How will you determine if you are successful in achieving the goals and objectives of the lesson?
- What behaviors are you looking for in students if they achieve the goals and objectives?
- What makes you think that the student behaviors envisioned are appropriate for the goals and objectives?

#### Decisions about Instructional Strategies

- What strategies will you be using?
- What makes them appropriate for this lesson?
- What are you expecting students to do in each of the activities guided by your strategies?
- How will you assure that students are behaving in ways appropriate for achieving the learning outcomes?
- In what order will you conduct the strategies?
- Why this order?

#### Focus of the Observation

- What is it that needs to be observed?
- How can we best represent it?
- How will this representation tell us what we are looking for?
- How do I communicate feedback to you?

#### Needs of the Teacher and Affirmations for Accomplishment

- What anxieties are you experiencing?
- How can I help you feel more comfortable?
- Once again, what is it that you want me to look for?
- How can I best communicate it to you following the lesson?
- What would you like for me to do while the lesson is in progress?
- What, if anything, can I do prior to the lesson?

Source: *Collegial Coaching: Inquiry Into the Coaching Self* 2nd edition by M. Dantonio, Bloomington, IN: Phi Delta Kappa International, ISBN 0-87367-744-7, p. 66. Reprinted with permission.

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## District Mentoring Plan: Components of Mentor Training



### RESOURCE 21: Reflection Time Question Guide

#### Lesson Purpose

- What was the intent of the lesson?
- Why is it important to students?
- What will students gain from this lesson?
- How will it impact their thinking, their attitudes, or their abilities?
- What reasons exist for these beliefs?

#### Teacher Development

- How effectively did the teacher use the instructional practices?
- What was performed well?
- What needs further development?

#### Effects on Students

- In what ways do the practices employed enhance student learning?
- What basis is there for believing this?
- In what ways do the practices employed distract from the intended learning outcomes?
- What could be changed to better meet the needs of students or achieve the lesson outcomes?
- What reasons do I have for believing these changes will better meet the needs of students or achieve the learning outcomes?

#### Collaborative Communications

- Which of the issues are most important?
- Why are they important?
- What will be my coaching partner's reaction to these issues?
- How can I describe these reflections to my coaching partner during the debriefing conference?

Source: *Collegial Coaching: Inquiry Into the Coaching Self* 2nd edition by M. Dantonio, Bloomington, IN: Phi Delta Kappa International, ISBN 0-87367-744-7, p. 77. Reprinted with permission.

# District Mentoring Plan: Components of Mentor Training

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## RESOURCE 22: Debriefing Question Guide

### Statement of Discrepancies

- What did you expect to happen in this lesson?
- What did you plan to do in the lesson?
- What actually happened when you conducted the lesson?
- What issues would you like to focus on?
- Why do you want to focus on these issues?
- What do you hope to gain from our discussion?
- How will this assist you in your instructional development?
- In what way was conducting the lesson different from what you anticipated?
- What was different about your actions?
- What were you thinking about?
- Why did you change from your original plan?
- What was different in the student actions from what you anticipated?
- Why do you think the students responded in this manner?

### Analysis of Teaching Actions

- What did you feel you did well during the lesson?
- Why do you think it was necessary for you to do that?
- What were you having difficulty with?
- Why do you think that was difficult or not handled as effectively as you would have liked?

### Generation of Solutions and Effects

- In what way was the situation or experience problematic for you as it evolved?
- Why did this bother you?
- What do you think you should do to change?
- If you change, what do you think will result in terms of students, you, and future instructional events?
- Why is this change important to you?
- How do you plan to implement this change?
- What problems do you think you will have? Why?
- What benefits will be derived from this change?
- What makes you think these benefits will result from implementing this change?
- What techniques or practices would you like to maintain?
- Why would you like to maintain them?
- How do you think these practices impact your classroom performance?
- How do you think these practices will impact your thinking about instruction, student learning, and future goals for developing your teaching repertoire?
- What do you want to focus on next time we meet?
- When would you like to meet?

Source: *Collegial Coaching: Inquiry Into the Coaching Self* 2nd edition by M. Dantonio, Bloomington, IN: Phi Delta Kappa International, ISBN 0-87367-744-7, p. 84. Reprinted with permission.

**APPOINTMENT OF LINDA FARRELL AS AN ACADEMIC CONSULTANT TO THE ACADEMY OF FINANCE (AOF) PROGRAM DURING THE 2014-2015 SCHOOL YEAR**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the appointment of **Linda Farrell as an Academic Consultant to the Academy of Finance (AOF) Program** during the 2014-2015 school year, at the rate of \$90 per hour. Total payment not to exceed \$5,000 without further Board approval.

DATED: July 14, 2014  
As Amended

Motion by: Mrs. Holly Morell

Seconded by: Mr. David Sarnoff

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**APPOINTMENT OF DR. JOHN CAMPION AS PROFESSIONAL DEVELOPMENT  
ADVISOR FOR THE 2014-2015 SCHOOL YEAR**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the appointment of **Dr. John Campion as Professional Development Advisor** during the 2014-2015 school year, at the rate of \$90 per hour. Total payment not to exceed \$10,000 without further Board approval.

DATED: July 14, 2014  
As Amended

Motion by: Mrs. Holly Morell

Seconded by: Mr. David Sarnoff

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**APPROVAL OF EXTENDED SCHOOL DAY PROGRAM (ESDP) AGREEMENT WITH  
JEWISH FAMILY SERVICES (JFS) FOR 2014-2015**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education **approves the Jewish Family Services (JFS) Extended School Day Program** for the 2014-2015 school year, as per the attached agreement.

DATED: July 14, 2014  
Attachment

---

Motion by: Ms. Helen Yoon

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

## AGREEMENT

**THIS AGREEMENT** (“Agreement”) made as of the \_\_\_\_ day of \_\_\_\_\_, 2014 by and between the Fort Lee Board of Education, a body corporate and politic of the State of New Jersey, having its offices at 2175 Lemoine Avenue, Fort Lee, New Jersey (hereinafter, the “Board”), and Jewish Family Service, Inc., a non-profit corporation, having its offices at 1485 Teaneck Road, Teaneck, New Jersey (hereinafter, “JFS”).

**WHEREAS**, the Board wishes to provide a child care program (“Club Ed Afterschool Program”) for pupils in School #1; School #2; School #3, and School #4 for all students in kindergarten through 6<sup>th</sup> grade attending each of these schools; and

**WHEREAS**, JFS wishes to provide those services pursuant to the terms and conditions of this Agreement;

**NOW THEREFORE**, in consideration of the mutual covenants, conditions and agreements contained herein, the Board and JFS agree as follows:

1. Services to be provided. JFS shall provide an afterschool program (“Club Ed Afterschool Program”) which shall include academic enhancement through homework assistance; arts and culture enrichment (hands-on creative art, music and dance activities); and structured recreation and sport programs. The programs shall be staffed with sufficient teachers, according to State of New Jersey child care licensing regulations to provide a quality program and a safe environment for the children.

2. Location of Club Ed Afterschool Program. Club Ed Afterschool Program shall be provided at School #1; School #2; School #3; and School #4. Programs shall be provided from the time of school dismissal until 6:00 p.m. on half day and full days of school.

3. Fees. Parents whose children attend the afterschool program shall pay JFS \$220 per student per month and \$128 for each additional sibling per month. If the number of students paying a monthly fee of \$220 is less than 260, additional siblings shall each be charged a monthly fee of \$155. If there are at least 260 students who are enrolled in Club Ed Afterschool Program for \$220 per month, and at least 360 students who are enrolled in Club Ed Afterschool Program, parents shall pay JFS \$120 instead of \$128 for each additional sibling per month. The Board shall have no responsibility for the collection of fees from parents.



4. Term. The term of this Agreement shall be from September 1, 2014 through the last day for students to attend school at School #1, School #2, School #3, and School #4 for the 2014-2015 school year.

By February 1, 2015, JFS shall provide the Board with pricing for the 2015-2016 school year. The Board, at its option, may renew this Agreement for an additional year, from the first day students are required to attend School #1, School #2, School #3, and School #4 until the last day students are required to attend School #1, School #2, School #3, and School #4. The Board shall exercise that option in writing with JFS by March 1, 2015. However, nothing contained herein will be construed as an automatic renewal of the Agreement.

5. Termination.

(A) In the event the Board develops concerns with the quality of the program being provided, the Board shall have the right to send a notice to JFS expressing such concerns. If the concerns are not adequately addressed within a one month period following written notice from the Board, the Board shall have the option, but not the obligation, to terminate this contract and replace JFS with another provider.

(B) If, by October 31, 2014, or at my time from this date until the end of the term of this agreement, a minimum of 50 students are not enrolled in the program at each of the schools or a minimum of 260 participants are not enrolled district-wide, JFS has the right to renegotiate the amount of the monthly fee or terminate the Club Ed Afterschool Program within 30 days' written notice.

(C) Either party may terminate this Agreement with 90 days' written notice for any reason.

(D) In the event that the Fort Lee School District elects to cancel the program prior to the end of the term of this Agreement, it may be permitted to do so provided that it gives JFS no less than 45 days advance written notice and provides JFS with a payment of \$15,000 no later than the early termination of the program.

6. Facilities

(A) JFS shall be responsible for the reasonable care of all equipment and shall return all items to their proper storage area. In the case of destruction of or any damage of any kind whatsoever to any Board equipment, caused by the carelessness, negligence or improper conduct on the part of JFS, guests, licensees, or invitees, JFS shall repair said damage or replace or restore any destroyed parts of the Equipment, as speedily as possible at JFS's own cost and

expense. In the event that any part of the equipment is damaged during the operation of the Program, JFS agrees to provide written notice to the Board within twenty-four hours of said damage. JFS's use of the Board's equipment described in this paragraph shall be limited to times when said equipment is not being utilized by the Board, its employee's agents and/or staff. In the event that there is ever a scheduling conflict whereas the Board, its employees, agents and/or staff, and JFS both seek to utilize the same equipment at the same time, the Board shall be entitled to use of the equipment. JFS agrees and acknowledges that all scheduling conflicts regarding the Board's property and its facilities will be resolved in favor of the Board. Each school will make an effort to provide an alternate space. If a conflict in programming with the Board's activities precludes JFS from running its program on a particular day or days, JFS is permitted to cancel the program on the particular day(s) it cannot function as a result of the Board's activities. This cancellation is to be without penalty or refund. The Board shall notify JFS as soon as reasonably possible of any such conflict so it can notify participating families in time for them to make other arrangements.

(B) The Board shall provide JFS access to and use of emergency supplies and procedural information in the event of an emergency that results in JFS staff and/or after-care students having to stay in the facility beyond normal program hours.

(C) JFS shall provide their equipment for the program. The Board shall supply adequate and appropriate storage space for the Club Ed Afterschool Program's materials and equipment. JFS shall return all items to their proper storage area at the end of each day.

(D) JFS shall provide all snacks to the children enrolled in the Program. The snacks provided will be in accordance with the Board's nutrition policy.

7. Staffing.

(A) JFS shall employ and train all teachers, group leaders and site supervisors. JFS is committed to hiring Board teachers and teacher's aides for these positions as first preference. Each program day, two hours of program will be led by teachers and group leaders and one hour of program will be led by group leaders.

(B) JFS shall ensure that all afterschool program staff members participate in professional development training through Global Compliance Network (GCN). The training program selection shall be made in collaboration between JFS and the Board. The cost for the training through GCN will be incurred by the Board. JFS shall determine the time frame within which the training must be completed.

(C) JFS shall ensure that the following background checks are performed on all Club Ed Afterschool Program staff members: Criminal History Record Information (CHRI); Child Abuse Record Information (CARI); National Sex Offender Registry; Central Registry of Offenders Against Individuals with Developmental Disabilities, and that they are all cleared by the New Jersey Department of Human Services and the New Jersey Department of Children and Families, Office of Licensing, to work at the afterschool program. No employee shall appear at any of the work sites without JFS receiving results of such checks (the parties understand that CARI results are currently delayed. Employees who are also employed by the Board, have received CARI background clearance through such employment with the Board, and who have been subject to a CARI background check but not received the results, may be permitted at the work sites). Copies of the background checks shall be provided to the Board before the staff members begin working at the Program provided written consent is given to do so from staff members.

9. Repairs and Care; Improvement. JFS has examined the Premises and has entered into this agreement without any representation on the part of the Board as to the condition thereof. The Board shall take good care of the premises and shall maintain the premises in good condition and state of repair. JFS hereby agrees and acknowledges not to make any improvements to the premises or to cause any damage to the premises other than reasonable wear and tear. In the case of the destruction of or any damage of any kind whatsoever to the Premises other than reasonable wear and tear caused by the carelessness, negligence or improper conduct on the part of JFS, guests, licensees or invitees, JFS shall repair said damage or replace or restore any destroyed parts of the Premises, as speedily as possible, at JFS's own cost and expense. In the event that any part of the premises is damaged during the operation of the Program, JFS agrees to provide written notice to the Board within twenty-four (24) hours of discovery of said damage.

10. Indemnification.

(A) The Board shall have no responsibility of any type related to the conduct of the program or the supervision of the children attending the Program. To the fullest extent permitted by law, JFS shall indemnify, defend, and hold harmless the Board and its employees and representatives from and against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees and court costs, arising out of or resulting from the Program and/or from JFS's use of the Facilities.

(B) JFS shall provide, keep and maintain throughout the entire term of this Agreement, insurance coverage in the minimum amount of One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the annual aggregate for professional liability, negligence, errors and omissions, arising out of or in connection with JFS's use of the Facilities. All insurance policies required herein shall provide for at least thirty (30) days' written notice to the Board of cancellation or diminution in coverage of any insurance policy. Prior to the commencement of the term of this Agreement, JFS shall provide the Board with certificates evidencing that such insurance coverage exists and that such coverage extends to the Board. The cost of such insurance shall be borne by JFS. The Board shall be named as an additional insured on any such policy.

(C) JFS shall provide, keep and maintain throughout the term of this Agreement, general casualty and liability insurance coverage in the minimum amount of Two Million Dollars (\$2,000,000) for bodily injury and Five Hundred Thousand Dollars (\$500,000) for property damage. JFS also shall maintain policies of insurance against fire, theft and accidental loss to the Facilities, and worker's compensation, unemployment compensation and disability insurance coverage for its employees as required by law. Prior to the commencement of the term of this Agreement, JFS shall provide the Board with certificates evidencing that such insurance coverage exists and that such coverage extends to the Board. The cost of such insurance shall be borne by JFS. The Board shall be named as an additional insured on any such policy. The Board will name JFS as an additional insured for its general casualty and liability insurance policies.

11. Remedies upon JFS's Default. If there should occur any default on the part of JFS in the performance of any conditions and covenants herein contained, the Board, in addition to any other remedies herein contained or as may be permitted by law, may immediately terminate this agreement by serving written notice of said termination on JFS. If the agreement is terminated as a result of any default of JFS, service of the notice of termination need not comply with the one month requirement contained in Article 5.

12. Cooperation Clause. The Board and JFS shall coordinate and cooperate with each other regarding attendance procedures, promotion, school closings, care of equipment, signage for door, regularly scheduled meetings to discuss the Club Ed Afterschool Program.

13. Compliance with Laws, etc. JFS shall promptly comply with all laws, ordinances, rules, regulations, requirements and directives, including but not limited to the environmental laws, ordinances, rules, regulations, requirements and directives of the Federal, State and Municipal Governments or Public Authorities and of all their departments, bureaus and

subdivisions, applicable to and affecting the Premises, their use and occupancy, for the correction, prevention and abatement of nuisances, violations or their grievances in, upon or connected with the said Premises, during the terms hereof; and shall promptly comply with all orders, regulations, requirements and directives of the Board of Fire Underwriters or similar authority and of any insurance companies which have issued or are about to issue policies of insurance covering the said premises and its contents, for the prevention of fire, or other casualty, damage or injury, at JFS's own cost and expense. The Board agrees to cooperate with JFS regarding compliance with any laws, ordinances, rules, regulations, requirements, directives, and/or other authority that affect the premises at issue only. The Board agrees to provide JFS with the following current documentation to the extent that the Board is required by laws, ordinances, rules, regulations, requirements, directives, and/or other authority to maintain such documentation: a) fire certificate; b) health certificate; c) certificate of occupancy; d) asbestos removal – Certificate of Approval; and e) Radon testing results. JFS agrees and acknowledges that the Board shall not be responsible for compliance with any laws, ordinances, rules, regulations, requirements, directives and/or other authority that relates to the operation of the program other than those that affect the use and condition of the premises at issue.

14. Assignment/Sublease. JFS shall not assign, mortgage or hypothecate this agreement or its rights thereunder, nor sublet or sublease the premises or any part hereof. Any assignment, sublease or mortgage in violation of this provision shall be deemed null and void.

15. Restriction of Use. JFS shall not occupy or use the Premises or any part thereof, nor permit or suffer the same to be occupied or used for any purposes other than as herein limited, nor for any purpose deemed unlawful, disreputable, or hazardous, on account of fire or other casualty.

16. Administration of the Program. JFS shall provide for the administration of the Program, including, but not limited to management, finances, personnel, liability insurance, development of activities and registration. The Board and JFS agree and acknowledge that the Board shall not be responsible in any way for any aspect of the administration of the program or for the children participating in the program other than related to the premises and its maintenance.

17. Entire Contract. This Agreement contains the entire agreement between the parties and constitutes a full and final agreement in any and all issues relating to this matter. No representative, agent or employee of the Board has been authorized to make any representations

or promises with reference to the within letter or to vary, alter or modify the terms hereof. No additions, changes or modifications, renewals or extensions hereof shall be binding unless reduced to writing and signed by the Board and JFS in accordance herewith.

18. Choice of Law. This Agreement shall be governed by the laws of the State of New Jersey.

19. Severability. If, during the term of this Agreement, a specific clause of the Agreement is determined to be illegal or in violation of any Federal or State law, the remainder of the Agreement shall not be affected by such a ruling and shall remain in full force and effect.

20 Public Policy. The Parties shall be bound by the terms and conditions of this Agreement, finding it to be in the best interests of the public, consistent with public policy, fair and equitable under all circumstances surrounding this matter.

21. Board Approval. The terms and conditions of this Agreement are subject to the ratification and approval by the Fort Lee Board of Education.

22. Miscellaneous. The Parties have entered into this Agreement freely and voluntarily with a full understanding of their rights and the contents of this Agreement.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be signed by their respective officers on the dates set forth below.

**ATTEST:**

**FORT LEE BOARD OF  
EDUCATION**

By: \_\_\_\_\_  
David Rinderknecht, Interim Board Secretary

By: \_\_\_\_\_  
Yusang Park, Board President

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

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

**ATTEST:**

**JEWISH FAMILY SERVICE, INC.**

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

By: \_\_\_\_\_  
, President

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

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

**FINANCE COMMITTEE**

#1F

RESOLUTION NO. 26394

**APPROVAL – CURRENT BILLS LIST TOTALING \$4,679,384.95**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the payment of the claims on the **current bills list** in the amount of **\$4,679,384.95** for June 2014 (computer checks) and June 2014 (manuals/transfers).

DATED: July 14, 2014  
Attachment

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\*Please note that Mrs. Holly Morell abstained from one name.

Motion by: Mr. Joseph Surace

Seconded by: Mr. Peter Suh

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

va\_chkr3.101405  
06/30/2014

# Fort Lee Board of Education

## Check Register By Check Number

JUNE 2014-MANUALS

| Check #                              | PO #    | Invoice Number | Account Number        | Vendor No./ Name                             | Batch | Check Amount        | Check Description         | Check Date | Check Type |
|--------------------------------------|---------|----------------|-----------------------|--|-------|---------------------|---------------------------|------------|------------|
| <b>POSTED CHECKS</b>                 |         |                |                       |  |       |                     |                           |            |            |
| <b>Hand Checks</b>                   |         |                |                       |  |       |                     |                           |            |            |
| *                                    | 20023   | Non A/P Chk    | DB10-181- , CR10-101- | 7060/SSP ARCHITECTURAL GROUP                 | 50    | 19,616.62           | PROJ 8160-INV 2           | 06/04/2014 | H          |
|                                      | 20024   | Non A/P Chk    | DB10-181- , CR10-101- | 7060/SSP ARCHITECTURAL GROUP                 | 50    | 24,335.50           | PROJ 8137-INV 4           | 06/04/2014 | H          |
|                                      | 20025   | Non A/P Chk    | DB10-181- , CR10-101- | 7520/BERGEN COUNTY SOIL CONSERVATION         | 50    | 1,025.00            | PERMIT FEE                | 06/13/2014 | H          |
|                                      | 20026   | Non A/P Chk    | DB10-402- , CR10-101- | 3813/FORT LEE BOARD OF EDUCATION             | 50    | 42,180.02           | APRIL 2014 SUBSIDY        | 06/17/2014 | H          |
|                                      | 20027   | Non A/P Chk    | DB10-402- , CR10-101- | 3813/FORT LEE BOARD OF EDUCATION             | 50    | 45,437.36           | MAY 2014 SUBSIDY          | 06/19/2014 | H          |
|                                      | 20028   | Non A/P Chk    | DB10-181- , CR10-101- | 8416/FLORIO, PERRUCCI STEINHARDT & FADER LLC | 50    | 735.00              | INV 95952                 | 06/19/2014 | H          |
|                                      | 20029   | Non A/P Chk    | DB10-181- , CR10-101- | 8840/VERIZON-RPC                             | 50    | 16,524.00           | RE-ROUTE BUILDING SER.@MS | 06/23/2014 | H          |
| *                                    | 999999  | 1314-0096      | 11-000-291-270-10-259 | 7834/NJ STATE HEALTH BENEFITS PROGRAM        | 50    | 699,359.07          | JUNE 2014-ACTIVE          | 06/11/2014 | H          |
|                                      |         | 1314-0096      | 11-000-291-270-10-259 | 7834/NJ STATE HEALTH BENEFITS PROGRAM        | 50    | 3,325.92            | JUNE 2014-RETIRED         | 06/11/2014 | H          |
| <b>Total For Check Number 999999</b> |         |                |                       |  |       | <b>\$702,684.99</b> |                           |            |            |
| *                                    | 9060514 | Non A/P Chk    | DB10-141- , CR10-101- | 1775/FORT LEE PAYROLL                        | 0     | 89,234.24           | 6/5/14 STATE FICA         | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-211-100-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 3,459.57            | SAL ATTEND OFFICE         | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-213-100-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 23,661.65           | SAL NURSES                | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-216-100-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 28,563.45           | SAL SPEECH/OTPT/REL SVC   | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-217-100-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 33,899.17           | SAL-ONE TO ONE AIDE       | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-217-100-00-081 | 1775/FORT LEE PAYROLL                        | 75    | 2,550.00            | ONE TO ONE-SUBS DAILY     | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-218-104-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 43,854.52           | SAL GUIDANCE              | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-218-105-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 3,812.61            | SAL GUIDANCE-SEC          | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-219-104-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 44,222.23           | SAL C.S.T.                | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-219-105-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 5,853.02            | SAL CST SEC               | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-221-102-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 11,871.33           | SAL. SUPERVISORS          | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-221-104-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 952.36              | SAL-OTHER PROF            | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-222-100-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 21,334.68           | SAL LIBR/TECH             | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-222-177-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 3,966.15            | SAL TECH COOR             | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-223-104-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 2,676.19            | SALARIES OF OTHER PROFES  | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-230-100-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 17,538.45           | SAL-GENERAL ADMIN         | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-230-100-00-100 | 1775/FORT LEE PAYROLL                        | 75    | 4,599.76            | SAL SEC-SUPT OFFICE       | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-230-110-00-710 | 1775/FORT LEE PAYROLL                        | 75    | 293.30              | SAL TREASURER             | 06/05/2014 | H          |
|                                      |         | PRL1314        | 11-000-240-103-00-000 | 1775/FORT LEE PAYROLL                        | 75    | 52,944.15           | SAL-PRIN/ASST PRIN        | 06/05/2014 | H          |



# Fort Lee Board of Education

## Check Register By Check Number

JUNE 2014-MANUALS

| Check #              | PO #      | Invoice Number | Account Number        | Vendor No./ Name      | Batch | Check Amount | Check Description      | Check Date | Check Type |
|----------------------|-----------|----------------|-----------------------|-----------------------|-------|--------------|------------------------|------------|------------|
| <b>POSTED CHECKS</b> |           |                |                       |                       |       |              |                        |            |            |
| 9060514              | PRL1314   |                | 11-000-240-103-00-010 | 1775/FORT LEE PAYROLL | 75    | 14,925.21    | SAL-PROGR DIRECTORS    | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-240-105-00-000 | 1775/FORT LEE PAYROLL | 75    | 18,673.45    | SAL-SECRETARY          | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-240-105-00-010 | 1775/FORT LEE PAYROLL | 75    | 3,806.44     | SAL-CLERK/TYPISTS      | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-251-100-00-000 | 1775/FORT LEE PAYROLL | 75    | 23,647.98    | SAL-CENTRAL OFFICE     | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-251-100-00-100 | 1775/FORT LEE PAYROLL | 75    | 3,893.88     | SAL-CENTRAL OFF- SEC   | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-252-100-00-000 | 1775/FORT LEE PAYROLL | 75    | 5,059.41     | SAL-TECHNOLOGY         | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-261-100-00-010 | 1775/FORT LEE PAYROLL | 75    | 631.58       | SAL MAINT-SCH 1        | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-261-100-00-020 | 1775/FORT LEE PAYROLL | 75    | 541.37       | SAL MAINT-SCH 2        | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-261-100-00-030 | 1775/FORT LEE PAYROLL | 75    | 451.15       | SAL MAINT-SCH 3        | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-261-100-00-040 | 1775/FORT LEE PAYROLL | 75    | 541.37       | SAL MAINT-SCH 4        | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-261-100-00-060 | 1775/FORT LEE PAYROLL | 75    | 721.83       | SAL MAINT-MS           | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-261-100-00-070 | 1775/FORT LEE PAYROLL | 75    | 1,624.12     | SAL MAINT-HS           | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-262-100-00-000 | 1775/FORT LEE PAYROLL | 75    | 39,129.87    | SAL B&G                | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-262-100-00-090 | 1775/FORT LEE PAYROLL | 75    | 5,185.27     | SAL CUST OT            | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-262-100-00-093 | 1775/FORT LEE PAYROLL | 75    | 1,584.00     | SAL CUST P/T & SUMMER  | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-262-100-00-100 | 1775/FORT LEE PAYROLL | 75    | 2,168.15     | SAL SECRETARIAL-B&G    | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-262-110-00-086 | 1775/FORT LEE PAYROLL | 75    | 641.94       | SAL COURIER            | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-270-161-00-000 | 1775/FORT LEE PAYROLL | 75    | 10,158.90    | SAL PUPIL TRANSP-SP ED | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-270-161-00-081 | 1775/FORT LEE PAYROLL | 75    | 2,635.12     | SAL PUPIL TRANSP-SUBS  | 06/05/2014 | H          |
|                      | 1314-0714 |                | 11-000-291-220-10-000 | 1775/FORT LEE PAYROLL | 0     | 35,806.97    | SOCIAL SECURITY 6/5/14 | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-000-291-290-10-254 | 1775/FORT LEE PAYROLL | 75    | 416.96       | DCRP-6/5/14            | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-110-100-101-00-000 | 1775/FORT LEE PAYROLL | 75    | 62,523.33    | SAL.TCHRS.KDG.         | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-110-100-101-00-081 | 1775/FORT LEE PAYROLL | 75    | 720.00       | SAL.SUBS.KDG.          | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-110-100-101-00-082 | 1775/FORT LEE PAYROLL | 75    | 25.00        | \$25 TCHR SUBS K       | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-120-100-101-00-000 | 1775/FORT LEE PAYROLL | 75    | 314,567.53   | SAL.TCHRS. 1-5         | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-120-100-101-00-081 | 1775/FORT LEE PAYROLL | 75    | 950.00       | SAL.SUBS. 1-5          | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-120-100-101-00-082 | 1775/FORT LEE PAYROLL | 75    | 350.00       | \$25 TCHR SUB 1-5      | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-130-100-101-00-000 | 1775/FORT LEE PAYROLL | 75    | 165,134.84   | SAL.TCHRS. 6-8         | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-130-100-101-00-081 | 1775/FORT LEE PAYROLL | 75    | 950.00       | SAL.SUBS. 6-8          | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-140-100-101-00-000 | 1775/FORT LEE PAYROLL | 75    | 214,836.45   | SAL.TCHRS. 9-12        | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-150-100-101-00-000 | 1775/FORT LEE PAYROLL | 75    | 4,110.00     | SAL. HOME INSTR.       | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-190-100-106-00-000 | 1775/FORT LEE PAYROLL | 75    | 31,602.54    | SAL SCHOOL AIDES       | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-204-100-101-00-000 | 1775/FORT LEE PAYROLL | 75    | 14,066.63    | SAL-LLD                | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-204-100-101-00-081 | 1775/FORT LEE PAYROLL | 75    | 950.00       | SAL-LLD-SUBS           | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-204-100-101-00-082 | 1775/FORT LEE PAYROLL | 75    | 25.00        | SAL-LLD-SUBS \$25      | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-204-100-106-00-000 | 1775/FORT LEE PAYROLL | 75    | 10,463.68    | SAL-LLD AIDES          | 06/05/2014 | H          |
|                      | PRL1314   |                | 11-213-100-101-00-000 | 1775/FORT LEE PAYROLL | 75    | 61,824.00    | SAL RESOURCE ROOM      | 06/05/2014 | H          |

# Fort Lee Board of Education

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JUNE 2014-MANUALS

| Check #                               | PO #    | Invoice Number | Account Number        | Vendor No./ Name      | Ba-tch | Check Amount          | Check Description            | Check Date | Check Type |
|---------------------------------------|---------|----------------|-----------------------|-----------------------|--------|-----------------------|------------------------------|------------|------------|
| <b>POSTED CHECKS</b>                  |         |                |                       |                       |        |                       |                              |            |            |
| 9060514                               | PRL1314 |                | 11-213-100-106-00-000 | 1775/FORT LEE PAYROLL | 75     | 663.33                | SAL RR AIDES                 | 06/05/2014 | H          |
|                                       | PRL1314 |                | 11-214-100-101-00-000 | 1775/FORT LEE PAYROLL | 75     | 10,614.26             | SAL-AUTISITIC-TEACHER        | 06/05/2014 | H          |
|                                       | PRL1314 |                | 11-214-100-106-00-000 | 1775/FORT LEE PAYROLL | 75     | 13,199.06             | SAL-AUTISTIC-AIDES           | 06/05/2014 | H          |
|                                       | PRL1314 |                | 11-216-100-101-00-000 | 1775/FORT LEE PAYROLL | 75     | 10,495.21             | SAL-PRESCHOOL TEACHER        | 06/05/2014 | H          |
|                                       | PRL1314 |                | 11-216-100-106-00-000 | 1775/FORT LEE PAYROLL | 75     | 9,151.63              | SAL-PRESCHOOL AIDES          | 06/05/2014 | H          |
|                                       | PRL1314 |                | 11-216-100-106-00-081 | 1775/FORT LEE PAYROLL | 75     | 850.00                | SAL PRESCH AIDES-SUBS        | 06/05/2014 | H          |
|                                       | PRL1314 |                | 11-230-100-101-00-000 | 1775/FORT LEE PAYROLL | 75     | 34,334.96             | SAL-BSI                      | 06/05/2014 | H          |
|                                       | PRL1314 |                | 11-240-100-101-00-000 | 1775/FORT LEE PAYROLL | 75     | 61,806.28             | SAL-BILINGUAL                | 06/05/2014 | H          |
|                                       | PRL1314 |                | 11-401-100-100-00-000 | 1775/FORT LEE PAYROLL | 75     | 177,289.78            | SAL STDNT ACT                | 06/05/2014 | H          |
|                                       | PRL1314 |                | 11-402-100-100-00-000 | 1775/FORT LEE PAYROLL | 75     | 3,252.90              | SAL ATHLETIC                 | 06/05/2014 | H          |
|                                       | PRL1314 |                | 11-421-100-178-00-000 | 1775/FORT LEE PAYROLL | 75     | 360.00                | BEFORE/AFTER TUTORING        | 06/05/2014 | H          |
|                                       | PRL1314 |                | 20-231-100-101-00-001 | 1775/FORT LEE PAYROLL | 75     | 4,083.80              | TITLE 1-SAL TEACH-SCH 1      | 06/05/2014 | H          |
|                                       | PRL1314 |                | 20-231-100-101-00-002 | 1775/FORT LEE PAYROLL | 75     | 4,906.14              | TITLE 1-SAL TEACH-SCH 2      | 06/05/2014 | H          |
|                                       | PRL1314 |                | 20-231-100-101-00-006 | 1775/FORT LEE PAYROLL | 75     | 3,723.80              | TITLE 1-SAL TEACH-MS         | 06/05/2014 | H          |
|                                       | PRL1314 |                | 20-231-100-101-00-007 | 1775/FORT LEE PAYROLL | 75     | 1,260.00              | TITLE 1-SAL TEACH-HS         | 06/05/2014 | H          |
|                                       | PRL1314 |                | 20-241-100-101-00-000 | 1775/FORT LEE PAYROLL | 75     | 3,188.57              | TITLE 3-SALARIES             | 06/05/2014 | H          |
|                                       | PRL1314 |                | 20-250-100-101-00-100 | 1775/FORT LEE PAYROLL | 75     | 2,677.50              | IDEA-BASIC-EIS-SAL           | 06/05/2014 | H          |
|                                       | PRL1314 |                | 20-254-100-101-00-100 | 1775/FORT LEE PAYROLL | 75     | 225.00                | IDEA C/O-EIS-SAL             | 06/05/2014 | H          |
|                                       | PRL1314 |                | 20-270-200-100-00-000 | 1775/FORT LEE PAYROLL | 75     | 3,590.47              | TITLE 2A-SALARIES            | 06/05/2014 | H          |
| <b>Total For Check Number 9060514</b> |         |                |                       |                       |        | <b>\$1,796,303.49</b> |                              |            |            |
| *                                     | 9061914 | Non A/P Chk    | DB10-141- , CR10-101- | 1775/FORT LEE PAYROLL | 0      | 89,003.87             | 6/19/14 & 6/30/14-STATE FICA | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-211-100-00-000 | 1775/FORT LEE PAYROLL | 76     | 3,582.71              | SAL ATTEND OFFICE            | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-213-100-00-000 | 1775/FORT LEE PAYROLL | 76     | 23,661.65             | SAL NURSES                   | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-213-100-00-081 | 1775/FORT LEE PAYROLL | 76     | 1,050.00              | SAL SUB NURSES               | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-216-100-00-000 | 1775/FORT LEE PAYROLL | 76     | 28,501.54             | SAL SPEECH/OTPT/REL SVC      | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-217-100-00-000 | 1775/FORT LEE PAYROLL | 76     | 33,723.76             | SAL-ONE TO ONE AIDE          | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-217-100-00-081 | 1775/FORT LEE PAYROLL | 76     | 7,310.00              | ONE TO ONE-SUBS DAILY        | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-218-104-00-000 | 1775/FORT LEE PAYROLL | 76     | 43,854.52             | SAL GUIDANCE                 | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-218-105-00-000 | 1775/FORT LEE PAYROLL | 76     | 3,812.61              | SAL GUIDANCE-SEC             | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-219-104-00-000 | 1775/FORT LEE PAYROLL | 76     | 44,222.23             | SAL C.S.T.                   | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-219-105-00-000 | 1775/FORT LEE PAYROLL | 76     | 5,853.02              | SAL CST SEC                  | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-221-102-00-000 | 1775/FORT LEE PAYROLL | 76     | 11,871.33             | SAL. SUPERVISORS             | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-221-104-00-000 | 1775/FORT LEE PAYROLL | 76     | 1,522.36              | SAL-OTHER PROF               | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-222-100-00-000 | 1775/FORT LEE PAYROLL | 76     | 21,334.68             | SAL LIBR/TECH                | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-222-100-00-081 | 1775/FORT LEE PAYROLL | 76     | 540.00                | SAL SUB LIBRARIANS           | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-222-177-00-000 | 1775/FORT LEE PAYROLL | 76     | 3,966.15              | SAL TECH COOR                | 06/19/2014 | H          |
|                                       | PRL1314 |                | 11-000-223-104-00-000 | 1775/FORT LEE PAYROLL | 76     | 2,676.19              | SALARIES OF OTHER PROFES     | 06/19/2014 | H          |

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| <b>POSTED CHECKS</b> |           |                |                       |                       |        |              |                         |            |            |
| 9061914              | PRL1314   |                | 11-000-230-100-00-000 | 1775/FORT LEE PAYROLL | 76     | 16,962.27    | SAL-GENERAL ADMIN       | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-230-100-00-100 | 1775/FORT LEE PAYROLL | 76     | 4,599.76     | SAL SEC-SUPT OFFICE     | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-230-110-00-710 | 1775/FORT LEE PAYROLL | 76     | 293.30       | SAL TREASURER           | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-240-103-00-000 | 1775/FORT LEE PAYROLL | 76     | 52,344.15    | SAL-PRIN/ASST PRIN      | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-240-103-00-010 | 1775/FORT LEE PAYROLL | 76     | 14,925.21    | SAL-PROGR DIRECTORS     | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-240-105-00-000 | 1775/FORT LEE PAYROLL | 76     | 18,673.45    | SAL-SECRETARY           | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-240-105-00-010 | 1775/FORT LEE PAYROLL | 76     | 3,886.44     | SAL-CLERK/TYPISTS       | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-240-105-00-081 | 1775/FORT LEE PAYROLL | 76     | 240.00       | SAL GENL ADM SECR SUBS  | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-251-100-00-000 | 1775/FORT LEE PAYROLL | 76     | 21,247.98    | SAL-CENTRAL OFFICE      | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-251-100-00-100 | 1775/FORT LEE PAYROLL | 76     | 3,893.88     | SAL-CENTRAL OFF- SEC    | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-252-100-00-000 | 1775/FORT LEE PAYROLL | 76     | 5,069.41     | SAL-TECHNOLOGY          | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-261-100-00-010 | 1775/FORT LEE PAYROLL | 76     | 631.58       | SAL MAINT-SCH 1         | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-261-100-00-020 | 1775/FORT LEE PAYROLL | 76     | 541.37       | SAL MAINT-SCH 2         | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-261-100-00-030 | 1775/FORT LEE PAYROLL | 76     | 451.15       | SAL MAINT-SCH 3         | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-261-100-00-040 | 1775/FORT LEE PAYROLL | 76     | 541.37       | SAL MAINT-SCH 4         | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-261-100-00-060 | 1775/FORT LEE PAYROLL | 76     | 721.83       | SAL MAINT-MS            | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-261-100-00-070 | 1775/FORT LEE PAYROLL | 76     | 1,624.12     | SAL MAINT-HS            | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-261-110-00-991 | 1775/FORT LEE PAYROLL | 76     | 1,433.08     | SAL MAINT OT-SCH 1      | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-261-110-00-992 | 1775/FORT LEE PAYROLL | 76     | 1,228.36     | SAL MAINT OT-SCH 2      | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-261-110-00-993 | 1775/FORT LEE PAYROLL | 76     | 1,023.63     | SAL MAINT OT-SCH 3      | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-261-110-00-994 | 1775/FORT LEE PAYROLL | 76     | 1,228.36     | SAL MAINT OT-SCH 4      | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-261-110-00-996 | 1775/FORT LEE PAYROLL | 76     | 1,637.81     | SAL MAINT OT-MS         | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-261-110-00-997 | 1775/FORT LEE PAYROLL | 76     | 3,685.07     | SAL MAINT OT-HS         | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-262-100-00-000 | 1775/FORT LEE PAYROLL | 76     | 38,925.54    | SAL B&G                 | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-262-100-00-090 | 1775/FORT LEE PAYROLL | 76     | 5,606.65     | SAL CUST OT             | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-262-100-00-093 | 1775/FORT LEE PAYROLL | 76     | 1,320.00     | SAL CUST P/T & SUMMER   | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-262-100-00-100 | 1775/FORT LEE PAYROLL | 76     | 2,168.15     | SAL SECRETARIAL-B&G     | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-262-110-00-086 | 1775/FORT LEE PAYROLL | 76     | 584.33       | SAL COURIER             | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-263-100-00-090 | 1775/FORT LEE PAYROLL | 76     | 1,889.25     | SAL OT CARE & UPKEEP    | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-270-161-00-000 | 1775/FORT LEE PAYROLL | 76     | 10,289.40    | SAL PUPIL TRANSP-SP ED  | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-270-161-00-081 | 1775/FORT LEE PAYROLL | 76     | 1,886.48     | SAL PUPIL TRANSP-SUBS   | 06/19/2014 | H          |
|                      | 1314-0714 |                | 11-000-291-220-10-000 | 1775/FORT LEE PAYROLL | 0      | 31,531.62    | SOCIAL SECURITY 6/19/14 | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-291-270-10-261 | 1775/FORT LEE PAYROLL | 76     | 30,344.52    | HEALTH BEN-WAIVER       | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-291-290-10-252 | 1775/FORT LEE PAYROLL | 76     | 8,451.05     | UNIFORM ALLOWANCE       | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-000-291-290-10-254 | 1775/FORT LEE PAYROLL | 76     | 416.96       | DCRP-6/19/14            | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-110-100-101-00-000 | 1775/FORT LEE PAYROLL | 76     | 62,321.12    | SAL.TCHRS.KDG.          | 06/19/2014 | H          |
|                      | PRL1314   |                | 11-110-100-101-00-081 | 1775/FORT LEE PAYROLL | 76     | 2,240.00     | SAL.SUBS.KDG.           | 06/19/2014 | H          |

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| <b>POSTED CHECKS</b> |         |                |                       |                       |        |              |                         |            |            |
| 9061914              | PRL1314 |                | 11-110-100-101-00-082 | 1775/FORT LEE PAYROLL | 76     | 250.00       | \$25 TCHR SUBS K        | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-120-100-101-00-000 | 1775/FORT LEE PAYROLL | 76     | 313,860.24   | SAL.TCHRS. 1-5          | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-120-100-101-00-081 | 1775/FORT LEE PAYROLL | 76     | 11,565.00    | SAL.SUBS. 1-5           | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-120-100-101-00-082 | 1775/FORT LEE PAYROLL | 76     | 875.00       | \$25 TCHR SUB 1-5       | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-130-100-101-00-000 | 1775/FORT LEE PAYROLL | 76     | 164,932.63   | SAL.TCHRS. 6-8          | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-130-100-101-00-081 | 1775/FORT LEE PAYROLL | 76     | 7,605.00     | SAL.SUBS. 6-8           | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-130-100-101-00-082 | 1775/FORT LEE PAYROLL | 76     | 75.00        | \$25 TCHR SUB 6-8       | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-140-100-101-00-000 | 1775/FORT LEE PAYROLL | 76     | 213,059.32   | SAL.TCHRS. 9-12         | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-140-100-101-00-081 | 1775/FORT LEE PAYROLL | 76     | 10,890.00    | SAL. SUBS. 9-12         | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-150-100-101-00-000 | 1775/FORT LEE PAYROLL | 76     | 7,605.00     | SAL. HOME INSTR.        | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-190-100-106-00-000 | 1775/FORT LEE PAYROLL | 76     | 32,031.39    | SAL SCHOOL AIDES        | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-190-100-106-00-081 | 1775/FORT LEE PAYROLL | 76     | 1,190.00     | SUB AIDE Daily          | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-204-100-101-00-000 | 1775/FORT LEE PAYROLL | 76     | 14,066.63    | SAL-LLD                 | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-204-100-101-00-081 | 1775/FORT LEE PAYROLL | 76     | 6,715.00     | SAL-LLD-SUBS            | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-204-100-101-00-082 | 1775/FORT LEE PAYROLL | 76     | 175.00       | SAL-LLD-SUBS \$25       | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-204-100-106-00-000 | 1775/FORT LEE PAYROLL | 76     | 10,463.68    | SAL-LLD AIDES           | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-204-100-106-00-081 | 1775/FORT LEE PAYROLL | 76     | 1,020.00     | SAL-LLD AIDES-SUBS      | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-213-100-101-00-000 | 1775/FORT LEE PAYROLL | 76     | 61,824.00    | SAL RESOURCE ROOM       | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-213-100-101-00-081 | 1775/FORT LEE PAYROLL | 76     | 2,520.00     | SAL RR SUBS             | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-213-100-106-00-000 | 1775/FORT LEE PAYROLL | 76     | 663.33       | SAL RR AIDES            | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-213-100-106-00-081 | 1775/FORT LEE PAYROLL | 76     | 170.00       | SAL RR AIDES-SUBS       | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-214-100-101-00-000 | 1775/FORT LEE PAYROLL | 76     | 10,614.26    | SAL-AUTISITIC-TEACHER   | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-214-100-101-00-081 | 1775/FORT LEE PAYROLL | 76     | 490.00       | SAL-AUTISTIC-SUBS       | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-214-100-101-00-082 | 1775/FORT LEE PAYROLL | 76     | 25.00        | SAL-AUTISTIC-\$25 SUB   | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-214-100-106-00-000 | 1775/FORT LEE PAYROLL | 76     | 13,199.06    | SAL-AUTISTIC-AIDES      | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-214-100-106-00-081 | 1775/FORT LEE PAYROLL | 76     | 510.00       | SAL-AUTISTIC AIDES-SUBS | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-216-100-101-00-000 | 1775/FORT LEE PAYROLL | 76     | 10,495.21    | SAL-PRESCHOOL TEACHER   | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-216-100-101-00-081 | 1775/FORT LEE PAYROLL | 76     | 270.00       | SAL-PRESCHOOL-SUBS      | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-216-100-106-00-000 | 1775/FORT LEE PAYROLL | 76     | 9,151.63     | SAL-PRESCHOOL AIDES     | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-216-100-106-00-081 | 1775/FORT LEE PAYROLL | 76     | 1,360.00     | SAL PRESCH AIDES-SUBS   | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-230-100-101-00-000 | 1775/FORT LEE PAYROLL | 76     | 34,334.96    | SAL-BSI                 | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-230-100-101-00-081 | 1775/FORT LEE PAYROLL | 76     | 180.00       | SAL-BSI- SUB            | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-240-100-101-00-000 | 1775/FORT LEE PAYROLL | 76     | 60,825.06    | SAL-BILINGUAL           | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-240-100-101-00-081 | 1775/FORT LEE PAYROLL | 76     | 450.00       | SAL-BILINGUAL SUBS      | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-401-100-100-00-000 | 1775/FORT LEE PAYROLL | 76     | 20,076.53    | SAL STDNT ACT           | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-402-100-100-00-000 | 1775/FORT LEE PAYROLL | 76     | 3,252.90     | SAL ATHLETIC            | 06/19/2014 | H          |
|                      | PRL1314 |                | 11-421-100-178-00-000 | 1775/FORT LEE PAYROLL | 76     | 225.00       | BEFORE/AFTER TUTORING   | 06/19/2014 | H          |

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| <b>POSTED CHECKS</b>                  |           |                |                       |                       |        |                       |                         |            |            |
| 9061914                               | PRL1314   |                | 20-231-100-101-00-001 | 1775/FORT LEE PAYROLL | 76     | 3,723.80              | TITLE 1-SAL TEACH-SCH 1 | 06/19/2014 | H          |
|                                       | PRL1314   |                | 20-231-100-101-00-002 | 1775/FORT LEE PAYROLL | 76     | 4,906.14              | TITLE 1-SAL TEACH-SCH 2 | 06/19/2014 | H          |
|                                       | PRL1314   |                | 20-231-100-101-00-006 | 1775/FORT LEE PAYROLL | 76     | 3,723.80              | TITLE 1-SAL TEACH-MS    | 06/19/2014 | H          |
|                                       | PRL1314   |                | 20-231-100-101-00-007 | 1775/FORT LEE PAYROLL | 76     | 4,725.00              | TITLE 1-SAL TEACH-HS    | 06/19/2014 | H          |
|                                       | PRL1314   |                | 20-241-100-101-00-000 | 1775/FORT LEE PAYROLL | 76     | 3,188.57              | TITLE 3-SALARIES        | 06/19/2014 | H          |
|                                       | PRL1314   |                | 20-250-100-101-00-100 | 1775/FORT LEE PAYROLL | 76     | 360.00                | IDEA-BASIC-EIS-SAL      | 06/19/2014 | H          |
|                                       | PRL1314   |                | 20-270-200-100-00-000 | 1775/FORT LEE PAYROLL | 76     | 3,590.47              | TITLE 2A-SALARIES       | 06/19/2014 | H          |
| <b>Total For Check Number 9061914</b> |           |                |                       |                       |        | <b>\$1,732,578.88</b> |                         |            |            |
| * 9063014                             | PRL1314   |                | 11-000-211-100-00-000 | 1775/FORT LEE PAYROLL | 77     | 1,540.55              | SAL ATTEND OFFICE       | 06/30/2014 | H          |
|                                       | PRL1314   |                | 11-000-230-100-00-000 | 1775/FORT LEE PAYROLL | 77     | 6,442.30              | SAL-GENERAL ADMIN       | 06/30/2014 | H          |
|                                       | PRL1314   |                | 11-000-251-100-00-000 | 1775/FORT LEE PAYROLL | 77     | 5,400.00              | SAL-CENTRAL OFFICE      | 06/30/2014 | H          |
|                                       | PRL1314   |                | 11-000-262-100-00-090 | 1775/FORT LEE PAYROLL | 77     | 4,292.59              | SAL CUST OT             | 06/30/2014 | H          |
|                                       | PRL1314   |                | 11-000-262-110-00-086 | 1775/FORT LEE PAYROLL | 77     | 1,028.75              | SAL COURIER             | 06/30/2014 | H          |
|                                       | PRL1314   |                | 11-000-270-161-00-000 | 1775/FORT LEE PAYROLL | 77     | 1,350.00              | SAL PUPIL TRANSP-SP ED  | 06/30/2014 | H          |
|                                       | PRL1314   |                | 11-000-270-161-00-081 | 1775/FORT LEE PAYROLL | 77     | 2,253.62              | SAL PUPIL TRANSP-SUBS   | 06/30/2014 | H          |
|                                       | 1314-0714 |                | 11-000-291-220-10-000 | 1775/FORT LEE PAYROLL | 0      | 1,914.62              | SOCIAL SECURITY 6/30/14 | 06/30/2014 | H          |
|                                       | PRL1314   |                | 11-120-100-101-00-082 | 1775/FORT LEE PAYROLL | 77     | 150.00                | \$25 TCHR SUB 1-5       | 06/30/2014 | H          |
|                                       | PRL1314   |                | 11-190-100-106-00-000 | 1775/FORT LEE PAYROLL | 77     | 221.88                | SAL SCHOOL AIDES        | 06/30/2014 | H          |
|                                       | PRL1314   |                | 11-214-100-101-00-082 | 1775/FORT LEE PAYROLL | 77     | 25.00                 | SAL-AUTISTIC-\$25 SUB   | 06/30/2014 | H          |
|                                       | PRL1314   |                | 11-401-100-100-00-000 | 1775/FORT LEE PAYROLL | 77     | 1,063.00              | SAL STDNT ACT           | 06/30/2014 | H          |
|                                       | PRL1314   |                | 11-421-100-178-00-000 | 1775/FORT LEE PAYROLL | 77     | 900.00                | BEFORE/AFTER TUTORING   | 06/30/2014 | H          |
|                                       | PRL1314   |                | 20-231-100-101-00-007 | 1775/FORT LEE PAYROLL | 77     | 135.00                | TITLE 1-SAL TEACH-HS    | 06/30/2014 | H          |
|                                       | PRL1314   |                | 20-250-100-101-00-100 | 1775/FORT LEE PAYROLL | 77     | 225.00                | IDEA-BASIC-EIS-SAL      | 06/30/2014 | H          |
| <b>Total For Check Number 9063014</b> |           |                |                       |                       |        | <b>\$26,942.31</b>    |                         |            |            |
| <b>Total for Hand Checks</b>          |           |                |                       |                       |        | <b>\$4,408,363.17</b> |                         |            |            |
| <b>Total Posted Checks</b>            |           |                |                       |                       |        | <b>\$4,408,363.17</b> |                         |            |            |

# Fort Lee Board of Education

## Check Register By Check Number

JUNE 2014-MANUALS

| Fund Summary | Fund Category | Sub Fund | Computer Checks | Computer Checks Non/AP | Hand Checks    | Hand Checks Non/AP | Total Checks   |
|--------------|---------------|----------|-----------------|------------------------|----------------|--------------------|----------------|
|              | 10            | 10       |                 |                        |                | \$328,091.61       | \$328,091.61   |
|              | 10            | 11       |                 |                        | \$4,032,038.50 |                    | \$4,032,038.50 |
|              | Fund 10       | TOTAL    |                 |                        | \$4,032,038.50 | \$328,091.61       | \$4,360,130.11 |
|              | 20            | 20       |                 |                        | \$48,233.06    |                    | \$48,233.06    |
|              | GRAND         | TOTAL    | \$0.00          | \$0.00                 | \$4,080,271.56 | \$328,091.61       | \$4,408,363.17 |

**\* Total Prior Cycle Checks Voided in selected cycle(s): \$0.00**  
**Total Checks from selected cycle(s) voided in the selected cycle(s): \$0.00**

# Fort Lee Board of Education

## Bills And Claims Report By Vendor Name

va\_bill5.5  
06/30/2014

6/30/14

| Vendor # / Name                                      | PO #      | Account # / Description                         | Inv # | Check Type * Check Description | Check # | Check Amount      |
|--|-----------|---|-------|--------------------------------|---------|-------------------|
| <b>Pending Payments</b>                              |           |   |       |                                |         |                   |
| ABA DATA SYSTEMS, LLC/ 8666                          | 1314-1812 | 11-000-217-320-60-000/ PUR PROF -ONE TO ONE     |       | CF INV 1465                    |         | 410.00            |
| ACCUSCAN/ALPINE CONSLTING INC/<br>5342               | 1314-2600 | 11-000-230-500-20-000/ OTHER PURCHASED SRVC     |       | CP INV 2492                    |         | 756.00            |
|  |           | 11-000-230-500-20-000/ OTHER PURCHASED SRVC     |       | CF INV 2544                    |         | 756.00            |
| <b>Total for ACCUSCAN/ALPINE CONSLTING INC/ 5342</b> |           |   |       |                                |         | <b>\$1,512.00</b> |
| AL'S TRUCK SERVICE/ 8789                             | 1314-2606 | 11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN |       | CP INV 1729                    |         | 90.00             |
|  |           | 11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN |       | CF INV 1726                    |         | 295.04            |
|  | 1314-2574 | 11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN |       | CF INV 1705                    |         | 243.46            |
| <b>Total for AL'S TRUCK SERVICE/ 8789</b>            |           |   |       |                                |         | <b>\$628.50</b>   |
| ALLIED BUILDING PRODUCTS/ 4877                       | 1314-2434 | 11-000-262-610-40-000/ GENERAL SUPPLIES         |       | CF INV 6661058                 |         | 90.96             |
| AMATO, SHARON/ 3172                                  | 1314-2572 | 11-000-230-580-20-000/ CENTRAL OFF-TRAVEL       |       | CF 6/4-6/5/14 TRAVEL           |         | 337.00            |
|  | 1314-2573 | 11-000-230-580-20-000/ CENTRAL OFF-TRAVEL       |       | CF 5/21/14-5/23/14 TRAVEL      |         | 81.84             |
| <b>Total for AMATO, SHARON/ 3172</b>                 |           |   |       |                                |         | <b>\$418.84</b>   |
| ATRA MAINT REPAIR, CO., INC./ 6635                   | 1314-2501 | 11-000-262-420-40-000/ CLEANING/ MAINT/ REPAIR  |       | CF INV 385965                  |         | 1,046.59          |
| BEHAVIOR THERAPY ASSOC, PA,<br>CORP/ 8775            | 1314-2579 | 11-000-216-320-60-000/ RELATED SERVICES         |       | CF YJ FUNCTIONAL BEHAVIOR      |         | 2,050.00          |
| BINGHAM COMMUNICATIONS, INC./<br>6049                | 1314-2557 | 11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS    |       | CF INV 27501                   |         | 1,085.00          |
| CALAIS SCHOOL/ 8784                                  | 1314-2575 | 11-000-217-320-60-000/ PUR PROF -ONE TO ONE     |       | CP INV FTL1314-08B             |         | 990.00            |
|  |           | 11-000-217-320-60-000/ PUR PROF -ONE TO ONE     |       | CP INV FTL1314-09B             |         | 3,465.00          |
|  |           | 11-000-217-320-60-000/ PUR PROF -ONE TO ONE     |       | CF INV FTL1314-10A             |         | 2,970.00          |
| <b>Total for CALAIS SCHOOL/ 8784</b>                 |           |   |       |                                |         | <b>\$7,425.00</b> |
| CATAPULT LEARNING,LLC/ 6117                          | 1314-1191 | 20-509-200-320-30-000/ N/P NURSING              |       | CF INV CLO55355-JUNE 14        |         | 1,505.40          |
| CHEMSEARCH/NCH CORP/ 1328                            | 1314-2548 | 11-000-262-610-40-000/ GENERAL SUPPLIES         |       | CF INV 1332718                 |         | 2,394.41          |

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 07/03/2014 at 10:45:30 AM

# Fort Lee Board of Education

## Bills And Claims Report By Vendor Name

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06/30/2014

6/30/14

| Vendor # / Name                                      | PO #      | Account # / Description                      | Inv # | Check Type * Check Description          | Check # | Check Amount       |
|--|-----------|--|-------|---|---------|--------------------|
| <b>Pending Payments</b>                              |           |  |       |   |         |                    |
| COLA, RACHEL/ 6741                                   | 1314-2539 | 11-000-219-580-60-000/ CST-TRAVEL            |       | CF JUNE 2014 TRAVEL                     |         | 9.24               |
| CROSS COUNTY CLINICAL, INC./ 5137                    | 1314-2588 | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102660                           |         | 825.00             |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102686                           |         | 825.00             |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102631                           |         | 825.00             |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102658                           |         | 825.00             |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102665                           |         | 825.00             |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102652                           |         | 1,650.00           |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102681                           |         | 825.00             |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102632                           |         | 825.00             |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102723                           |         | 825.00             |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102717                           |         | 825.00             |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102684                           |         | 825.00             |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102716                           |         | 825.00             |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102705                           |         | 825.00             |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102706                           |         | 825.00             |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 102727                           |         | 825.00             |
|  |           |  |       | 11-000-216-320-60-000/ RELATED SERVICES |         | CF INV 102720      |
| <b>Total for CROSS COUNTY CLINICAL, INC./ 5137</b>   |           |  |       |   |         | <b>\$14,025.00</b> |
| CROWN TROPHY-RIVER EDGE, INC./ 5384                  | 1314-2342 | 11-401-100-600-07-000/ STDNT ACT HS-SUPPLIES |       | CF INV RE-34783                         |         | 547.70             |
| DESPOTAKIS, ELENI/ 8359                              | 1314-2570 | 11-000-230-630-20-000/ BOE-SUPPLIES          |       | CF APRIL,MAY, JUNE 2014-GOOGLE          |         | 29.97              |
| DIRECT ENERGY MARKETING,(GAS)/ 8837                  | 1314-2598 | 11-000-262-622-10-000/ ENERGY-ELECTRICITY    |       | CP INV H14384911                        |         | 15.80              |
|  |           | 11-000-262-622-10-000/ ENERGY-ELECTRICITY    |       | CF INV H14387055                        |         | 4.76               |
| <b>Total for DIRECT ENERGY MARKETING,(GAS)/ 8837</b> |           |  |       |   |         | <b>\$20.56</b>     |
| DYNAMIC THERAP SERV CORP./ 6692                      | 1314-0935 | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 20140619003488                   |         | 4,875.00           |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 20140619003498                   |         | 2,070.00           |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES      |       | CP INV 20140616003485                   |         | 1,170.00           |

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial



# Fort Lee Board of Education

## Bills And Claims Report By Vendor Name

va\_bill5.5  
06/30/2014

6/30/14

| Vendor # / Name                                  | PO #      | Account # / Description                         | Inv #        | Check Type * Check Description | Check # Check Amount |
|--|-----------|---|--------------|--------------------------------|----------------------|
| <b>Pending Payments</b>                          |           |   |              |                                |                      |
| DYNAMIC THERAP SERV CORP / 6692                  |           | 11-000-216-320-60-000/ RELATED SERVICES         |              | CP INV 20140616003486          | 1,102.50             |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES         |              | CP INV 20140619003489          | 472.50               |
|  |           | 11-000-216-320-60-000/ RELATED SERVICES         |              | CF INV 20140623003502          | 585.00               |
| <b>Total for DYNAMIC THERAP SERV CORP / 6692</b> |           |   |              |                                | <b>\$10,275.00</b>   |
| EARL JOHN/ 2164                                  | 1314-2386 | 11-000-262-610-40-000/ GENERAL SUPPLIES         |              | CF INV 1151672-01              | 849.80               |
|  | 1314-2565 | 11-000-262-610-40-000/ GENERAL SUPPLIES         |              | CF INV 1148997                 | 1,329.96             |
| <b>Total for EARL JOHN/ 2164</b>                 |           |   |              |                                | <b>\$2,179.76</b>    |
| ECLC OF NEW JERSEY, CORP/ 1540                   | 1314-0948 | 11-000-217-320-60-000/ PUR PROF -ONE TO ONE     |              | CP INV 43990                   | 1,819.52             |
|  |           | 11-000-217-320-60-000/ PUR PROF -ONE TO ONE     |              | CP INV 43989                   | 1,288.88             |
| <b>Total for ECLC OF NEW JERSEY, CORP/ 1540</b>  |           |   |              |                                | <b>\$3,108.40</b>    |
| EDUCATION, INC./ 6231                            | 1314-2519 | 11-150-100-320-60-000/ HOME INST-PURCH PROF     |              | CF INV 200233                  | 130.34               |
| ENERGY FOR AMER INC/ 1656                        | 1314-2356 | 11-000-261-420-40-010/ CLEAN,REPAIR,MAINT-SCH 1 |              | CP INV 12643-MAY 14            | 775.00               |
|  |           | 11-000-261-420-40-020/ CLEAN,REPAIR,MAINT-SCH 2 |              | CP INV 12643-MAY 14            | 582.00               |
|  |           | 11-000-261-420-40-030/ CLEAN,REPAIR,MAINT-SCH 3 |              | CP INV 12643-MAY 14            | 484.00               |
|  |           | 11-000-261-420-40-040/ CLEAN,REPAIR,MAINT-SCH 4 |              | CP INV 12643-MAY 14            | 582.00               |
|  |           | 11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS    |              | CP INV 12643-MAY 14            | 678.00               |
|  |           | 11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS    |              | CP INV 12643-MAY 14            | 1,745.00             |
| <b>Total for ENERGY FOR AMER INC/ 1656</b>       |           |   |              |                                | <b>\$4,846.00</b>    |
| EXPRESS HEATING CO INC/ 2692                     | 1314-2561 | 11-000-261-420-40-040/ CLEAN,REPAIR,MAINT-SCH 4 |              | CF INV 89171                   | 938.79               |
|  | 1314-2562 | 11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS    |              | CF INV 89276                   | 612.00               |
|  | 1314-2551 | 11-000-261-420-40-040/ CLEAN,REPAIR,MAINT-SCH 4 |              | CF INV 89075                   | 1,185.00             |
|  |           | 11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS    |              | CF INV 89075                   | 1,185.55             |
|  | 1314-2552 | 11-000-261-420-40-010/ CLEAN,REPAIR,MAINT-SCH 1 |              | CF INV 89131                   | 459.00               |
|  |           | 11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS    |              | CF INV 89131                   | 459.00               |
|  | 1314-2553 | 11-000-261-420-40-010/ CLEAN,REPAIR,MAINT-SCH 1 |              | CF INV 89156                   | 626.24               |
| 11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS     |           |   | CF INV 89156 | 627.00                         |                      |
| <b>Total for EXPRESS HEATING CO INC/ 2692</b>    |           |   |              |                                | <b>\$6,092.58</b>    |

\* CF - Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

# Fort Lee Board of Education

## Bills And Claims Report By Vendor Name

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06/30/2014

6/30/14

| Vendor # / Name                                     | PO #      | Account # / Description                         | Inv # | Check  |                   | Check # | Check Amount      |
|---|-----------|---|-------|--------|-------------------|---------|-------------------|
|   |           |   |       | Type * | Check Description |         |                   |
| <b>Pending Payments</b>                             |           |   |       |        |                   |         |                   |
| FEDERAL EXPRESS CORP/ 1723                          | 1314-2603 | 11-000-222-600-50-019/ TECH SUPPLIES            |       | CF     | INV 2-635-66659   |         | 44.88             |
|   | 1314-2582 | 11-000-230-530-10-721/ POSTAGE-CENTRAL OFFICE   |       | CF     | INV 269450535     |         | 41.03             |
| <b>Total for FEDERAL EXPRESS CORP/ 1723</b>         |           |   |       |        |                   |         | <b>\$85.91</b>    |
| FIESTA, INC/ 1730                                   | 1314-2481 | 11-402-100-800-08-000/ OTHER OBJECTS            |       | CF     | INV E06249        |         | 9,377.04          |
| FIRST STUDENT, INC/ 5689                            | 1314-2511 | 11-000-270-512-08-000/ TRANSP-ATHLETIC          |       | CF     | INV 13096323      |         | 5,881.41          |
|   | 1314-2601 | 11-000-270-512-07-000/ TRANSP TO/FROM HS        |       | CF     | INV 13096267      |         | 1,200.00          |
| <b>Total for FIRST STUDENT, INC/ 5689</b>           |           |   |       |        |                   |         | <b>\$7,081.41</b> |
| FORT LEE BOE - SPECIAL ACCT/ 3813                   | 1314-2540 | 11-190-100-610-03-037/ GIFTED & TALENTED        |       | CF     | INV 201455        |         | 210.00            |
|   | 1314-2592 | 11-401-100-600-07-000/ STDNT ACT HS-SUPPLIES    |       | CP     | INV 201430        |         | 98.50             |
|   |           | 11-401-100-600-07-000/ STDNT ACT HS-SUPPLIES    |       | CF     | INV 201435        |         | 30.00             |
| <b>Total for FORT LEE BOE - SPECIAL ACCT/ 3813</b>  |           |   |       |        |                   |         | <b>\$338.50</b>   |
| FORT LEE TIRE CENTER, INC./ 6335                    | 1314-2502 | 11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR     |       | CF     | 6/3/14            |         | 680.00            |
|   | 1314-2503 | 11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR     |       | CF     | 6/6/14            |         | 1,073.00          |
|   | 1314-2566 | 11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR     |       | CF     | 6/19/14           |         | 645.00            |
| <b>Total for FORT LEE TIRE CENTER, INC./ 6335</b>   |           |   |       |        |                   |         | <b>\$2,398.00</b> |
| FORTE, LISA/ 7610                                   | 1314-2526 | 11-000-219-580-60-000/ CST-TRAVEL               |       | CF     | MAY 2014          |         | 10.11             |
|   | 1314-2538 | 11-000-219-580-60-000/ CST-TRAVEL               |       | CF     | JUNE 2014         |         | 11.10             |
| <b>Total for FORTE, LISA/ 7610</b>                  |           |   |       |        |                   |         | <b>\$21.21</b>    |
| FRANKS TRUCK CENTER INC./ 7715                      | 1314-2571 | 11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN |       | CP     | INV 202875        |         | 988.96            |
|   |           | 11-000-270-420-10-000/ CLEANING, REPAIR, & MAIN |       | CF     | INV 202011        |         | 435.02            |
| <b>Total for FRANKS TRUCK CENTER INC./ 7715</b>     |           |   |       |        |                   |         | <b>\$1,423.98</b> |
| FRIDMAN, M.D., MORTON/ 4708                         | 1314-2578 | 11-000-216-320-60-000/ RELATED SERVICES         |       | CF     | AR-3/26/14        |         | 600.00            |
| GENERAL PLUMBING SUPPLY, INC/<br>7882               | 1314-2516 | 11-000-262-610-40-000/ GENERAL SUPPLIES         |       | CF     | INV S5404548      |         | 77.83             |
|   | 1314-2521 | 11-000-262-610-40-000/ GENERAL SUPPLIES         |       | CF     | INV S5404682      |         | 149.22            |
| <b>Total for GENERAL PLUMBING SUPPLY, INC/ 7882</b> |           |   |       |        |                   |         | <b>\$227.05</b>   |

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

# Fort Lee Board of Education

## Bills And Claims Report By Vendor Name

va\_bill5.5  
06/30/2014

6/30/14

| Vendor # / Name                | PO #      | Account # / Description                         | Inv #   | Check  |                   | Check #   | Check Amount |       |
|--------------------------------|-----------|---|---|--------|-------------------|-----------|--------------|-------|
|                                |           |   |   | Type * | Check Description |           |              |       |
| <b>Pending Payments</b>        |           |   |   |        |                   |           |              |       |
| GM PEST CONTROL LLC/ 5917      | 1314-2522 | 11-000-261-420-40-010/ CLEAN,REPAIR,MAINT-SCH 1 |   | CF     | INV 30250         |           | 75.00        |       |
|                                |           | 11-000-261-420-40-020/ CLEAN,REPAIR,MAINT-SCH 2 |   | CF     | INV 30250         |           | 75.00        |       |
|                                |           | 11-000-261-420-40-030/ CLEAN,REPAIR,MAINT-SCH 3 |   | CF     | INV 30250         |           | 75.00        |       |
|                                |           | 11-000-261-420-40-040/ CLEAN,REPAIR,MAINT-SCH 4 |   | CF     | INV 30250         |           | 75.00        |       |
|                                |           | 11-000-261-420-40-060/ CLEAN,REPAIR,MAINT-MS    |   | CF     | INV 30250         |           | 75.00        |       |
|                                |           | 11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS    |   | CF     | INV 30250         |           | 75.00        |       |
|                                |           | 1314-2523                                       | 11-000-261-420-40-010/ CLEAN,REPAIR,MAINT-SCH 1 |        | CP                | INV 28237 |              | 75.00 |
|                                |           |   | 11-000-261-420-40-010/ CLEAN,REPAIR,MAINT-SCH 1 |        | CF                | INV 30267 |              | 75.00 |
|                                |           | <b>Total for GM PEST CONTROL LLC/ 5917</b>      |   |        |                   |           |              |       |
| GOOD TALKING PEOPLE, LLC/ 4850 | 1314-0814 | 11-000-216-320-60-000/ RELATED SERVICES         |   | CP     | INV 1595          |           | 150.00       |       |
|                                |           | 11-000-216-320-60-000/ RELATED SERVICES         |   | CP     | INV 1609          |           | 225.00       |       |
|                                |           | 11-000-216-320-60-000/ RELATED SERVICES         |   | CP     | INV 1426          |           | 390.00       |       |
|                                |           | 11-000-216-320-60-000/ RELATED SERVICES         |   | CP     | INV 1460          |           | 75.00        |       |
|                                |           | 11-000-216-320-60-000/ RELATED SERVICES         |   | CP     | INV 1601          |           | 150.00       |       |
|                                |           | 11-000-216-320-60-000/ RELATED SERVICES         |   | CF     | INV 1124          |           | 225.00       |       |
|                                |           | <b>Total for GOOD TALKING PEOPLE, LLC/ 4850</b> |   |        |                   |           |              |       |
| GREAT A&P TEA COMPANY/ 7237    | 1314-2593 | 11-190-100-610-07-031/ HOME EC. SUPL            |   | CP     | INV M558431       |           | 105.23       |       |
|                                |           | 11-190-100-610-07-031/ HOME EC. SUPL            |   | CP     | INV M558432       |           | 282.00       |       |
|                                |           | 11-190-100-610-07-031/ HOME EC. SUPL            |   | CP     | INV M558433       |           | 12.32        |       |
|                                |           | 11-190-100-610-07-031/ HOME EC. SUPL            |   | CP     | INV M558419       |           | 96.35        |       |
|                                |           | 11-190-100-610-07-031/ HOME EC. SUPL            |   | CP     | INV M558434       |           | 8.57         |       |
|                                |           | 11-190-100-610-07-031/ HOME EC. SUPL            |   | CP     | INV M558435       |           | 25.37        |       |
|                                |           | 11-190-100-610-07-031/ HOME EC. SUPL            |   | CP     | INV M558418       |           | 86.17        |       |
|                                |           | 11-190-100-610-07-031/ HOME EC. SUPL            |   | CP     | INV M558436       |           | 15.12        |       |
|                                |           | 11-190-100-610-07-031/ HOME EC. SUPL            |   | CP     | INV M558437       |           | 97.44        |       |
|                                |           | 11-190-100-610-07-031/ HOME EC. SUPL            |   | CP     | INV M558439       |           | 109.19       |       |
|                                |           | 11-190-100-610-07-031/ HOME EC. SUPL            |   | CP     | INV M558438       |           | 8.68         |       |
|                                |           | 11-190-100-610-07-031/ HOME EC. SUPL            |   | CP     | INV M558417       |           | 44.49        |       |
|                                |           | 11-190-100-610-07-031/ HOME EC. SUPL            |   | CP     | INV M558441       |           | 27.12        |       |
|                                |           | 11-190-100-610-07-031/ HOME EC. SUPL            |   | CP     | INV M558442       |           | 7.47         |       |

\* CF - Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

# Fort Lee Board of Education

## Bills And Claims Report By Vendor Name

va\_bill5.5  
06/30/2014

6/30/14

| Vendor # / Name   | PO #      | Account # / Description                         | Inv # | Check  |                       | Check # | Check Amount      |
|---|-----------|---|-------|--------|-----------------------|---------|-------------------|
|   |           |   |       | Type * | Check Description     |         |                   |
| <b>Pending Payments</b>                                   |           |   |       |        |                       |         |                   |
| GREAT A&P TEA COMPANY/ 7237                               |           | 11-190-100-610-07-031/ HOME EC. SUPL            |       | CP     | INV M558443           |         | 233.51            |
|   |           | 11-190-100-610-07-031/ HOME EC. SUPL            |       | CF     | INV M558451           |         | 118.42            |
|   | 1314-2594 | 11-190-100-610-07-031/ HOME EC. SUPL            |       | CP     | INV M558452           |         | 29.42             |
|   |           | 11-190-100-610-07-031/ HOME EC. SUPL            |       | CP     | INV M558444           |         | 77.69             |
|   |           | 11-190-100-610-07-031/ HOME EC. SUPL            |       | CP     | INV M528403           |         | 28.91             |
|   |           | 11-190-100-610-07-031/ HOME EC. SUPL            |       | CP     | INV M558445           |         | 13.00             |
|   |           | 11-190-100-610-07-031/ HOME EC. SUPL            |       | CP     | INV M558454           |         | 21.93             |
|   |           | 11-190-100-610-07-031/ HOME EC. SUPL            |       | CP     | INV M558453           |         | 13.16             |
|   |           | 11-190-100-610-07-031/ HOME EC. SUPL            |       | CP     | INV M558455           |         | 74.23             |
|   |           | 11-190-100-610-07-031/ HOME EC. SUPL            |       | CF     | INV M558456           |         | 1.52              |
| <b>Total for GREAT A&amp;P TEA COMPANY/ 7237</b>          |           |   |       |        |                       |         | <b>\$1,537.31</b> |
| HACKENSACK UNIVERSITY MEDICAL CNTR/ 6727                  | 1314-2486 | 11-000-213-300-06-000/ PURCHASED PROFESSIONAL A |       | CF     | D.OPPENHEIMER-RENEWAL |         | 100.00            |
|   | 1314-2465 | 11-000-213-300-01-000/ PURCHASED PROFESSIONAL A |       | CF     | ROSE CUCCARO-RENEWAL  |         | 100.00            |
| <b>Total for HACKENSACK UNIVERSITY MEDICAL CNTR/ 6727</b> |           |   |       |        |                       |         | <b>\$200.00</b>   |
| HANSON, STEPHANIE/ 6664                                   | 1314-2584 | 11-000-219-580-60-000/ CST-TRAVEL               |       | CF     | JUNE 2014-TRAVEL      |         | 110.11            |
| JOSTEN'S, INC./ 2190                                      | 1314-2595 | 11-000-240-600-07-000/ HS GENERAL SUPPLIES      |       | CP     | INV 16778504          |         | 16.05             |
|   |           | 11-000-240-600-07-000/ HS GENERAL SUPPLIES      |       | CF     | INV 16703811          |         | 37.47             |
| <b>Total for JOSTEN'S, INC./ 2190</b>                     |           |   |       |        |                       |         | <b>\$53.52</b>    |
| KARL & ASSOCIATES, INC./ 5117                             | 1314-2480 | 11-000-262-890-40-000/ OTHER OBJECTS            |       | CF     | INV 25031             |         | 1,960.00          |
| KEW GARDEN REALTY, LLC/ 8819                              | 1314-2496 | 11-000-262-626-40-000/ GASOLINE                 |       | CF     | MAY 2014              |         | 1,494.09          |
|   |           | 11-000-270-615-40-000/ TRANSP BUS-FUEL          |       | CF     | MAY 2014              |         | 3,685.31          |
| <b>Total for KEW GARDEN REALTY, LLC/ 8819</b>             |           |   |       |        |                       |         | <b>\$5,179.40</b> |
| KIDS' THERAPY PLACE, LLC/ 7220                            | 1314-0889 | 11-000-216-320-60-000/ RELATED SERVICES         |       | CF     | JUNE 14-INV 5825      |         | 900.00            |
| KRAUSS, ANITA/ 8842                                       | 1314-2576 | 11-000-270-514-10-000/ TRANSP-SP ED             |       | CF     | REIMB.-6/3/14-6/11/14 |         | 280.00            |

\* CF - Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

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# Fort Lee Board of Education

## Bills And Claims Report By Vendor Name

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| Vendor # / Name                             | PO #      | Account # / Description                         | Inv # | Check  |                         | Check # | Check Amount      |
|---|-----------|---|-------|--|-------------------------|---------|-------------------|
|   |           |   |       | Type   | *Check Description      |         |                   |
| <b>Pending Payments</b>                     |           |   |       |  |                         |         |                   |
| LOVING CARE AGENCY, INC./ 7008              | 1314-1448 | 11-000-217-320-60-000/ PUR PROF -ONE TO ONE     |       | CP   | MAY 2014-INV 141631791  |         | 10,685.00         |
| MALLIK, APARNA MD/ 6271                     | 1314-0526 | 11-000-216-320-60-000/ RELATED SERVICES         |       | CP   | 5/20/14-GC              |         | 400.00            |
|   |           | 11-000-216-320-60-000/ RELATED SERVICES         |       | CF   | 5/23/14-EM              |         | 400.00            |
|   |           |   |       | <b>Total for MALLIK, APARNA MD/ 6271</b>           |                         |         | <b>\$800.00</b>   |
| MARTIN, MARIANELA/ 3844                     | 1314-2555 | 11-190-100-610-02-000/ GENERAL SUPPLIES         |       | CF   | REIMB.                  |         | 199.96            |
| METROPOLITAN PLANT EXCH., INC./ 2491        | 1314-2564 | 11-000-240-600-07-000/ HS GENERAL SUPPLIES      |       | CF   | INV 2032264             |         | 410.00            |
| MIELE SANITATION/ 2518                      | 1314-2517 | 11-000-262-420-40-000/ CLEANING/ MAINT/ REPAIR  |       | CF   | INV 20424541            |         | 2,400.00          |
| MODERN HANDLING EQUIP. CO. OF NJ, INC/ 5777 | 1314-2515 | 11-000-263-420-40-000/ GROUNDS-MAINT/REPAIR     |       | CF   | INV PSVI250808          |         | 849.20            |
| MORELL, HOLLY/ 8510                         | 1314-2587 | 11-000-230-585-20-000/ BOE-TRAVEL               |       | CF   | TRAVEL-NJSBA            |         | 39.03             |
| NAGY, LESLIE/ 7419                          | 1314-0525 | 11-000-216-320-60-000/ RELATED SERVICES         |       | CP   | 5/20/14-PJ              |         | 300.00            |
|   |           | 11-000-216-320-60-000/ RELATED SERVICES         |       | CF   | 6/20/14-DH              |         | 600.00            |
|   |           |   |       | <b>Total for NAGY, LESLIE/ 7419</b>                |                         |         | <b>\$900.00</b>   |
| NJAFPA WORKSHOP REGISTRATION/ 6686          | 1314-2371 | 11-000-251-580-10-000/ TRAVEL                   |       | CF   | 6/4-6/5/14 SHARON AMATO |         | 298.00            |
| NORTHERN VALLEY REGIONAL HS/ 5132           | 1314-0761 | 11-000-216-320-60-000/ RELATED SERVICES         |       | CP   | MAY 2014                |         | 1,080.00          |
|   |           | 11-000-216-320-60-000/ RELATED SERVICES         |       | CF   | JUNE 2014               |         | 720.00            |
|   |           |   |       | <b>Total for NORTHERN VALLEY REGIONAL HS/ 5132</b> |                         |         | <b>\$1,800.00</b> |
| OTIS ELEVATOR COMPANY/ 4345                 | 1314-2488 | 11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS    |       | CF   | INV GNK32198001         |         | 1,065.53          |
| PARENT DOOR HARDWARE,INC/ 2810              | 1314-2542 | 11-000-261-420-40-020/ CLEAN,REPAIR,MAINT-SCH 2 |       | CF   | INV 73462               |         | 2,040.00          |
|   | 1314-2543 | 11-000-266-420-40-000/ SECURITY-CLN/RPR/ MNT SV |       | CF   | INV 73582               |         | 540.00            |
|   | 1314-2544 | 11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS    |       | CF   | INV 76446               |         | 585.15            |

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

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## Bills And Claims Report By Vendor Name

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06/30/2014

| Vendor # / Name                                 | PO #      | Account # / Description                         | Check |                          | Check # | Check Amount      |
|---|-----------|---|-------|--------------------------|---------|-------------------|
|   |           |   | Inv # | Type * Check Description |         |                   |
| <b>Pending Payments</b>                         |           |   |       |                          |         |                   |
| PARENT DOOR HARDWARE,INC/ 2810                  | 1314-2545 | 11-000-266-610-40-000/ SECURITY-GENLSUPPLIES    |       | CF INV A8245             |         | 133.00            |
|   | 1314-2546 | 11-000-266-610-40-000/ SECURITY-GENLSUPPLIES    |       | CF INV A9153             |         | 18.00             |
|   | 1314-2547 | 11-000-261-420-40-040/ CLEAN,REPAIR,MAINT-SCH 4 |       | CF INV 76504             |         | 135.00            |
| <b>Total for PARENT DOOR HARDWARE,INC/ 2810</b> |           |   |       |                          |         | <b>\$3,451.15</b> |
| PEARSON EDUCATION, INC./ 6680                   | 1314-2520 | 11-190-100-610-01-017/ WORKBKS MATH             |       | CP INV 72887877          |         | 29.85             |
|   |           | 11-190-100-610-01-017/ WORKBKS MATH             |       | CF INV 72887878          |         | 2.39              |
| <b>Total for PEARSON EDUCATION, INC./ 6680</b>  |           |   |       |                          |         | <b>\$32.24</b>    |
| PERSONNEL CONCEPTS/AIO ACQUISITION,INC/ 5844    | 1314-2567 | 11-000-262-890-40-000/ OTHER OBJECTS            |       | CF INV 9322795834        |         | 489.90            |
| PITOCCO,BARBARA/ 1186                           | 1314-2585 | 11-000-219-580-60-000/ CST-TRAVEL               |       | CF JUNE 2014 TRAVEL      |         | 145.08            |
| PROFESSIONAL ED SERV, INC./ 4450                | 1314-2494 | 11-150-100-320-60-000/ HOME INST-PURCH PROF     |       | CF INV PM-843            |         | 877.50            |
| PROVOST SQUARE ASSOC., INC./ 7012               | 1314-2471 | 11-000-240-600-07-000/ HS GENERAL SUPPLIES      |       | CF INV 1173              |         | 1,894.25          |
| PSYCHIATRIC CARE ASSOCIATES, PA/ 8533           | 1314-2577 | 11-000-216-320-60-000/ RELATED SERVICES         |       | CF IV-S-5/2/14           |         | 600.00            |
| R & J CONTROL, INC/ 2980                        | 1314-2432 | 11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS    |       | CF INV 214003007         |         | 261.00            |
| RAPID PUMP & METER SERV. CO., INC./ 2998        | 1314-2563 | 11-000-262-420-40-000/ CLEANING/ MAINT/ REPAIR  |       | CF INV 95861R            |         | 255.00            |
| RICKARD REHABILITATION SERVICES, INC./ 3050     | 1314-0609 | 11-000-216-320-60-000/ RELATED SERVICES         |       | CP MAY 14                |         | 37,671.00         |
| RIDGEFIELD BD.OF/ 3051                          | 1314-0924 | 11-000-216-320-60-000/ RELATED SERVICES         |       | CP MAY 14-INV 4V0889     |         | 8,000.00          |
| RUBIN, DAVID B./ 8844                           | 1314-2599 | 11-000-230-331-20-704/ LEGAL-BOARD ATTORNEY     |       | CF INV 15665             |         | 1,519.99          |
| S.E.M. SECURITY SYSTEMS, INC./ 4250             | 1314-2505 | 11-000-261-420-40-020/ CLEAN,REPAIR,MAINT-SCH 2 |       | CF INV 66499             |         | 145.00            |
| SCHOOL PUBL/KIRMS PRINTING CO INC/ 6146         | 1314-2591 | 11-401-100-390-07-000/ PURCHASED SERVICES (300- |       | CF INV 30436             |         | 700.00            |

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

# Fort Lee Board of Education

## Bills And Claims Report By Vendor Name

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06/30/2014

6/30/14

| Vendor # / Name                         | PO #       | Account # / Description  | Inv # | Check Type * Check Description                     | Check # | Check Amount      |
|---|------------|--|-------|--|---------|-------------------|
| <b>Pending Payments</b>                 |            |  |       |  |         |                   |
| SPORTS TIME, INC/ 8629                  | 1314-2602  | 11-402-100-600-08-000/ ATHLETIC SUPPLIES   |       | CF INV 1434413                                     |         | 6,215.80          |
| STAPLES ADVANTAGE(STATE CONTRACT)/ 7817 | 1314-2508  | 11-000-230-610-20-000/ CENTRAL OFF-SUPPLIES  |       | CF INV 3235128699                                  |         | 334.96            |
| STATE OF NEW JERSEY/ 5034               | 1314-2569  | 11-000-291-260-10-000/ WORKERS COMP.   |       | CF EIN# 0-226-001-810/000-00                       |         | 1,083.00          |
| STATE OF NJ/ 8828                       | 1314-2456  | 11-000-262-890-40-000/ OTHER OBJECTS   |       | CF INV 65678                                       |         | 2,000.00          |
| STEPHENSON, MARY/ 7976                  | 1314-2532  | 11-000-240-580-06-000/ TRAVEL-MS   |       | CF JUNE 2014                                       |         | 7.94              |
| STEWART BUSINESS SYSTEMS, LLC/ 5920     | 1314-0086  | 11-190-100-340-10-000/ PURCHASED TECHNICAL   |       | CF INV 1AR415                                      |         | 275.26            |
| STONE CREEK, INC./ 5722                 | 1112-2266A | 12-000-400-450-40-005/ CENTRAL OFFICE RENOVATIO  |       | CP PROJ 11-7855-INV 7                              |         | 75,966.58         |
| TEANECK SPEECH & LANG CTR, LLC/ 4953    | 1314-0765  | 11-000-216-320-60-000/ RELATED SERVICES  |       | CF INV 19665-JUNE 14                               |         | 1,710.00          |
| TRANSPORTATION SUBSIDY/ 3787            | 1314-2604  | 11-000-270-503-10-000/ CNTRCTD SVC-AID IN LIEU   |       | CF SHARI HOROWITZ                                  |         | 168.80            |
| TROPHY KING/ 4790                       | 1314-2524  | 11-402-100-600-08-000/ ATHLETIC SUPPLIES   |       | CF INV 11684                                       |         | 715.00            |
| UFS PERSONNEL CORP. / 8454              | 1314-0875  | 11-000-266-300-10-000/ SECURITY-PROF/TECH<br>11-000-266-300-10-000/ SECURITY-PROF/TECH |       | CP INV 062014-1513<br>CP INV 062014-1512           |         | 125.38<br>649.00  |
|   |            |  |       | <b>Total for UFS PERSONNEL CORP./ 8454</b>         |         | <b>\$774.38</b>   |
| UNITED FEDERATED SYST, INC./ 4579       | 1314-2444  | 11-000-261-420-40-070/ CLEAN,REPAIR,MAINT-HS   |       | CF INV 216764                                      |         | 233.00            |
|   | 1314-2490  | 11-000-262-610-40-000/ GENERAL SUPPLIES  |       | CF INV 216868                                      |         | 3,611.30          |
|   |            |  |       | <b>Total for UNITED FEDERATED SYST, INC./ 4579</b> |         | <b>\$3,844.30</b> |
| VISION SERVICE PLAN/ 4374               | 1314-1019  | 11-000-291-270-10-260/ VISION BENEFITS   |       | CF JUNE 2014                                       |         | 5,751.23          |
| YOUTH CONSULTATION SERV,CORP(YCS/ 6193  | 1314-0828  | 11-000-100-566-60-000/ TUITION PRIV. W/ STATE  |       | CF JUNE 14- INV 35062                              |         | 4,425.30          |

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

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**Fort Lee Board of Education**  
**Bills And Claims Report By Vendor Name**  
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06/30/2014

Total for Pending Payments                      **\$272,181.07**



# Fort Lee Board of Education

## Bills And Claims Report By Vendor Name

va\_bill5.5  
06/30/2014

6/30/14

*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.* Run on 07/03/2014 at 10:45:30 AM

**Fund Summary**

| Fund Category | Sub Fund | Computer Checks | Computer Checks Non/AP | Hand Checks | Hand Checks Non/AP | Total Checks |
|---------------|----------|-----------------|------------------------|-------------|--------------------|--------------|
| 10            | 11       | \$194,709.09    |                        |             |                    | \$194,709.09 |
| 10            | 12       | \$75,966.58     |                        |             |                    | \$75,966.58  |
| Fund 10       | TOTAL    | \$270,675.67    |                        |             |                    | \$270,675.67 |
| 20            | 20       | \$1,505.40      |                        |             |                    | \$1,505.40   |
| GRAND         | TOTAL    | \$272,181.07    | \$0.00                 | \$0.00      | \$0.00             | \$272,181.07 |

Chairman Finance Committee

Member Finance Committee

**APPROVAL OF AMENDED FIRST STUDENT TRANSPORTATION CONTRACTS  
FOR 2014-2015**

**BE IT RESOLVED**, that upon the recommendation and approval of the Interim Superintendent of Schools, the Board authorizes the Interim Business Administrator/Board Secretary to **renew all transportation contracts with First Student Incorporated**, for the 2014-2015 school year as follows:

| <b>Route #</b>  | <b>Contract Amount</b> |
|---|------------------------|
| 0001-Athletic/Based   | \$ 47,237.40           |
| 0010-FLMS   | 24,901.20              |
| 25DE-Dwight Englewood   | 22,984.20              |
| 6981-FL#1 & #2  | 26,357.40              |
| 0002-Rt. 6652, FL#1   | 29,500.20              |
| 0002-Rt. 6653, FL #2 & #3   | 39,335.40              |
| <b>Total Contract Amount</b>  | <b>\$190,315.80</b>    |
| *Regarding Contract 25DE, reason for decrease in contract amount is a reduction in number of students |                        |

DATED: July 14, 2014  
Attachment

Motion by: Mr. Joseph Surace

Seconded by: Mr. Peter Suh

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

STATE OF NEW JERSEY – DEPARTMENT OF EDUCATION

Office of Student Transportation

2014-2015

**STUDENT TRANSPORTATION CONTRACT RENEWAL**

**Board of Education of:**

**In the County of:**

**Contractor:**

**Terminal Location:**

**Contractor Code:**

**Contract Term - From:**

**To:**

|    | <b>MultiContract #<br/>OR Route #:</b> | <b>Bid #</b>                   | <b>Renewal #:</b>               |
|----|--|--------------------------------|---------------------------------|
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| 2  | <input type="text" value="0010"/>      | <input type="text" value="2"/> | <input type="text" value="26"/> |
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| 7  | <input type="text"/>                   | <input type="text"/>           | <input type="text"/>            |
| 8  | <input type="text"/>                   | <input type="text"/>           | <input type="text"/>            |
| 9  | <input type="text"/>                   | <input type="text"/>           | <input type="text"/>            |
| 10 | <input type="text"/>                   | <input type="text"/>           | <input type="text"/>            |

STATE OF NEW JERSEY – DEPARTMENT OF EDUCATION  
Office of Student Transportation  
**2014-2015**  
***STUDENT TRANSPORTATION CONTRACT RENEWAL***

|                               |  |
|-------------------------------|--|
| <b>Board of Education of</b>  | Fort Lee                                 |
| <b>In the County of</b>       | Bergen                                   |
| <b>Contractor:</b>            | First Student Inc. - Taranto Bus Corp.   |
| <b>Terminal Location:</b>     | 170 South Dean St. , Englewood, NJ 07631 |
| <b>Contractor Code:</b>       | 248                                      |
| <b>Total Contract Amount:</b> | \$190,315.80                             |
| <b>Contract Term:</b>         | 9-1-14 to 6-30-15                        |

**THE NAMED BOARD OF EDUCATION AND CONTRACTOR HEREBY AGREE THAT:**

1. This contract constitutes a renewal of the original contract(s) between the board of education and contractor herein specified with the additional provision noted as provided for pursuant to N.J.S.A. 18A:39-3.
2. By entering into this contract renewal the parties are bound by all terms of the original bid specifications applicable to each route/contract.
3. If awarded a contract, your company/firm will be required to comply with the requirements of N.J.S.A 10: 5-31 et seq. and N.J.A.C. 17:27.

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents: Letter of Federal Affirmative Action Plan Approval Certificate of Employee Information Report Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

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The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**IN WITNESS WHEREOF, the parties hereto have duly signed this contract.**

\_\_\_\_\_  
Signature - School Business Administrator/Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - President of Local Board

\_\_\_\_\_  
Date

**Notary to the Contractor**  
Subscribed and sworn to before me

**Date** \_\_\_\_\_

**Notary Public Name** \_\_\_\_\_

\_\_\_\_\_  
**Company or Trade Name**

\_\_\_\_\_  
**Notary Public Signature**

\_\_\_\_\_  
**Authorized Signature**

**My Commission Expires:** \_\_\_\_\_  
**Expiration Date**

\_\_\_\_\_  
**Title**

|                     |   |
|---------------------|---|
| Board of Education: | <b>Fort Lee</b>                               |
| Contractor:         | <b>First Student Inc. - Taranto Bus Corp.</b> |
| Contractor Code:    | 248   |
| From:               | 9-1-14  |
| To:                 | 6-30-15                                       |

STATE OF NEW JERSEY – DEPARTMENT OF EDUCATION  
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2014-2015  
**STUDENT TRANSPORTATION CONTRACT RENEWAL**

| Board of Education of: Fort Lee                         |                 | Multi-Contract or Route #: 0001                           | Bid Number: 1        | Renewal Number: 23 | Contract Period: From 9-1-14 to 6-30-15     |            |                                    |                          |                                |                 |                       |                             |   |  |
|---|-----------------|---|----------------------|--------------------|---|------------|------------------------------------|--------------------------|--------------------------------|-----------------|-----------------------|-----------------------------|---|--|
| Contractor Name: First Student Inc. - Taranto Bus Corp. |                 | Terminal Location: 170 South Dean St. , Englewood, NJ 076 | Contractor Code: 248 |                    | Total Renewal Contract Amount: \$ 47,237.40 |            |                                    |                          |                                |                 |                       |                             |   |  |
| (A) Route Number  | (B) Destination | (C) School Type<br>1 Public<br>2 NP<br>3 PSD<br>4 Charter | (D) Arrival Time     | (E) Departure Time | (F) Per Diem Renewal Contract Amount        | (G) # Days | (H) Annual Renewal Contract Amount | (I) Per Diem Aide Amount | (J) Cost Represents # of Aides | (K) # Aide Days | (L) Inc/Dec Provision | (M) NJSA 18A:39-3 Extension | (N) Total Per Diem Renewal Amount per Route | (O) Total Renewal Contract Amount per Route (contract, side and extension) |
| 0001  | Athletic/Band   | 1   | various              | various            | 258.07                                      | 180        |                                    |                          | 0                              | 0               |                       | 4.38                        | \$ 262.43                                   | \$ 47,237.40   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |
|   |                 |   |                      |                    | 0   |            |                                    |                          | 0                              | 0               |                       |                             |   | \$ -   |

STATE OF NEW JERSEY – DEPARTMENT OF EDUCATION  
Office of Student Transportation  
**2014-2015**  
**STUDENT TRANSPORTATION CONTRACT RENEWAL**

|  |  |                             |  |  |
|--|--|-----------------------------|--|--|
| Board of Education of: <b>Fort Lee</b>                         | Multi-Contract or Route #: <b>0010</b>                         | Bid Number: <b>2</b>        | Renewal Number: <b>26</b>                          | Contract Period: <b>From 9-1-14 to 6-30-15</b> |
| Contractor Name: <b>First Student Inc. - Taranto Bus Corp.</b> | Terminal Location: <b>170 South Dean St. Englewood, NJ 076</b> | Contractor Code: <b>248</b> | Total Renewal Contract Amount: <b>\$ 24,901.20</b> |  |

| (A)<br>Route Number | (B)<br>Destination | (C)<br>School Type<br>1 Public<br>2 NP<br>3 PSD<br>4 Charter | (D)<br>Arrival Time | (E)<br>Departure Time | (F)<br>Per Diem Renewal Contract Amount | (G)<br># Days | (H)<br>Annual Renewal Contract Amount | (I)<br>Per Diem Aide Amount | (J)<br>Cost Represents # of Aides | (K)<br># Aide Days | (L)<br>Inc/Dec Provision | (M)<br>NJSA 18A:39-3 Extension | (N)<br>Total Per Diem Renewal Amount per Route | (O)<br>Total Renewal Contract Amount per Route (contract, aide and extension) |
|---------------------|--------------------|--|---------------------|-----------------------|---|---------------|---------------------------------------|-----------------------------|-----------------------------------|--------------------|--------------------------|--------------------------------|--|---|
| 0010                | Lewis F. Cole MS   | 1  | 8:32AM              | 2:42PM                | 136.04                                  | 180           |                                       |                             | 0                                 | 0                  |                          | 2.30                           | \$ 138.34                                      | \$ 24,901.20  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |
|                     |                    |  |                     |                       |   | 0             |                                       |                             | 0                                 | 0                  |                          |                                |  | \$ -  |









**HEALTH-WELFARE & SAFETY COMMITTEE**

#1HWS

RESOLUTION NO. 26396

**PAYMENT OF HOME INSTRUCTION SERVICES**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **payment of Home Instruction Services**, as outlined below:

| <b>Time Period</b> | <b>Provider</b>     | <b># of Hours</b> | <b>Hourly Rate</b> | <b>Total</b>    |
|--------------------|---------------------|-------------------|--------------------|-----------------|
| 7/7/2014           | Stephanie Borgono   | 2                 | \$45               | \$90.00         |
| 7/1, 7/2/14        | Stephanie Borgono   | 4                 | \$45               | \$180.00        |
| 4/1/2014           | Rachel Van Nortwick | 1                 | \$45               | \$45.00         |
| <b>TOTAL</b>       |                     |                   |                    | <b>\$315.00</b> |

DATED: July 14, 2014

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Motion by: Mr. Joseph Surace

Seconded by: Mr. Peter Suh

Motion Passed

Motion Failed

| <b>ROLL CALL</b>       | <b>AYES</b> | <b>NAYS</b> | <b>ABSENT</b> | <b>ABSTAINED</b> |
|------------------------|-------------|-------------|---------------|------------------|
| MRS. ESTHER HAN SILVER | X           |             |               |                  |
| MRS. HOLLY MORELL      | X           |             |               |                  |
| MRS. CANDACE ROMBA     |             |             | X             |                  |
| MR. DAVID SARNOFF      | X           |             |               |                  |
| MR. PETER SUH          | X           |             |               |                  |
| MR. JOSEPH SURACE      | X           |             |               |                  |
| MR. JEFF WEINBERG      | X           |             |               |                  |
| MS. HELEN YOON         | X           |             |               |                  |
| MR. YUSANG PARK        | X           |             |               |                  |

**PERSONNEL COMMITTEE**

**#1P**

RESOLUTION NO. 26397

**APPROVAL - STAFF TRIPS AND CONFERENCES AT NO COST TO THE DISTRICT**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the **attendance of staff members at the conferences** listed on the attached summary.

DATED: July 14, 2014  
Attachment

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Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**STAFF TRIPS AND CONFERENCES  
BOARD AGENDA OF 7/14/2014**

| <b>First</b> | <b>Last Name</b> | <b>District Location</b> | <b>Conference</b>                                 | <b>City, State</b> | <b>Dates</b> | <b>Total Cost Not to Exceed</b> |
|--------------|------------------|--------------------------|---|--------------------|--------------|---------------------------------|
| Alex         | Guzman           | CO                       | NJDOE Department of Education - College of NJ     | Ewing, NJ          | 8/4/2014     | \$0.00                          |
| Jodi         | Etra             | FLHS                     | Comicon Professional Educator Day - Javits Center | New York, NY       | 10/9/2014    | \$0.00                          |
| Jodi         | Etra             | FLHS                     | Geraldine Dodge Poetry Festival - NJ PAC          | Newark, NJ         | 10/23/2014   | \$0.00                          |
| <b>TOTAL</b> |                  |                          |   |                    |              | \$0.00                          |

**SALARY ADJUSTMENT FOR PATRICK AMBROSIO FROM ASSISTANT PRINCIPAL AT FORT LEE HIGH SCHOOL TO PRINCIPAL AT SCHOOL NO. 4**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **salary adjustment for Patrick Ambrosio** due to his transfer from Assistant Principal at Fort Lee High School to Principal of School No. 4 for the 2014-2015 school year, at an annual base salary of \$130,000, based upon the 2014-2015 guide of the FLAG contract, plus \$900 longevity pay.

DATED: July 14, 2014

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Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**RESCIND APPOINTMENT OF MARIA MANALIS  
AS 1:1 AIDE IN LEONIA PUBLIC SCHOOLS**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves **rescinding the appointment of Maria Manalis as a 1:1 Aide for the 2014-2015 school year**, including the Extended School Year Program, as previously approved on Resolution Nos. 26369 and 26370 dated June 30, 2014.

DATED: July 14, 2014

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Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |



**TRANSFER OF FRANCESCA MANENTE TO 1:1 AIDE AT LEONIA PUBLIC SCHOOLS FOR EXTENDED SCHOOL YEAR AND APPOINT FOR 2014-2015 SCHOOL YEAR**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **transfer of Francesca Manente from the In-District Extended School Year Program to the Out-of-District Program**, effective July 2, 2014, to replace Maria Manalis, as follows:

| Name              | From                                      |   | To   |   |
|-------------------|---|---|--|---|
| Francesca Manente | In-District<br>Preschool<br>Disabled Aide | At a salary of<br>\$1,775.00 for<br>ESY | 1:1 Aide at Leonia<br>Public Schools for ESY | \$17.75/hour not to<br>exceed 150 hours |

**BE IT FURTHER RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **appointment of Francesca Manente as a 1:1 Aide for an out-of-district student at Leonia Public Schools for 2014-2015 school year** at the salary based upon the 2012-2013 Teachers' Guide, pending negotiations:

| FIRST NAME | LAST NAME | POSITION                                | SCHOOL                | Step - Class        | Salary                           | Start Date | Replacing     | Reason for opening |
|------------|-----------|---|-----------------------|---------------------|----------------------------------|------------|---------------|--------------------|
| Francesca  | Manente   | 1:1 Aide for an out-of-district student | Leonia Public Schools | Step 3, Non-Degreed | \$24,379.00 Pending Negotiations | 9/1/14     | Maria Manalis | Resignation        |

**NOW THEREFORE, BE IT RESOLVED**, that this appointment is expressly contingent upon said employees executing the Board's customary employment contract, containing a thirty (30) day termination clause.

DATED: July 14, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**RESCIND APPOINTMENT OF GABRIELLE LOMBARDI  
AS LEAVE REPLACEMENT AT SCHOOL NO. 3**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves **rescinding of the appointment of Gabrielle Lombardi as a Leave Replacement at School No. 3** during the 2014-2015 school year, as previously approved on Resolution No. 26355 dated June 30, 2014.

DATED: July 14, 2014

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Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**RETIREMENT OF ALBERTO NAVAS AS CUSTODIAN AT SCHOOL NO. 2**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education accepts the **retirement of Alberto Navas as Custodian at School No. 2**, effective December 1, 2014.

DATED: July 14, 2014

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Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**EXTENDED SCHOOL YEAR BUS SERVICES**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **following Bus Drivers to work the Extended School Year Program for Summer 2014** at the hourly rate of \$20.55 per hour.

**Delmy Amaya Melendez  
Pedro Granados  
Judi Hernandez  
Taishnauth Puran  
Gladys Rodriguez  
Nieves Rodriguez**

DATED: July 14, 2014

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Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**APPOINTMENT OF BUS AIDES FOR 2014-2015 SCHOOL YEAR**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the appointment of the following **Bus Aides for the 2014-2015 school year** as outlined below:

| <b>Name</b>        | <b>Title</b> | <b>Hourly Rate</b> |
|--------------------|--------------|--------------------|
| Edwin Lazo         | Bus Aide     | \$13.94/hour       |
| Gregorio Hernandez | Bus Aide     | \$13.94/hour       |

DATED: July 14, 2014

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Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**APPOINTMENT OF MARK HANLEY AS HOME INSTRUCTOR  
FOR 2014-2015 SCHOOL YEAR**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the following staff member to be added to the list of **Home Instructors for the 2014-2015 school year:**

|                     |                             |
|---------------------|-----------------------------|
| <u>Staff Member</u> | <u>Rate of Pay</u>          |
| Mark Hanley         | \$45.00/hour (Certificated) |

DATED: July 14, 2014

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Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**APPOINTMENT OF MARCHING BAND CAMP STAFFING FOR SUMMER 2014**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the following appointments for the **Summer 2014 Marching Band Camp**, at the rates indicated:

| <b>Position</b>             | <b>Name</b>    | <b>Stipend</b> |
|-----------------------------|----------------|----------------|
| Band Director               | Harry T. Welte | \$ 800.00      |
| Assistant Band Director     | Joseph Picone  | \$ 800.00      |
| Color Guard Director        | OPEN           | \$ 800.00      |
| Drill Instructor            | Meng Yang      | \$ 500.00      |
| Percussion/Drill Instructor | Phillip Murphy | \$ 500.00      |
| Wind/Drill Instructor       | Bo Kyung Park  | \$ 500.00      |

DATED: July 14, 2014

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Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| <u>ROLL CALL</u>       | <u>AYES</u> | <u>NAYS</u> | <u>ABSENT</u> | <u>ABSTAINED</u> |
|------------------------|-------------|-------------|---------------|------------------|
| MRS. ESTHER HAN SILVER | X           |             |               |                  |
| MRS. HOLLY MORELL      | X           |             |               |                  |
| MRS. CANDACE ROMBA     |             |             | X             |                  |
| MR. DAVID SARNOFF      | X           |             |               |                  |
| MR. PETER SUH          | X           |             |               |                  |
| MR. JOSEPH SURACE      | X           |             |               |                  |
| MR. JEFF WEINBERG      | X           |             |               |                  |
| MS. HELEN YOON         | X           |             |               |                  |
| MR. YUSANG PARK        | X           |             |               |                  |

**SICK DAY PAYOUT FOR 2013-2014 RETIREES**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves **sick day payouts for 2013-2014 retirees**, as per the attached.

DATED: July 14, 2014  
Attachment

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Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |



**Fort Lee Board Of Education  
Unused Sick Days**

| LAST NAME   | FIRST NAME | Date of Hire | Retirement Date | Title              | Location      | 2010-2011 Salary | Daily Factor | Daily Amount | Unused Sick Days | Allowable Days @ 75% | Maximum Days | Payment/Board Share | Total TSA Limit 2014 | Employee Contributions As of 6/30/14 | Employer Contributions @ 6/30/14 | Employer Contributions 2015 |
|-------------|------------|--------------|-----------------|--------------------|---------------|------------------|--------------|--------------|------------------|----------------------|--------------|---------------------|----------------------|--------------------------------------|----------------------------------|-----------------------------|
| Galperin    | Susan      | 09/01/98     | 03/01/14        | SAC                | District      | 90,100.00        | 200          | 450.50       | 40.00            | 30.00                | 30.00        | 13,515.00           | 52,000.00            | 4,400.00                             | 13,515.00                        |                             |
| Brunnan     | Margaret   | 10/16/00     | 07/01/14        | Guidance Counselor | Middle School | 110,765.00       | 200          | 553.83       | 2.50             | 1.88                 | 1.88         | 1,038.42            | 52,000.00            | -                                    | 1,038.42                         |                             |
| Henry       | Diane      | 09/01/85     | 07/01/14        | Librarian          | School 1      | 100,141.00       | 200          | 500.71       | 137.00           | 102.75               | 100.00       | 50,070.50           | 52,000.00            | 7,200.00                             | 44,800.00                        | 5,270.50                    |
| Bordkaro    | Salvatore  | 11/02/98     | 01/01/14        | Maintenance        | District      | 69,671.00        | 260          | 267.97       | 117.00           | 87.75                | 87.75        | 23,513.96           | 52,000.00            | -                                    | 23,513.96                        |                             |
| Bickford    | Dolores    | 11/28/12     | 01/01/14        | Classroom Aide     | Flecc         | 20,678.00        | 200          | 103.39       | 11.00            | 8.25                 | 8.25         | 852.97              | 52,000.00            | -                                    | 852.97                           |                             |
| Gratele     | Judy       | 01/05/76     | 07/01/14        | Teacher            | School 1      | 100,141.00       | 200          | 500.71       | 155.00           | 116.25               | 100.00       | 50,070.50           | 52,000.00            | 300.00                               | 50,070.50                        |                             |
| Messin      | Denise     | 09/09/86     | 07/01/14        | Teacher            | School 3      | 108,765.00       | 200          | 543.83       | 90.00            | 67.50                | 67.50        | 36,708.19           | 52,000.00            | 6,000.00                             | 36,708.19                        |                             |
| Ditetano    | Daniel     | 09/01/87     | 02/01/14        | Teacher            | Middle School | 108,765.00       | 200          | 543.83       | 144.00           | 108.00               | 100.00       | 54,382.50           | 52,000.00            | 650.00                               | 51,350.00                        | 3,032.50                    |
| Nijro       | Domenica   | 09/01/90     | 01/01/14        | Teacher            | Middle School | 96,851.00        | 200          | 484.26       | 127.00           | 95.25                | 95.25        | 46,125.29           | 52,000.00            | -                                    | 46,125.29                        |                             |
| Burghart    | Carol      | 08/25/84     | 07/01/14        | Teacher            | High School   | 108,765.00       | 200          | 543.83       | 179.50           | 134.63               | 100.00       | 54,382.50           | 52,000.00            | 13,200.00                            | 38,800.00                        | 15,582.50                   |
| Firacchiaro | Camen      | 09/03/02     | 07/01/14        | Teacher            | High School   | 78,500.00        | 200          | 301.92       | 28.00            | 19.50                | 19.50        | 5,887.50            | 52,000.00            | -                                    | 5,887.50                         |                             |
| Sonner      | Kathy      | 11/05/84     | 07/01/14        | Teacher            | High School   | 100,141.00       | 200          | 500.71       | 210.00           | 157.50               | 100.00       | 50,070.50           | 52,000.00            | 1,800.00                             | 50,070.50                        |                             |
|             |            |              |                 |                    |               |                  |              |              |                  |                      |              |                     |                      |                                      |                                  |                             |
|             |            |              |                 |                    |               |                  |              |              |                  |                      |              | 388,617.83          |                      |                                      | 362,732.33                       | 23,885.50                   |
|             |            |              |                 |                    |               |                  |              |              |                  |                      |              |                     |                      |                                      |                                  | <b>\$388,617.83</b>         |

**UNUSED VACATION PAYOUT FOR THE 2013-2014 SCHOOL YEAR**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **payments of unused vacation days for the 2013-2014 school year** for staff members as outlined on the attached list.

DATED: July 14, 2014  
Attachment

\*Please note that Mr. Joseph Surace abstained from one name, Jack DeNichilo.

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

| <b>FORT LEE BOARD OF EDUCATION</b> |                         |                   |                  |
|------------------------------------|-------------------------|-------------------|------------------|
| <b>VACATION DAY</b>                |                         |                   |                  |
|                                    |                         |                   |                  |
|                                    |                         |                   |                  |
|                                    | <b>2012-2013 SALARY</b> |                   |                  |
|                                    |                         |                   |                  |
| GIACOMELLI                         | 153,114.00              | /240 * 5 DAYS=    | 3,189.88         |
| MARTIN                             | 135,066.00              | /240 * 6 DAYS=    | 3,376.65         |
| BERMAN                             | 149,745.00              | /240 * 2 DAYS=    | 1,247.88         |
| DANIELLO                           | 132,507.00              | /240 * 4 DAYS=    | 2,208.45         |
| GLYNN                              | 118,293.00              | /240 * 5 DAYS=    | 2,464.44         |
| AMBROSIO                           | 125,490.00              | /240 * 6 DAYS=    | 3,137.25         |
| COVIELLO                           | 119,970.00              | /240 * 5 DAYS=    | 2,499.38         |
| CHURCH                             | 154,975.00              | /240 * 5 DAYS=    | 3,228.65         |
| BRUDER                             | 146,289.00              | /240 * 6.25 DAYS= | 3,809.61         |
| RAFTERY                            | 115,389.00              | /240 * 7 DAYS=    | 3,365.51         |
| COLLAZO-BAKER                      | 102,719.00              | /240 * 7 DAYS=    | 2,995.97         |
|                                    |                         |                   |                  |
| AMATO                              | 141,462.00              | /260 * 12 DAYS=   | 6,529.02         |
|                                    |                         |                   |                  |
| FLORES                             | 117,538.00              | /240 * 5 DAYS=    | 2,448.71         |
| DENICHILO                          | 94,853.00               | /240 * 5 DAYS=    | 1,976.10         |
|                                    |                         |                   |                  |
|                                    |                         |                   | <b>42,477.48</b> |
|                                    |                         |                   |                  |

**AMENDING RESOLUTION NO. 26368 FOR THE APPOINTMENT OF  
2014 PROJECT JUMP START SUMMER PROGRAM STAFF**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the amending of Resolution No. 26368 previously approved on June 30, 2014 to be corrected to reflect the correct times and hours for the following appointments of the **2014 Project Jump Start Summer Program staff**, pending adequate/appropriate enrollment, to be funded by IDEA early intervening funds. Salary is based on a total of 100 work hours, from July 28, 2014 to August 14, 2014 (7:30 a.m. – 1:00 p.m.) and August 15, 2014 (7:30 a.m. – 2:30 p.m.), including the attendance of the mandatory training on July 10-11, 2014 (7:30 a.m. – 3:30 p.m.), with the exception of the nurse as noted below:

| <b>Name</b>                   | <b>Hours</b>   | <b>Salary</b>    |
|-------------------------------|--|------------------|
| <b>Teachers</b>               |  |                  |
| Megan Nishikawara             | Based upon 100 work hours  | \$4,843.00       |
| David Cuozzo                  |  | \$4,843.00       |
| Claudia Perrillo              |  | \$4,843.00       |
| Karli Jewett                  |  | \$4,843.00       |
| Luddy Serulle-Green           |  | \$4,843.00       |
| <b>Summer School Nurse</b>    |  |                  |
| Dominique Kondreck<br>(Nurse) | Based upon 58.5 work hours<br>(8:00 a.m. – 12:30 a.m.)<br>Note: Attendance not required<br>for nurse on training days. | \$48.43 per hour |

DATED: July 14, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**APPOINTMENT OF IRENE O'BRIEN FROM PART-TIME CLERK TYPIST TO 10-MONTH SECRETARY AT SCHOOL NO. 1**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the appointment of **Irene O'Brien from Part-Time Clerk Typist to 10-month Secretary at School No. 1** for the 2014-2015 school year, to be placed at Step 1 on the 2012-2013 Secretaries' Guide, at a salary of \$30,750.00, pending negotiations, effective September 1, 2014.

**NOW THEREFORE, BE IT RESOLVED**, that this appointment is expressly contingent upon **Irene O'Brien** executing the Board's customary employment contract, containing a thirty (30) day termination clause.

DATED: July 14, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**ADDITIONAL SUBSTITUTES  
FOR THE 2014-2015 SCHOOL YEAR**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education hereby approves the appointment of the following as **Substitutes** for the 2014-2015 school year:

| Name          | Position                  |
|---------------|---------------------------|
| Lauren Miller | Substitute Teacher / Aide |

**BE IT FURTHER RESOLVED**, that the above appointments are subject to and conditioned upon proof of compliance with the provisions of N.J.S.A. 18A:6-7.1b, Criminal History Records Checks for Substitutes.

DATED: July 14, 2014

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Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**TECHNOLOGY COMMITTEE**

#1T

RESOLUTION NO. 26412

**APPROVAL OF PURCHASE OF LAPTOPS AND PRINTER  
FOR DISTRICT PROFESSIONAL DEVELOPMENT WORKSHOPS**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the **purchase of 15 laptops for District Professional Development Workshops, 1 printer and toner cartridges**, at a cost not to exceed \$10,000, to be funded by Title IIA grant funds.

DATED: July 14, 2014

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Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |

**APPROVAL OF PURCHASE OF CHROMEBOOKS AND ACCESSORIES**

**BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the **purchase of the following computer hardware and accessories:**

| Qty          | Description  | Usage             | Cost               | Funding            |
|--------------|--|-------------------|--------------------|--------------------|
| 30           | Samsung Chromebooks/<br>mouse/headsets/Google<br>licensing | MS LEP population | \$23,010.58        | Title III<br>Grant |
| 30           | Samsung Chromebooks/<br>mouse/headsets/Google<br>licensing | HS LEP population |                    |                    |
| 2            | Ergotron PS Tablet<br>Charging Carts                       | MS/HS             |                    |                    |
| 60           | Headsets   | ESL/Bilingual     | \$858.64           | Title III<br>Grant |
| <b>Total</b> |  |                   | <b>\$23,869.22</b> |                    |

DATED: July 14, 2014

Motion by: Mrs. Holly Morell

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

| ROLL CALL              | AYES | NAYS | ABSENT | ABSTAINED |
|------------------------|------|------|--------|-----------|
| MRS. ESTHER HAN SILVER | X    |      |        |           |
| MRS. HOLLY MORELL      | X    |      |        |           |
| MRS. CANDACE ROMBA     |      |      | X      |           |
| MR. DAVID SARNOFF      | X    |      |        |           |
| MR. PETER SUH          | X    |      |        |           |
| MR. JOSEPH SURACE      | X    |      |        |           |
| MR. JEFF WEINBERG      | X    |      |        |           |
| MS. HELEN YOON         | X    |      |        |           |
| MR. YUSANG PARK        | X    |      |        |           |