

**BOARD OF EDUCATION OF THE  
VOCATIONAL SCHOOL IN THE  
COUNTY OF PASSAIC  
MINUTES**

**REGULAR MEETING  
BOARD ROOM**

**AUGUST 24, 2023  
THURSDAY**

**I. Call to Order:** President Coscia called the meeting to order at 4:30 p.m.  
Pledge of Allegiance

**II. Sunshine Statement**

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which time any business affecting their interests is discussed or acted upon. In accordance with this Act, the Board of Education of the Vocational School in the County of Passaic has caused notice of this meeting to be published by having the date, time and place thereof posted. The notice was emailed to the Herald News and the Record with a copy posted in the school lobby.

**III. Roll-call:** Commissioner Michael Coscia  
Commissioner Damaris M. Solomon (arrived 4:35 p.m.)  
Commissioner Glenn L. Brown (arrived 4:40 p.m.)  
Commissioner Aleksandra Tasic  
Commissioner Kesha Drakeford (absent)

**Administrators:** John Maiello, Superintendent  
Joseph Sabbath, Assistant Superintendent  
Leonard T Szczawinski, Assistant Superintendent  
Richard Giglio, Business Administrator/Board Secretary (absent)  
Christine Kahwaty, Assistant Business Administrator/Board Secretary  
Theresa Curreri, Administrative Assistant to the Board of Education  
Antonio Garcia, Principal – PCTI  
Joaquim Johnson, Principal - DCL STEM Academy  
Sandra Woods, Director of Communications/Special Projects (absent)  
Albert C. Buglione, Board Counsel (absent)

**IV. Petitions and Requests of the Public - none**

V. **Superintendent's Report** – Mr. Maiello welcomed everyone back to the new school year and thanked the leadership team for their time and dedication to ensure the start was smooth and efficient. Mr. Maiello thanked the Mrs. Woods, Mr. Garcia, and Mr. Johnson for their positive and motivational new student and new faculty orientations as well as the opening days for faculty and students.

Mr. Boaz Loar presented the annual New Jersey Graduation Proficiency Assessment (NJGPA) results from the Spring 2023 administration of the proficiency assessment to 11<sup>th</sup> grade students. Students who take, but do not meet the minimum required score on each component of the assessment, has the opportunity to receive additional supports. The comparison of the percentage results of the district vs. those of the state are as follows:

English Language Arts:    Graduation ready: PCTVS 92.5% vs. State 80.5%  
   Not yet ready: PCTVS 7.5% vs. State 19.5%

Mathematics:                      Graduation ready: PCTVS 77.8% vs. State 55.0%  
   Not yet ready: PCTVS 22.2% vs. State 45.0%

About 80% of PCTVS students are proficient in Mathematics; 90.2% of PCTI students are proficient in English Language Arts; 93.4% of DCL STEM Academy students are proficient in Mathematics. Supervisors are analyzing all data, relative to students as well as their department's Professional Learning Communities, to identify areas of deficiency, align instructional strategies with curriculum pacing, and provide the students opportunities to re-test or participate in an alternative assessment to meet their graduation requirements.

**Business Administrator's Report** – Mrs. Kahwaty submitted her written report for the month of August 2023 and is included in the Superintendent's Report attached to the agenda.

**Athletics' Report** – Mr. Nese submitted his written report for the month of August 2023 and is included in the Superintendent's Report attached to the agenda.

**Communications Report** – Mrs. Woods submitted her written report for the month of August 2023 and is included in the Superintendent's Report attached to the agenda.

**DCL STEM Academy Principal's Report** – Mr. Johnson submitted his written report for the month of August 2023 and is included in the Superintendent's Report attached to the agenda.

**PCTI Principal's Report** – Mr. Garcia submitted his written report for the month of August 2023 and is included in the Superintendent's Report attached to the agenda.

VI. Board Secretary’s Report

A. Board Minutes - motion to receive, approve, and file the following minutes:

- Regular Meeting of July 27, 2023

B. Financial Reports – will be presented at the September 21, 2023 public meeting.

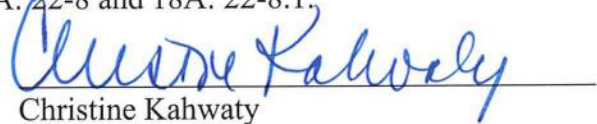
Board of Education’s Monthly Certification

Pursuant to N.J.A.C.6:20-2.212(e), we certify that as of July 31, 2023, and upon consulting with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C.6:20-2.13(b), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Board Secretary’s Monthly Certification

Pursuant to N.J.A.C. 6:20-2.12(d), I certify that as of July 31, 2023, no budgetary line-item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A: 22-8 and 18A: 22-8.1.

Date: August 24, 2023



Christine Kahwaty  
Assistant Business Administrator/Board Secretary

Board Policies / Regulations

C. Motion to approve, upon the recommendation of the Superintendent, suspending Robert’s Rules of Order in order to have the first and second reading and adoption of the following new or revised Board policies and/or regulations and to abolish the noted policies and/or regulations:

| <u>Number</u>      | <u>Title</u>                             |
|--------------------|--|
| Policy 1642.01     | Sick Leave (NEW)                         |
| Regulation 1642.01 | Sick Leave (NEW)                         |
| Policy 2419        | School Threat Assessment Teams (M) (NEW) |
| Regulation 2419    | School Threat Assessment Teams (M) (NEW) |
| Policy 3432        | Sick Leave – ABOLISH                     |
| Regulation 3432    | Sick Leave – ABOLISH                     |
| Policy 4432        | Sick Leave – ABOLISH                     |
| Regulation 4432    | Sick Leave – ABOLISH                     |

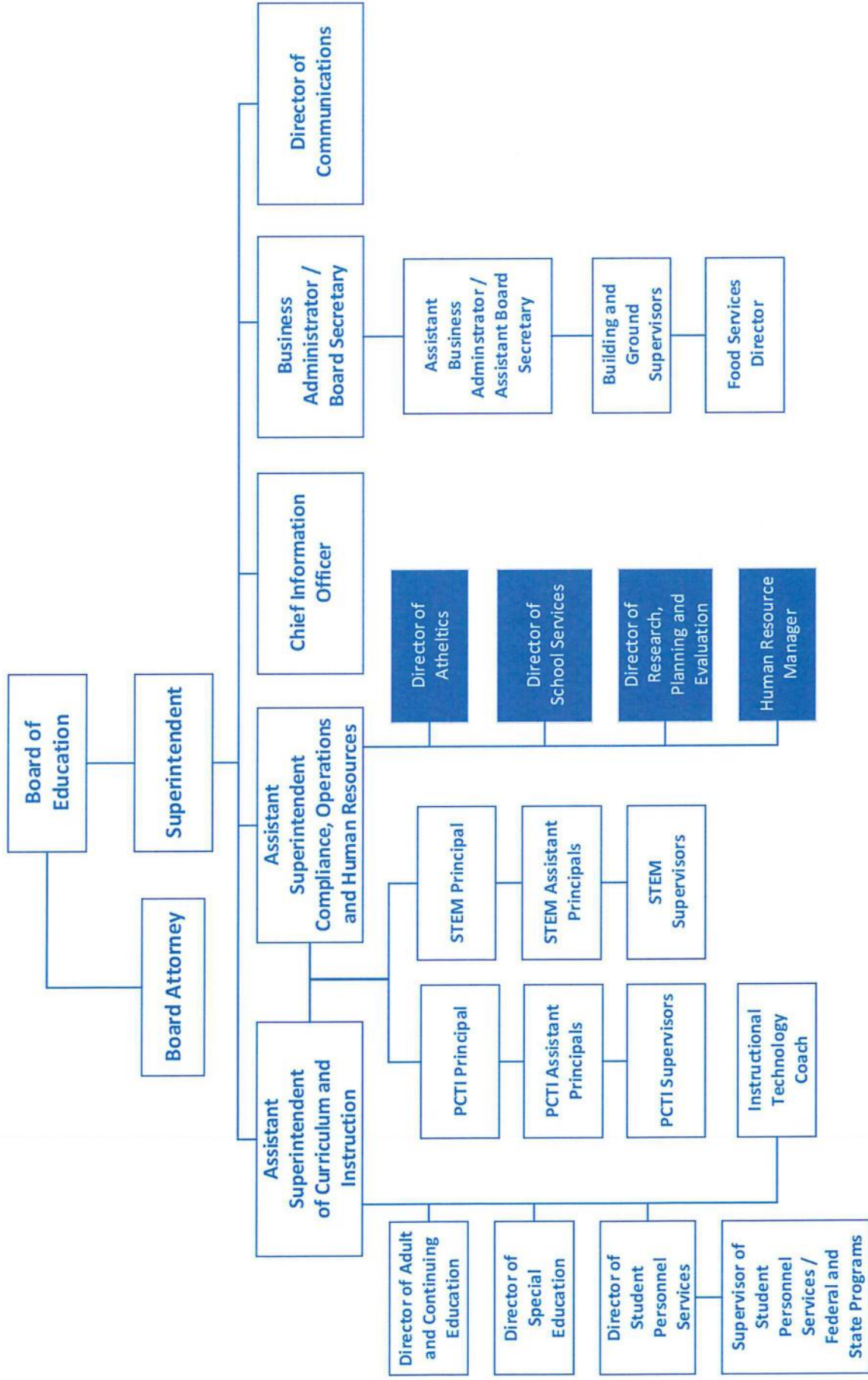
Motion Mr. Brown Second Ms. Tasic Roll-call 4 – 0  
Motion carried

District Organizational Chart 2023/2024 School Year

D. Motion to approve, upon the recommendation of the Superintendent, the revised District Organizational Chart as per appended.

Motion Mr. Brown Second Ms. Tasic Roll-call 4 – 0  
Motion carried

# District Organizational Chart 2023-2024



**VII. Administration and Finance**

**Consent Agenda**

- A1. Motion to approve, having received the Board Agenda in time to review, a Consent Agenda with formal action of the Administration and Finance agenda items with the exception of agenda items H and W.

Motion Mr. Brown Second Ms. Solomon Roll-call 4 – 0  
Motion carried

- A. Motion to approve, upon the recommendation of the Superintendent, the bills and claims list attached, having been found in order by the Business Administrator, be and they are ordered to be released for payment when funds are available; and

Further those claims are entered in the Board’s official minutes and be opened to further inspection by Board Members and others entitled to inspect it:

|                |   |
|----------------|---|
| \$1,634,284.40 | Bills & Claims/August 24, 2023 - Columbia Bank (Master)         |
| \$ 18,387.25   | Bills & Claims/ August 24, 2023 - Columbia Bank (Café)          |
| \$5,877,807.21 | Electronic Payments – Columbia Bank (Master)                    |
| \$ 1,344.00    | Electronic Payments – NJ Dept. of Labor & Workforce Development |
|                | Payroll paid for July 28, 2023 - \$1,113,178.23                 |
|                | Payroll paid for August 15, 2023 - \$997,357.27                 |

Motion Mr. Brown Second Ms. Solomon Roll-call 4 – 0  
Motion carried

**Transfers and Modifications**

- B. None

**State Contracts**

- C. Motion to approve, upon the recommendation of the Superintendent, the award of the purchase of goods and services through State Contract vendors, per the appended list, in accordance with N.J.S.A. 18A:18A-10.

Motion Mr. Brown Second Ms. Solomon Roll-call 4 – 0  
Motion carried

**School Food Distribution Agreement (FY24)**

- D. Motion to approve, upon the recommendation of the Superintendent, the School Food Distribution Agreement (SFDA) for fiscal year 2024, Agreement #03103995 for the period effective July 1, 2023 through June 30, 2024.

Motion Mr. Brown Second Ms. Solomon Roll-call 4 – 0  
Motion carried

**VII. Administration and Finance**

**Faculty Cafeteria Lunch Increase**

- E. Motion to approve, upon the recommendation of the Superintendent, a \$0.50 increase of the cost of lunch in the faculty cafeterias effective September 1, 2023.

|                      |                                 |
|----------------------|---------------------------------|
| <u>Current Price</u> | <u>Price Effective 09/01/23</u> |
| \$6.00               | \$6.50                          |

Motion      Mr. Brown                                      Second      Ms. Solomon                                      Roll-call 4 – 0  
Motion carried

**Electronic Funds Transfer and Claimant Certification**

- F. Motion to approve, upon the recommendation of the Superintendent, Joseph Sabbath, Assistant Superintendent of Compliance/Operations/Human Resources, as the Superintendent’s designee to review claims for payment and authorize, in writing, the electronic fund transfers in accordance with District Policy No. 6470.01, Electronic Funds Transfer and Claimant Certification for the 2023/2024 school year.

Motion      Mr. Brown                                      Second      Ms. Solomon                                      Roll-call 4 – 0  
Motion carried

- G. Motion to approve, upon the recommendation of the Superintendent, Leonard “Ted” Szczawinski, Assistant Superintendent of Curriculum and Instruction as the designees to review activity reports of all transactions utilizing standard EFT technologies, on no less than a weekly basis, in accordance with District Policy No. 6470.01, Electronic Funds Transfer and Claimant Certification for the 2023/2024 school year.

Motion      Mr. Brown                                      Second      Ms. Solomon                                      Roll-call 4 – 0  
Motion carried

**2023/2024 School Year Transportation Services Agreement**

- H. Motion to approve, upon the recommendation of the Superintendent, 2023/2024 School Year Transportation Services Agreement with the Northern Region Educational Services Commission, to provide transportation of students attending the Passaic County Technical Vocational Schools who reside within the radius of 2.5 miles, in accordance with the terms of the agreement, as per the appended, commencing September 6, 2023 through June 2024:

| <u>Route</u> | <u>Program</u>   | <u>Contractor</u>    | <u># Days</u> | <u>Cost Per Diem</u> | <u>Total Route Cost</u> |
|--------------|------------------|----------------------|---------------|----------------------|-------------------------|
| TU01         | PCTVS (Paterson) | Jersey Kids Trans.   | 180           | \$360.00             | \$64,800.00             |
| TU02         | PCTVS (Paterson) | Jersey Kids Trans.   | 180           | \$397.27             | \$71,508.60             |
| TU03         | PCTVS (Paterson) | Jersey Kids Trans.   | 180           | \$397.27             | \$71,508.60             |
| TU04         | PCTVS (Paterson) | Jersey Kids Trans.   | 180           | \$367.00             | \$66,060.00             |
| TU05         | PCTVS (Paterson) | Jersey Kids Trans.   | 180           | \$365.00             | \$65,700.00             |
| TU06         | PCTVS (Paterson) | First Student        | 180           | \$435.63             | \$78,413.40             |
| TU08         | PCTVS (Paterson) | Jersey Kids Trans.   | 180           | \$365.00             | \$65,700.00             |
| TU09         | PCTVS (Paterson) | Jersey Kids Trans.   | 180           | \$463.13             | \$83,363.40             |
| TU10         | PCTVS (Paterson) | First Student        | 180           | \$497.13             | \$89,483.40             |
| TU11         | PCTVS (Paterson) | Aldin Transportation | 180           | \$486.88             | \$87,638.40             |
| TU12         | PCTVS (Paterson) | Jersey Kids Trans.   | 180           | \$390.00             | \$70,200.00             |

VII. Administration and Finance

| H. <u>Route</u> | <u>Program</u>      | <u>Contractor</u>    | <u># Days</u> | <u>Cost Per Diem</u> | <u>Total Route Cost</u> |
|-----------------|---------------------|----------------------|---------------|----------------------|-------------------------|
| TU13            | PCTVS (Paterson)    | Jersey Kids Trans.   | 180           | \$390.00             | \$70,200.00             |
| TU14            | PCTVS (Paterson)    | Jersey Kids Trans.   | 180           | \$390.00             | \$70,200.00             |
| TU15            | PCTVS (Prosp. Pk)   | First Student        | 180           | \$435.63             | \$78,413.40             |
| TU16            | PCTVS (Prosp. Pk)   | Aldin Transportation | 180           | \$486.88             | \$87,638.40             |
| TU17            | PCTVS (Haledon)     | First Student        | 180           | \$435.63             | \$78,413.40             |
| TU18            | PCTVS (Haledon)     | First Student        | 180           | \$435.63             | \$78,413.40             |
| TU20            | PCTVS (N Haledon)   | First Student        | 180           | \$435.63             | \$78,413.40             |
| TU21            | PCTVS (Haledon)     | Jersey Kids Trans.   | 180           | \$370.00             | \$66,600.00             |
| TU22            | PCTVS (Haledon)     | First Student        | 180           | \$435.63             | \$78,413.40             |
| TU23            | PCTVS (Prospect Pk) | Jersey Kids Trans.   | 180           | \$370.00             | \$66,600.00             |
|                 |                     |                      |               | Total                | \$1,567,681.20          |
|                 |                     |                      |               | 3% Surcharge         | 47,030.44               |
|                 |                     |                      |               | Total Cost           | \$1,614,711.64          |

|                |           |                 |             |                 |
|----------------|-----------|-----------------|-------------|-----------------|
| Motion         | Mr. Brown | Second          | Ms. Solomon | Roll-call 3-0-1 |
| Motion carried |           | Roll-call vote: | Mr. Brown   | yes             |
|                |           |                 | Ms. Tasic   | abstain         |
|                |           |                 | Ms. Solomon | yes             |
|                |           |                 | Mr. Coscia  | yes             |

Consulting Services

I. Motion to approve, upon the recommendation of the Superintendent, to continue the consulting services of Betar Consulting, LLC (William Betar) for support services in Central Office, for the period commencing September 1, 2023 through June 30, 2024, as needed, at the daily rate of \$525.00, and not to exceed a total of 75 days, to be funded through Title II Federal Funds.

|                |           |        |             |                 |
|----------------|-----------|--------|-------------|-----------------|
| Motion         | Mr. Brown | Second | Ms. Solomon | Roll-call 4 – 0 |
| Motion carried |           |        |             |                 |

J. Motion to approve, upon the recommendation of the Superintendent, to continue the consulting services of Dr. Maria Nuccetelli for support services in Central Office, for the period commencing September 1, 2023 through June 30, 2024, as needed, at the daily rate of \$525.00, and not to exceed a total of 75 days, to be funded through Title II Federal Funds.

|                |           |        |             |                 |
|----------------|-----------|--------|-------------|-----------------|
| Motion         | Mr. Brown | Second | Ms. Solomon | Roll-call 4 – 0 |
| Motion carried |           |        |             |                 |

K. Motion to approve, upon the recommendation of the Superintendent, to continue the consulting services of Dr. Albert Pecora for support services in Central Office, for the period commencing September 1, 2023 through June 30, 2024, as needed, at the daily rate of \$525.00, and not to exceed a total of 75 days, to be funded through Title II Federal Funds.

|                |           |        |             |                 |
|----------------|-----------|--------|-------------|-----------------|
| Motion         | Mr. Brown | Second | Ms. Solomon | Roll-call 4 – 0 |
| Motion carried |           |        |             |                 |

**VII. Administration and Finance**

- L. Motion to approve, upon the recommendation of the Superintendent, to continue the consulting services of HMFA Consulting, LLC (Cathy Pagano) for the period commencing August 1, 2023 through June 30, 2024, as needed, at the hourly rate of \$45.00, and not to exceed \$7,000.00.

Motion Mr. Brown Second Ms. Solomon Roll-call 4 – 0  
 Motion carried

- M. Motion to approve, upon the recommendation of the Superintendent, to continue the consulting services of Shoop SBA, LLC for purchasing and professional development consulting services for the period commencing September 1, 2023 through June 30, 2024, as needed, at the hourly rate of \$125.00, not to exceed \$35,000.00.

Motion Mr. Brown Second Ms. Solomon Roll-call 4 – 0  
 Motion carried

**Team Physician**

- N. Motion to approve, upon the recommendation of the Superintendent, the professional services of Academy Orthopaedics as the provider of doctors for our home football games, at a stipend of \$275.00 per game with approximately 20 games scheduled for a total not to exceed \$5,500.00 for the period effective August 2023 through November 2023.

Motion Mr. Brown Second Ms. Solomon Roll-call 4 – 0  
 Motion carried

**Mental Health and Psychiatric Evaluations**

**Dr. Norman Ladov, Psychiatric Evaluations**

- O. Motion to approve, upon the recommendation of the Superintendent, the professional services of Dr. Norman Ladov to perform Psychiatric Evaluations for the district, as needed, for the 2023/2024 school year at the fee of \$800.00 per evaluation.

Motion Mr. Brown Second Ms. Solomon Roll-call 4 – 0  
 Motion carried

**Dr. Esther Fridman, Psychiatric Evaluations**

- P. Motion to approve, upon the recommendation of the Superintendent, the professional services of Dr. Esther Fridman to perform Psychiatric Evaluations for the district, as needed, for the 2023/2024 school year at the fee of \$700.00 per evaluation.

Motion Mr. Brown Second Ms. Solomon Roll-call 4 – 0  
 Motion carried

**Family Therapy Psychiatry and Therapy, Psychiatric Evaluations**

- Q. Motion to approve, upon the recommendation of the Superintendent, the professional services of Family Therapy Psychiatry and Therapy to perform Psychiatric Evaluations for the district, as needed, for the 2023/2024 school year at the fee of \$850.00 per evaluation.



**VII. Administration and Finance**

Q. Motion      Mr. Brown      Second      Ms. Solomon      Roll-call 4 – 0  
Motion carried

**Care Plus, Mental Health Screening**

R. Motion to approve, upon the recommendation of the Superintendent, the professional services of Care Plus, to perform Mental Health Screening for the district, as needed, for the 2023/2024 school year at the fee of \$350.00 per screening/summary letter.

Motion      Mr. Brown      Second      Ms. Solomon      Roll-call 4 – 0  
Motion carried

**Tri-County Behavioral Care, Mental Health Screening**

S. Motion to approve, upon the recommendation of the Superintendent, the professional services of Tri-County Behavioral Care, to perform Mental Health Screening for the district, as needed, for the 2023/2024 school year at the fee of \$165.00 per screening/summary letter.

Motion      Mr. Brown      Second      Ms. Solomon      Roll-call 4 – 0  
Motion carried

**Tri-County Behavioral Care, Substance Evaluation and Treatment**

T. Motion to approve, upon the recommendation of the Superintendent, the professional services of Tri-County Behavioral Care, to perform Substance Evaluation and Treatment for the district, as needed, for the 2023/2024 school year at the fee of \$215.00 per assessment/screening.

Motion      Mr. Brown      Second      Ms. Solomon      Roll-call 4 – 0  
Motion carried

**Annual Memberships**

**Passaic County Consortium (PC3) 2023/2024 Annual Membership**

U. Motion to approve, upon the recommendation of the Superintendent, the 2023/2024 annual membership to the Passaic County Consortium, aka PC3, as per the By-Laws at a membership fee of \$200.00 which allows the District to have three (3) District staff attend meetings and work sessions. These individuals can alternate to participate in a particular meeting or session.

Motion      Mr. Brown      Second      Ms. Solomon      Roll-call 4 – 0  
Motion carried

**New Jersey Association of Federal Program Administrators Membership**

V. Motion to approve, upon the recommendation of the Superintendent, the 2023/2024 Annual Membership to the New Jersey Association of Federal Program Administrators (NJAFPA), at a membership fee of \$329.00 for Mark Frederick and to be funded by ARP ESSER federal funds.

Motion      Mr. Brown      Second      Ms. Solomon      Roll-call 4 – 0  
Motion carried

VII. Administration and Finance

Transportation Bid Threshold Increase

W. Whereas, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 18A:39-3, has increased the School Districts, Board of Education, Transporting Pupils Transportation bid threshold amount for school districts with a Qualified Purchasing Agent, from \$20,200 to \$22,400, effective July 1, 2023.

Now, therefore, be it resolved, that the Board of Education of the Vocational School in the County of Passaic, upon the recommendation of the Superintendent and pursuant to N.J.S.A. 18A:39-3, establishes and sets the transportation bid threshold amount of \$22,400 for the Board of Education and further authorizes Richard Giglio, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:39-3, for those purchases that do not exceed the aggregate of the newly established bid threshold amount.

|                |           |                 |             |                 |
|----------------|-----------|-----------------|-------------|-----------------|
| Motion         | Mr. Brown | Second          | Ms. Solomon | Roll-call 3-0-1 |
| Motion carried |           | Roll-call vote: | Mr. Brown   | yes             |
|                |           |                 | Ms. Tasic   | abstain         |
|                |           |                 | Ms. Solomon | yes             |
|                |           |                 | Mr. Coscia  | yes             |

Behavioral Threat Assessment Team 2023/2024 School Year

X. Motion to approve, upon the recommendation of the Superintendent and in compliance with N.J.S.A. 18A:17-43.4, the appointment of the following staff members\* to serve on the District’s Behavioral Threat Assessment Teams for the 2023/2024 school year:

PCTI Behavioral Threat Assessment Team

Antonio Garcia, Principal  
 Michael Pettineo, Teacher  
 Jennifer Limekiller, School Psychologist  
 Terry Smith, Coordinator of Security Services  
 Robert MacFarlane, Assist. Coord. of Sec. Services  
 Johannes Gonzalez, Student Resource Officer  
 Kenneth McDaniel, Director of School Services/  
 School Safety Specialist

DCL STEM Behavioral Threat Assessment Team

Joaquim Johnson, Principal  
 Mohamed Khairullah, Assistant Principal  
 Dr. Selena Justice, School Psychologist  
 Terry Smith, Coordinator of Security Services  
 Robert MacFarlane, Assist. Coord. of Sec. Services  
 Krystal Perez, Student Resource Officer  
 Kenneth McDaniel, Director of School Services/  
 School Safety Specialist  
 Jason Fortino, Social Studies Instructor

PCTVS District Threat Assessment Team

Kenneth McDaniel, Director of School Services/School Safety Specialist  
 Terry Smith, Coordinator of Security Services  
 Robert MacFarlane, Assistant Coordinator of Security Services  
 Jasmin Blessing, Student Resource Officer  
 Michele Rizzo, Director of Special Services  
 Nick Bucci, Director of Pupil Personnel Services  
 Mohamed Khairullah, Assistant Principal  
 Jerry Castaneda, Assistant Principal  
 Michael Pettineo, Mathematics Instructor  
 Jason Fortino, Social Studies Instructor

\* as deemed necessary and appropriate, additional faculty members will be called to assist the teams with their responsibilities relative to behavioral threat assessments



# STATE CONTRACT PURCHASE ORDERS

August 24, 2023

| DATE      | VENDOR NAME               | STATE CONTRACT #    | PO #   | AMOUNT      |
|-----------|---------------------------|---------------------|--------|-------------|
| 7/20/2023 | Atlantic Tomorrows Office | G40467              | 402423 | \$2,420.00  |
| 7/13/2023 | Apple Financial Services  | 1062153             | 402435 | \$59,886.23 |
| 7/6/2023  | Facsimile Communications  | G40467              | 402429 | \$1,992.00  |
| 7/19/2023 | Lawson Products           | A-43023             | 402493 | \$70,000.00 |
| 7/25/2023 | School Health Corp        | T-2478 BPO 84690    | 402516 | \$22,466.00 |
| 8/1/2023  | Dynamic Security LLC      | T2424-17-Tele-00230 | 402583 | \$7,910.40  |

**VIII. Curriculum and Instruction**

**Consent Agenda**

- A1. Motion to approve, having received the Board Agenda in time to review, a Consent Agenda with formal action of the Curriculum and Instruction agenda items.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**Articulation Agreements 23/24 School Year**

- A. Motion to approve, upon the recommendation of the Superintendent, entering into an Articulation Agreement for Dual Enrollment credits with the following institutions of higher education for the 2023/2024 school year:

| <u>Institution</u>                   | <u>Institution</u>                           |
|--------------------------------------|--|
| Bergen County Community College      | Rutgers School of Health Related Professions |
| Berkeley College                     | Seton Hall University                        |
| Fairleigh Dickinson University       | Stevenson University                         |
| Indiana University-Perdue University | SUNY Delhi                                   |
| Passaic County Community College     | Syracuse University                          |
| Rochester Institute of Technology    | William Paterson University                  |
| Rockland Community College           |  |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**Mentoring Plan 2023/2024 School Year**

- B. Motion to approve, upon the recommendation of the Superintendent, the 2023/2024 Mentoring Plan as appended.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

- C. Motion to approve, upon the recommendation of the Superintendent, the submission of the 2023/2024 Statement of Assurance for the School District Professional Development Plans and Mentoring Plans.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**Curriculum Development and Revision**

- D. Motion to approve, upon the recommendation of the Superintendent, the development or revision of the curricula below:

| <u>Course</u>       | <u>Type</u> | <u>Hours</u> |
|---------------------|-------------|--------------|
| Child Development 1 | Revision    | 10           |
| Child Development 2 | Revision    | 10           |
| Child Development 3 | Revision    | 10           |

VIII. Curriculum and Instruction

| <u>D. Course</u>    | <u>Type</u> | <u>Hours</u> |
|---------------------|-------------|--------------|
| Child Development 4 | Revision    | 10           |
| Criminal Justice 3  | Revision    | 10           |
| Criminal Justice 4  | Revision    | 10           |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**NJGPA and NJSLA 2023/2024 Test Dates**

E. Motion to approve, upon the recommendation of the Superintendent, the following district test dates for the 2023/2024 school year:

| <u>Test Name</u> | <u>Test Dates</u>         |
|------------------|---------------------------|
| NJGPA            | 03/12/2024 and 03/13/2024 |
| NJSLA            | 04/30/2024 and 05/01/2024 |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**2023/2024 Substitute Teacher Orientation**

F. Motion to approve, upon the recommendation of the Superintendent, a 2023/2024 Substitute Teacher Orientation to review responsibilities, expectations, district policies and procedures, school safety, and use of technology, to be held Friday, September 1, 2023 from 12:00 p.m. to 3:00 p.m. with approximately 76 active substitutes who will be paid for a half day (\$75.00) to attend, total cost not to exceed \$7,500.00.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**William Paterson University (WPU) Instrumental Music Partnership**

G. Motion to approve, upon the recommendation of the Superintendent, WPU Instrumental Music Partnership, a six-week partnership between William Paterson University students in the *Teaching Strategies for Instrumental Music* and PCTI students in Concert Marching Band class, with PCTI students giving a final performance/presentation of their work.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**Supplemental Educational Services Program 2023/2024 School Year – Revision**

H. Motion to approve, upon the recommendation of the Superintendent, the revision of the 2023/2024 Supplemental Educational Services Program to be held October 2023 through June 2024, Tuesdays and Wednesdays, 3:15 p.m. to 4:45 p.m.\*  
 \*approved at the 06/27/23 BOE meeting to be held 3:15 p.m.-4:15 p.m.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**VIII. Curriculum and Instruction**

**Student Interns**

- I. Motion to approve, upon the recommendation of the Superintendent, Kassandra Aguirre, a Montclair State University student, to an internship to be supervised by the District’s Social Worker, beginning September 5, 2023 for a total of 210 hours over the course of the 2023/2024 school year.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

- J. Motion to approve, upon the recommendation of the Superintendent, Alyssa Gauthier, a William Paterson University graduate level student, to an internship to be supervised by the District’s Speech-Language Therapists, beginning September 5, 2023 for a total of 100-125 hours over the course of one semester.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**2023 Fall Saturday Parent Computer Academy**

- K. Motion to approve, upon the recommendation of the Superintendent, a 2023 Fall Saturday Parent Computer Class to be held on four Saturdays (October 7, 14, 21, and 28), 3 instructors at the hourly rate of \$52.22 and 1 counselor at the hourly rate of \$61.84, not to exceed a total of 64 hours and to be funded through Title I federal funds.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**ESL After School Program**

- L. Motion to approve, upon the recommendation of the Superintendent, an after-school ESL program dedicated to our English Language Learner students; to be held on Tuesdays and Wednesdays from October 3, 2023 through June 5, 2024, one hour each session from 3:15 p.m.-4:15 p.m., 1 instructor to work 2 hours per week each, at the hourly rate of \$52.22 and to be funded by ARP ESSER federal funds.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**ESL After School Program Supplies**

- M. Motion to approve, upon the recommendation of the Superintendent, the purchase of English Language Learner workbooks and materials for the after-school ESL After School Program dedicated to English Language Learners; not to exceed \$2,000.00 and to be funded by ARP ESSER federal funds.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**VIII. Curriculum and Instruction**

**AP Test Preparation Workshops**

- N. Motion to approve, upon the recommendation of the Superintendent, after-school Advanced Placement Test College Board Workshops dedicated to AP students in English, Science, History, and Math; to be held on Tuesdays, Wednesdays, and Thursdays from October 3, 2023 through May 10, 2024, one hour each session from 3:15 p.m.-4:15 p.m., 12 instructors to work 3 hours per week each, at the hourly rate of \$52.22 and to be funded by ARP ESSER federal funds.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**AP Test Preparation Workshops Supplies**

- O. Motion to approve, upon the recommendation of the Superintendent, the purchase of AP College Board workbooks and materials for the after-school Advanced Placement Test College Board Workshops dedicated to AP students in English, Science, History and Math; not to exceed \$3,000.00 for each subject and to be funded by ARP ESSER federal funds.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**After School STEM CTE Intensification**

- P. Motion to approve, upon the recommendation of the Superintendent, an after-school STEM CTE Intensification program dedicated to STEM students; to be held on Wednesdays and Thursdays from October 16, 2023 through June 15, 2024, 1.5 hours each session from 3:15 p.m.-4:45 p.m., 6 instructors to work 1.5 hours per week each, at the hourly rate of \$52.22 and to be funded by ARP ESSER federal funds.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**After School STEM CTE Intensification Supplies**

- Q. Motion to approve, upon the recommendation of the Superintendent, the purchase of supplies and materials for the after-school STEM CTE Intensification program dedicated to CTE students; not to exceed \$3,000.00 for each subject, and to be funded by ARP ESSER federal funds.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**Academic Success Before School Program**

- R. Motion to approve, upon the recommendation of the Superintendent, before-school Academic Success Program dedicated to PCTVS special education students who need additional social, emotional, and educational support; to be held on Mondays through Thursdays from October 2, 2023 through June 13, 2024, 45 minutes each session from 7:10 a.m.-7:55 a.m., 3 child study team case managers to work 3 hours per week each, at the hourly rate of \$61.84 and to be funded through ARP ESSER federal funds.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried



**VIII. Curriculum and Instruction**

**Collaborative Learning and Study Program**

- S. Motion to approve, upon the recommendation of the Superintendent, an after-school Collaborative Learning and Study Program dedicated to PCTVS students; to be held on Mondays through Thursdays from October 2, 2023 through June 13, 2024, 1 hour each session from 3:15 p.m.-4:15 p.m., 3 instructors to work 4 hours per week each, at the hourly rate of \$52.22, and to be funded by ARP ESSER federal funds.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**2023 PCTI Communication Arts Portfolio Day**

- T. Motion to approve, upon the recommendation of the Superintendent, the PCTI Communication Arts Portfolio Day to be held Wednesday, October 11, 2023 from 9:00 a.m.-2:00 p.m. to be held in the PCTI Multipurpose Room; 11th and 12th grade students in Video Production, Graphic Design & 3D Animation, and Advertising Arts to participate along with the following staff members:

| <u>Name</u>      | <u>Position</u>  |
|------------------|------------------|
| Lukas Cannarozzi | Instructor       |
| Fernando Colon   | Instructor       |
| Andrew Jones     | Instructor       |
| Jody Lazarski    | Instructor       |
| Gioacchino Patti | Instructor       |
| Jillian Diaz     | School Counselor |
| Katrina Najem    | School Counselor |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**2023 Red Ribbon Week Initiative**

- U. Motion to approve, upon the recommendation of the Superintendent, the Red Ribbon Week Initiative Activities Monday, October 23, 2023 through Friday, October 27, 2023.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**Professional Development – “Signs Matter: Early Detection”**

- V. Motion to approve, upon the recommendation of the Superintendent, the authorization in advance as required by statute, the attendance at the following 2-hour, self-paced professional development course and the cost of all registration fees in accordance with the terms of Board Policy:

| <u>Staff to Attend</u>  | <u>Workshop</u>                         |
|-------------------------|---|
| School Administration   | Signs Matter: Early Detection           |
| Teachers                | NJ Workshop presented by Legal One      |
| Educational Specialists | 09/01/2023-12/31/2023; cost \$3,000.00* |
|                         | *to be funded by ESSER federal funds    |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**VIII. Curriculum and Instruction**

**John Morello, Student / Parent Presentation**

W. Motion to approve, upon the recommendation of the Superintendent, the professional services of John Morello, to be held Wednesday, October 23, 2023 for the district, to perform a student assembly on Substance Abuse and Choices and a separate parent engagement meeting, total fee of \$5,200.00.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**PCTVS Professional Development Conferences/Workshops**

X. Motion to approve, upon the recommendation of the Superintendent, the authorization, in advance as required by statute, the attendance at the following professional conferences, meetings, and workshops:

| <u>Faculty Member</u>                              | <u>Conference Title/Description</u>   | <u>Dates</u>   | <u>Cost</u> |
|--|---|--|-------------|
| Michele Rizzo                                      | Adapting the Code of Conduct to Address Specialized Population<br>Online; 9:00 a.m.-3:00 p.m.   | 08/03/2023   | \$125       |
| Cathleen Paluszek<br>Jeanie Profeta<br>Amy Sickles | Conquer Math Workshop: Financial Literacy<br>Pompton Plains, NJ ; 8 :00 a.m.-3:00 p.m.  | 09/17/2023<br>11/02/2023<br>12/05/2023<br>01/24/2024<br>02/28/2024<br>05/25/2024 | \$3,240     |
| Samantha Baieti<br>Jackie VanDaalen                | Conquer Math Workshop: Financial Literacy<br>Pompton Plains, NJ; 8:00 a.m.-3:00 p.m.  | 11/01/2023<br>01/08/2024<br>03/14/2024   | \$1,080     |
| Amber Donato<br>Maha Hamdeh                        | Conquer Math Workshop; Financial Literacy<br>Pompton Plains, NJ; 8:00 a.m.-3:00 p.m.  | 11/16/2023<br>01/23/2024<br>03/21/2024   | \$1,080     |
| Nick Bucci<br>Mark Frederick<br>Ines Drummond      | Passaic County Directors of Guidance Meetings<br>Berkeley College, Caldwell University,<br>Rider University, St. Elizabeth’s University<br>8:00 a.m.-3:00 p.m.<br>Administrators will rotate attending meetings | 10/06/2023<br>11/17/2023<br>12/01/2023<br>01/19/2024<br>06/07/2024               | \$0         |
| Matthew DiGise                                     | “Let’s Talk” Collaborative Exchange with<br>Mukogawa Women’s University<br>PCTI; 10:00 a.m.-3:00 p.m.   | 09/11/2023   | \$0         |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**VIII. Curriculum and Instruction**

**PCTVS Competitions/ Field Trips**

**Marching Band Competitions**

Y. Motion to approve upon the recommendation of the Superintendent, the following Marching Band Competitions, locations, times, and costs as indicated; staff attending all competitions are Melissa Andriac, Ana Baker, Patrick Bennett, and Nelson Mendez:

| <u>Date</u> | <u>Location and Times</u>   | <u>Cost</u> |
|-------------|---|-------------|
| 09/16/2023  | Jefferson Township High School<br>Oak Ridge, NJ; 5:00 p.m.-10:00 p.m.   | \$2,400     |
| 09/23/2023  | West Morris Central High School<br>Chester, NJ; 5:00 p.m.-10:00 p.m.  | \$2,300     |
| 09/30/2023  | Bloomfield High School<br>Bloomfield, NJ; 4:00 p.m.-9:00 p.m.   | \$2,300     |
| 10/07/2023  | MetLife Stadium<br>East Rutherford, NJ; 5:00 p.m.-10:00 p.m.  | \$3,350     |
| 10/21/2023  | Wayne Hills High School<br>Wayne, NJ; 4:00 p.m.-9:00 p.m.   | \$2,300     |
| 10/28/2023  | Tournament of Bands (TOB)<br>NJ State Championship; Toms River East High School<br>Barnegat, NJ; 12:00 p.m.-8:00 p.m. | \$3,680     |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**Field Trips**

Z. Motion to approve upon the recommendation of the Superintendent, the following field trips and competitions that benefit students; all field trips are dependent upon the availability of busing:

| <u>Faculty Member</u>  | <u>Activity Title/Description</u>   | <u>Dates</u>               | <u>Cost</u> |
|--|---|----------------------------|-------------|
| Regina Bastante<br>Deanna De Vore                                    | HOSA Washington Leadership Academy<br>Washington, D.C.                                      | 09/23/2026<br>- 09/26/2023 | \$5,915     |
| Paul Kozlowski   | Warinanco Park Orienteering Competition<br>Warinanco Park, Roselle, NJ; 8:00 a.m.-3:00 p.m. | 09/30/2023                 | \$1,110     |
| Lawrence Boden<br>Nakeisha Hills<br>Paul Kozlowski<br>Craig Santiago | NJROTC Field Day<br>PCTVS Lower Field<br>8:00 a.m.-1:00 p.m.                                | 10/05/2023                 | \$500       |
| Paul Kozlowski   | Orienteering Competition<br>Ockanickon Scout Camp; Pipersville, PA<br>10:00 a.m.-1:00 p.m.  | 10/08/2023                 | \$1,240     |

**VIII. Curriculum and Instruction**

| Z. <u>Faculty Member</u>   | <u>Activity Title/Description</u>   | <u>Dates</u>               | <u>Cost</u> |
|--|---|----------------------------|-------------|
| Carly Bedoe<br>Brielle Mulvihill                                 | AMTNJ Fall Conference-“Equity in Action: Building Mathematical Thinking”<br>Brookdale Community College, Lincroft, NJ | 10/20/2023                 | \$280.00    |
| Tara Kearny<br>Sonia Wolf<br>Evelyn Wood-Samtak                  | Health Science Career Fair<br>Rutgers Cook Student Center<br>New Brunswick, NJ; 8:00 a.m.-2:00 p.m.                   | 10/26/2023                 | \$1,300     |
| Natalie Peragallo  | Rutgers Continuing Studies: SEL 103<br>Practicum-SECD Online Certificate Program<br>Online                            | 11/01/2023<br>- 02/21/2024 | \$470       |
| Melissa Andriac<br>Ana Baker<br>Patrick Bennett<br>Nelson Mendez | Clifton Veterans’ Day Parade<br>Clifton, NJ; 12:00 p.m.-4:00 p.m.   | 11/05/2023                 | \$1,840     |
| Lawrence Boden   | Bethel High School Drill Competition<br>Bethel, CT; 5:00 a.m.-6:00 p.m.   | 11/18/2023                 | \$2,310     |
| Lawrence Boden<br>Nakeisha Hills                                 | Manchester Township Drill Competition<br>Manchester Regional High School; 5:45 a.m.-6:00 p.m.                         | 12/02/2023                 | \$2,910     |
| Lawrence Boden<br>Nakeisha Hills                                 | Linden High School Drill Competition<br>Linden, NJ; 6:45 a.m.-6:00 p.m.   | 01/13/2024                 | \$2,960     |
| Lawrence Boden<br>Nakeisha Hills                                 | Passaic High School Drill Competition<br>Passaic, NJ; 6:00 a.m.-6:00 p.m.   | 03/30/2024                 | \$2,940     |
| Nakeisha Hills<br>Paul Kozlowski                                 | PCTVS NJROTC – Prospect Park Day Parade<br>Prospect Park Municipality; 1:00 p.m.-5:00 p.m.                            | 09/16/2023                 | \$460       |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**PCTVS School Events: Fundraisers**

Aa. Motion to approve, upon the recommendation of the Superintendent, the following fundraisers that would benefit the various organizations listed below:

| <u>Advisor</u>                     | <u>Organization</u> | <u>Description</u>                                    | <u>Dates</u>                    |
|------------------------------------|---------------------|---|---------------------------------|
| Kebra Rettenberg<br>Rachel Sillman | Student Council     | Bread Tag Collection<br>“Danielle Cares”              | 09/11/2023<br>- 06/14/2024      |
| Javier Nicasio                     | Skills USA          | Little Caesars Pizza Kit<br>Sale; \$18-26 per-kit     | 09/11/2023<br>- 09/30/2023      |
| Natalie Peragallo                  | PCTVS Class of 2024 | Wellness Morning Activities<br>& Breakfast; 6:30 a.m. | 09/15/2023<br>and/or 09/22/2023 |

**VIII. Curriculum and Instruction**

| <u>Aa.</u> | <u>Advisor</u>                     | <u>Organization</u>    | <u>Description</u>   | <u>Dates</u>               |
|------------|------------------------------------|------------------------|--|----------------------------|
|            | Sandra Woods<br>Cathy Pagano       | Wreaths Across America | Jeans Day<br>Cost=\$1/student; \$5/staff member  | 09/22/2023                 |
|            | Dina Benacquista                   | PCTVS Class of 2026    | Double Good Popcorn Sale<br>Receive 50% of sales   | 09/25/2023<br>- 09/29/2023 |
|            | Natalie Peragallo                  | PCTVS Class of 2024    | Ashley Farms<br>Baked goods sale   | 09/25/2023<br>- 10/13/2023 |
|            | Phyllis Stepien                    | PCTVS Class of 2025    | Snack & Empanada Sales<br>Wednesdays; twice/month<br>Anticipated profit: \$1,000   | 09/27/2023<br>- 06/18/2024 |
|            | Phyllis Stepien                    | PCTVS Class of 2025    | Cookie & Cupcake Sale<br>Football homecoming game  | 09/29/2023                 |
|            | Dina Benacquista                   | PCTVS Class of 2026    | Candy & Drinks Sale<br>Football homecoming game; concession stand  | 09/29/2023                 |
|            | Javier Nicasio                     | Skills USA             | Applebee’s Flap Jack Fundraiser<br>Breakfast plates=\$15<br>Anticipated profit: \$2,000                                      | 10/01/2023<br>- 11/05/2023 |
|            | Regina Bastante                    | HOSA PCTVS             | Old Fashion Candy Company<br>\$2/item; \$60 profit per box   | 10/02/2023<br>- 12/23/2023 |
|            | Regina Bastante                    | PCTVS Class of 2025    | Invision Designs-lawn sign sale<br>Cost: \$30-\$35/item<br>Anticipate profit: \$4,000  | 10/02/2023<br>- 05/31/2024 |
|            | Kebra Rettenberg<br>Rachel Sillman | Student Council        | March of Dimes Ornament Sale<br>\$1 donation; anticipated profit: \$500  | 10/09/2023                 |
|            | Mackenzie Porch                    | PCTVS Class of 2024    | Double Good Popcorn Sale<br>Anticipated profit: \$10,000   | 10/16/2023<br>- 10/20/2023 |
|            | Kebra Rettenberg<br>Rachel Sillman | Student Council        | Jeans Day-Susan B. Komen<br>\$2/student; \$5/staff member  | 10/20/2023                 |
|            | Lisa Festa                         | PCTVS Class of 2024    | Valley Fudge & Candy online sale<br>Anticipated profit=40% of sales  | 11/01/2023<br>- 11/17/2023 |
|            | Michelle Contini                   | PCTVS Class of 2025    | Poppin Popcorn<br>Sale of various items  | 12/01/2023                 |
|            | Michelle Contini                   | PCTVS Class of 2025    | NY Jets vs. Atlanta Falcons<br>Tickets: \$60-\$120 + taxes & fees<br>Parking passes: \$45 each<br>MetLife Stadium; 1:00 p.m. | 12/03/2023                 |

**VIII. Curriculum and Instruction**

| Aa. | <u>Advisor</u>    | <u>Organization</u> | <u>Description</u>   | <u>Dates</u> |
|-----|-------------------|---------------------|--|--------------|
|     | Phyllis Stepien   | PCTVS Class of 2025 | Jeans Day<br>\$2/student; \$5/staff member                 | 12/22/2023   |
|     | Regina Bastante   | HOSA-STEM           | Old Fashion Candy Company<br>\$2/item; \$60 profit per box | 01/08/2024   |
|     | Linnette Cummings | PCTVS Class of 2026 | Jeans Day<br>\$2/student; \$5/staff member                 | 01/19/2024   |

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|--------|-----------|--------|-----------|---------------|
| Motion | Mr. Brown | Second | Ms. Tasic | Roll-call 4-0 |
|--------|-----------|--------|-----------|---------------|

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Motion carried

**PCTVS School Events: Community Service**

Bb. Motion to approve, upon the recommendation of the Superintendent, the following community service events that would benefit the various organizations listed below:

| <u>Sponsor/Advisor</u>  | <u>Organization</u> | <u>Description</u>   | <u>Dates</u>               |
|---|---------------------|--|----------------------------|
| Fatima Ramirez  | Ti@Ti               | Collection of gently used Halloween<br>Masks, costumes & accessories | 09/25/2023<br>- 10/16/2023 |
| Donating to local non-profit organizations through Jersey Cares |                     |  |                            |

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|        |           |        |           |               |
|--------|-----------|--------|-----------|---------------|
| Motion | Mr. Brown | Second | Ms. Tasic | Roll-call 4-0 |
|--------|-----------|--------|-----------|---------------|

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Motion carried

**PCTVS Professional Development Conferences/Workshops Revisions**

Cc. Motion to approve, upon the recommendation of the Superintendent, the revision of the following conference as indicated, previously approved at the referenced public meeting; the additional cost is for employee compensation:

| <u>Employee &amp; Program Information</u>  | <u>Employee-Add</u>                           | <u>Approved</u> |
|--|---|-----------------|
| Algebra 1-Conquer Mathematics<br>Workshop Year 1; Pompton Plains, NJ<br>Monthly meetings 09/27/2023-03/25/2024<br>*no change in cost | Carly Bedoe<br>Noah Michel<br>Stephanie Tapia | 07/27/2023      |
| Algebra-Conquer Mathematics<br>Workshop Year 2; Pompton Plains, NJ<br>11/01/23; 01/08/24; 03/14/24<br>*no change in cost             | Andrew Santiago                               | 07/27/2023      |

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|        |           |        |           |               |
|--------|-----------|--------|-----------|---------------|
| Motion | Mr. Brown | Second | Ms. Tasic | Roll-call 4-0 |
|--------|-----------|--------|-----------|---------------|

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Motion carried

**VIII. Curriculum and Instruction**

**2023 Fall Saturday Academy**

Dd. Motion to approve, upon the recommendation of the Superintendent, a Fall PCTI Saturday Academy for county residents enrolled in grades 7<sup>th</sup> and 8<sup>th</sup> grade, to be held four Saturdays, four hours each (October 7, 14, 21, and 28), with an estimate, subject to enrollment, as outlined; non-instructional staff to be funded locally, instructors and supplies to be funded through the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act.

| <u>Category</u>    | <u>Quantity</u> | <u>Rate</u>  | <u># of Days</u>     | <u>Total</u> |
|--------------------|-----------------|--------------|----------------------|--------------|
| Instructors        | max 20          | \$175/day    | Min 2/Max 4          | \$14,000     |
| Supervisor         | 1               | \$225/day    | 4                    | \$900        |
| Secretary          | 1               | TBD*         | Max 5 hours or 1 day | TBD          |
| Teacher Assistants | 2               | \$14.13/hour | 4                    | \$453        |
| Nurses             | 4               | \$56.54/hour | Max 1 nurse/day      | \$905        |
| Supplies           |                 |              |                      | \$5,896**    |

\*secretary hourly rate based on successful applicant’s salary (\$31.21-\$47.69 per hour)

\*\*supplies are for both PCTI and STEM Academies

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

Ee. Motion to approve, upon the recommendation of the Superintendent, a Fall DCL STEM Saturday Academy for county residents enrolled in grades 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade, to be held four Saturdays, four hours each (October 7, 14, 21, and 28), with an estimate, subject to enrollment, as outlined; non-instructional staff to be funded locally, instructors and supplies to be funded through the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act.

| <u>Category</u>    | <u>Quantity</u> | <u>Rate</u>  | <u># of Days</u>     | <u>Total</u> |
|--------------------|-----------------|--------------|----------------------|--------------|
| Instructors        | max 20          | \$175/day    | Min 2/Max 4          | \$14,000     |
| Supervisor         | 1               | \$225/day    | 4                    | \$900        |
| Secretary          | 1               | TBD*         | Max 5 hours or 1 day | TBD          |
| Teacher Assistants | 2               | \$14.13/hour | 4                    | \$453        |

\*secretary hourly rated base on successful applicant’s salary (\$31.21-\$47.69 per hour)

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**CTE Requirements**

Ff. Motion to approve, upon the recommendation of the Superintendent, the following candidates in the William Paterson University 50-hour, Pre-Professional Seminar for Career and Technical Education to complete their required 20 hours of shadowing and clinical experience:

| <u>Name</u>      | <u>Program</u>                         |
|------------------|--|
| Amy Eusebio      | Academy of Health and Medical Sciences |
| Yarissa Williams | Academy of Health and Medical Sciences |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried





**Passaic County  
Technical Vocational Schools**

**District Mentoring for  
Quality Induction Program**

**Mentoring Plan  
2023 -2024**

## 2023-2024 Mentoring Meetings

August 21-24, 2023, New Teacher Induction Program/ New Staff Orientation

| <b>PCTVS 2023-2024 Mentee<br/>and *Mentors* Meeting<br/>Dates</b> |
|---|
| *September 12 <sup>th</sup> *                                     |
| October 10 <sup>th</sup>  |
| November 14 <sup>th</sup>   |
| December 12 <sup>th</sup>   |
| January 9 <sup>th</sup>   |
| February 13 <sup>th</sup>   |
| April 9 <sup>th</sup>   |
| June 4 <sup>th</sup>  |

\* = Mentors attend

## District Mentoring for Quality Induction Program District Profile

**Name of District:** Passaic County Technical Vocational Schools

**District Code:** 3995

**County Code:** 31/Passaic

**District Address:** 45 Reinhardt Road  
Wayne, New Jersey 07470

**Chief School Administrator:** John Maiello, [jmaiello@pcti.tec.nj.us](mailto:jmaiello@pcti.tec.nj.us)

### Mentoring Program Contact:

| Name            | Title                    | Mentoring Contact Phone | Email  |
|-----------------|--------------------------|-------------------------|--|
| Ted Szczawinski | Assistant Superintendent | 973 - 389 - 4190        | <a href="mailto:lszczawinski@pcti.tec.nj.us">lszczawinski@pcti.tec.nj.us</a> |
| Joseph Sabbath  | Assistant Superintendent | 973- 389 - 4209         | <a href="mailto:jsabbath@pcti.tec.nj.us">jsabbath@pcti.tec.nj.us</a>         |
| John DePalma    | Mentoring Supervisor     | 973 - 389 - 4100        | <a href="mailto:jdepalma@pcti.tec.nj.us">jdepalma@pcti.tec.nj.us</a>         |
| Michael Coscia  | Mentoring Supervisor     | 973 - 389 - 4267        | <a href="mailto:mcoscia@pcti.tec.nj.us">mcoscia@pcti.tec.nj.us</a>           |

### Type of District: K-12

|   |    |
|---|----|
| Number of novice teachers with Certificate of Eligibility:                        | 8  |
| Number of novice teachers with Certificate of Eligibility with Advanced Standing: | 3  |
| Number of new to district teachers with Standard License:                         | 18 |
| Number of Special Education teachers with Standard License:                       | 0  |
| Number of Mentors:  | 41 |

**District Mentoring for Quality Induction Program  
LPDC Signoff Sheet**

**Name of District:** Passaic County Technical Vocational Schools

**District Code:** 3995

**County:** 31/Passaic

**County Code:** 31

**Names of Professional Staff Members Elected to Committee:**

| Name(Please print) | Signature | Position |
|--------------------|-----------|----------|
|--------------------|-----------|----------|

| Name(Please print) | Signature | Position |
|--------------------|-----------|----------|
|--------------------|-----------|----------|

| Name(Please print) | Signature | Position |
|--------------------|-----------|----------|
|--------------------|-----------|----------|

**Names of Administrators Appointed to Committee:**

| Antonio Garcia     |           | Principal, PCTI |
|--------------------|-----------|-----------------|
| Name(Please print) | Signature | Position        |

| Joaquim Johnson    |           | Principal, DCL STEM Academy |
|--------------------|-----------|-----------------------------|
| Name(Please print) | Signature | Position                    |

| John DePalma       |           | Mentoring Supervisor |
|--------------------|-----------|----------------------|
| Name(Please print) | Signature | Position             |

| Michael Coscia     |           | Mentoring Supervisor |
|--------------------|-----------|----------------------|
| Name(Please print) | Signature | Position             |

**Contact Person:** Joseph Sabbath

**Phone:** 973-389-4209

**Fax:** 973-790-6018

**Email:** [jsabbath@pcti.tec.nj.us](mailto:jsabbath@pcti.tec.nj.us)

## **District Mentoring for Quality Induction Program**

### **Vision Statement**

The Passaic County Technical Vocational Schools (PCTVS) is committed to providing support and professional learning to all new teachers to our district. We believe that a successful quality induction program will incorporate meaningful and relevant experiences. Our mentoring program will facilitate the development of a collaborative and reflective relationship between the new teacher and the mentor teacher that will encourage effective pedagogy to support student achievement. PCTVS strives to provide practical experiences, modeling best practices, ample subject area resources, and opportunities for mentors and mentees to create optimal learning for students. We believe that the first year in our district is critical and the quality of the mentoring can yield higher student achievement. We are committed training, supporting, and retaining our highly qualified teachers. We value our teachers, and we want them to stay and succeed. This handbook, along with the mentor training, will guide our new teachers, our mentor teachers, and our administrators through the mentoring process.

### **Statement Of Purpose**

PCTVS believes that novice teachers as well as new teachers to our district will benefit and grow in the teaching profession through our formal mentoring program. The mentoring program will focus on the professional growth of our new teachers through the guidance and advice of a mentor in a collaborative relationship. As new teachers enter the Passaic County Technical Vocational Schools, they will experience a collaborative and reflective process that enhances their learning and enables the students they teach to achieve at higher levels. Topics will include assessment, differentiated instruction, remote teaching and learning, collaborative structures, as well as other best practices in pedagogy. Teachers will be trained on our district evaluation model (Stronge - Teacher Effectiveness Performance Evaluation System)

## Goals

As stated in N.J.A.C. 6A:9B-8, the goals of the Passaic County Technical Vocational Schools Mentoring Plan are the following:

- To enhance teacher knowledge of and strategies related to the New Jersey Student Learning Standards to facilitate student achievement.
- To identify and support exemplary teaching and educational practices necessary to acquire and maintain excellence in teaching and student engagement.
- To encourage the formulation and successful implementation of rigorous student growth objectives.
- To assist novice and first year teachers in the performance of their duties.
- To support and clarify an understanding of the NJSL, The Stronge Evaluation Model and domains, and the New Jersey Professional Standards for Teachers.



## Overview of 2014 New Jersey Teacher Mentoring Regulations (N.J.A.C. 6A9-8)

### Background

Effective May 5, 2014, the rules for new teacher mentoring have been amended to better align with the TEACHNJ Act of 2012, to reduce district reporting burdens, and to promote flexibility and accountability for district implementation. Each public school district is still required to implement a system of supports for new teachers.<sup>1</sup> Studies of support programs for new teachers have documented their effectiveness in transitioning teachers into practice.<sup>2</sup> A comprehensive district mentoring program, as described in these regulations, aims to:

- Assist first-year teachers in the performance of their duties and adjustment to the challenges of their teaching assignment;
- Reduce novice teacher attrition;
- Improve the effectiveness of new teachers; and
- Enhance teacher knowledge of, and strategies related to, the New Jersey Core Curriculum Content Standards (CCCS) to facilitate student achievement and growth.

For more information, please visit <http://www.nj.gov/education/profdev/mentor/> or email [teachpd@doe.state.nj.us](mailto:teachpd@doe.state.nj.us).

### Updates in Regulations

The regulations expand the scope of support which districts must provide to novice teachers (those new to the profession and serving under a provisional certificate) and experienced teachers new to a district. Individual 1-1 mentoring is still required for novice teachers. In addition, all non-tenured first-year teachers must receive individualized support developed collaboratively with the supervisor and aligned with state standards and school/district expectations for teacher effectiveness. In addition, regulations:

- Specify a comprehensive orientation to the district for all new first-year teachers;
- Specify minimum mentoring requirements during the critical first weeks of employment;
- Specify particular mentor support activities for novice teachers;
- Update the training and experience requirements for teachers serving as 1-1 mentors;
- Require a log to record all contact time between the 1-1 mentor and the novice provisional teacher (see this Optional Mentoring Log Template for an example);
- Require all mentor payments to be handled by the district's administrative office;
- Give the chief school administrator (CSA) responsibility for district mentoring plan development;
- Require the CSA to share the plan with the district board of education for review of fiscal impacts;
- Require the CSA to submit a Statement of Assurance to the Department that the district is meeting the requirements for the mentoring program; and
- Align the three required formative and summative evaluations of the novice provisional teacher with required observations through AchieveNJ.

<sup>1</sup> Non-public schools may choose to follow the requirements which align to their operations. Novice teachers serving under the Charter School Certificate of Eligibility are not subject to these requirements.

<sup>2</sup> Ingersoll, R. & Strong, M. (June 2011). "The impact of induction and mentoring programs for beginning teachers: A critical review of the research." *Review of Educational Research*, 81(2), 201-233.

## Review of Mentoring requirements and updated programs

The following tables provide details of the amended mentoring regulations and how PCTVS can and will address these changes/requirements.

| Requirement   | Area of Focus                | Regulations Adopted May 5, 2014   |
|---|------------------------------|---|
| <b>District Implementation &amp; Accountability</b> | Mentoring plan development   | <ul style="list-style-type: none"> <li>● CSA is responsible for creating the plan and determining implementation logistics</li> <li>● With input from our LPDC, we will aid in the development of the PCTVS district mentoring plan and provide professional learning experiences that meet or exceeds all new mentoring regulations.</li> </ul>  |
|   | Mentoring plan approval      | <ul style="list-style-type: none"> <li>● Must be submitted to the PCTVS Board of Education for review of fiscal impacts</li> <li>● CSA must submit Statement of Assurance to County Office</li> <li>● Certification is made in the Provisional Licensure Registration Management System (PLRMS) When a school district logs into the PLRMS, a screen will appear requiring the chief school administrator (or designee) to attest to meeting the requirements for the district mentoring plan by checking off the appropriate box on the screen<br/><a href="https://homerom4.doe.state.nj.us/PLRMS/">https://homerom4.doe.state.nj.us/PLRMS/</a></li> <li>● The PCTVS Mentoring Plan will be kept in district</li> </ul> |
|   | Review of plan effectiveness | <ul style="list-style-type: none"> <li>● The PCTVS Mentoring Plan must be reviewed annually</li> <li>● Statement of Assurance must be submitted annually</li> <li>● Through meetings and communication via the office of Curriculum and Instruction, our LPDC, and PCTVS administrators, data will be collected, discussed and reviewed.</li> </ul>   |
|   | School level implementation  | <ul style="list-style-type: none"> <li>● Plan must be shared with each School Improvement Panel (SciP)</li> <li>● SciP oversees implementation at school level</li> </ul>   |



| Requirement  | Area of Focus   | Regulations Adopted May 5, 2014   |
|--|---|---|
| <b>Mentoring Supports for Non-tenured, First-Year Teachers</b> | Experienced teacher new to district (Holding a Standard Certification)                        | <ul style="list-style-type: none"> <li>• As part of the PCTVS new teacher Professional Development, all teachers to the district will begin orientation in the summer prior to the new teaching assignment regarding district culture.</li> <li>• This professional learning opportunity will include orientation in: policies and procedures, teacher evaluation using Stronge Evaluation Model, Teach NJ orientation, Student Growth Objectives/assessments, NJ Student Learning Standards and Utilization of Technology (Canvas, PowerSchool, Google Suite), Law and Policy, Special Services Social Emotional Learning and HIB.</li> <li>• Teachers will continue training including a variety of workshops that will include, instructional skills, differentiated instruction, classroom management, designing assessments, cooperative learning, synchronous and asynchronous instruction and a variety of educational technology programs.</li> <li>• Individualized supports specified in the professional development plan (PDP) based on level of preparation and experience.</li> <li>• New PDP created within 30 days of new assignment.</li> <li>• Mentor/mentee will meet at least once/week for first 4 weeks of assignment then bimonthly</li> <li>• These plans will be supported by district level mentors.</li> </ul> |
|  | Novice teacher, traditional route (holding Certificate of Eligibility with Advanced Standing) | <ul style="list-style-type: none"> <li>• Same as experienced teacher new to district</li> <li>• One full school year of 1-1 mentoring from beginning of assignment, pro-rated for part-time teachers</li> <li>• Mentor/mentee will meet at least once/week for first 4 weeks of assignment then bimonthly</li> <li>• Mentor leads mentee in guided self-assessment on district's teacher practice instrument (Stronge Teacher Effectiveness Performance Evaluation System)</li> <li>• These plans will be supported by district level mentors.</li> </ul>   |

Novice teacher,  
Alternate Route (holding  
Certificate of Eligibility)

- Same as experienced teacher new to district
- One full school year of 1-1 mentoring from beginning of assignment, pro-rated for part-time teachers
- Mentor/mentee meet at least once/week for first year of assignment
- Mentor leads mentee in guided self-assessment on district's teacher practice instrument
- Mentor aligns support to mentee's preparation curriculum and syllabus
- These plans will be supported by district level mentors.

| Requirement  | Area of Focus  | Regulations Adopted May 5, 2014   |
|--|--|---|
| <b>Mentor Selection,<br/>Training, &amp; Payment</b> | Letters of recommendation  | Optional  |
|  | Certification  | Same as before  |
|  | Effectiveness  | <ul style="list-style-type: none"> <li>• Mentor demonstrates a record of success in the classroom</li> <li>• Beginning in 2014-15, mentor has earned a summative rating of Effective or Highly Effective on most recent summative evaluation</li> <li>• In cases where summative evaluation is delayed, mentor has earned rating of effective or higher on teacher practice instrument<sup>3</sup></li> </ul> <p>All data collected and reviewed based on teacher evaluation data</p>   |
|  | Teaching experience  | <ul style="list-style-type: none"> <li>• At least 3 years, with at least 2 completed within previous 5</li> <li>• Currently active</li> </ul>   |
|  | Knowledge of district  | <ul style="list-style-type: none"> <li>• Understands resources and opportunities available and is able to act as referral source</li> <li>• Understands social and workplace norms of district and community</li> </ul>   |
|  | Confidentiality  | <ul style="list-style-type: none"> <li>• Defined in regulations , contract</li> </ul>   |
|  | Professional relationship  | Mentor may not serve as mentee's direct supervisor or conduct evaluations   |
|  | Training   | <ul style="list-style-type: none"> <li>• Training of mentors required</li> <li>• District makes provision for training</li> <li>• Training program curriculum must include, at minimum, training on the district's teacher evaluation rubric and practice instrument(Stronge Evaluation);the NJ Professional Standards for Teachers; the NJ Student Learning Standards; classroom observation skills; facilitating adult learning; and leading reflective conversations about practice</li> <li>• Mentors must review the current mentoring videos on the NJDOE website<br/><a href="https://www.nj.gov/education/profdev/mentor/">https://www.nj.gov/education/profdev/mentor/</a></li> <li>• PCTVS has updated and revised the Mentoring Workshop to include best practices based on research as well as standards for teachers, NJSLS, synchronous and asynchronous learning/teaching, observation skills, adult learner skills and communication skills.</li> </ul> |
| Payment procedures                                   | <ul style="list-style-type: none"> <li>• Mentors must keep weekly logs of contact time with mentees. Entries will be made via a Google Form.</li> <li>• Mentor logs will be reviewed by the Supervisor of Mentoring</li> <li>• Mentees may not pay mentors directly</li> <li>• PCTVS Business Office will coordinate payment between teachers and mentors</li> </ul> |   |

## Professional Learning

- The PCTVS *Successful Mentoring* workshop has been successful and rewarding. The program has been instituted to train teacher mentors with the most recent requirements. (A sample agenda for Mentoring Workshop is provided at the end of this document on page 32).
- All novice and first year teachers will receive the benefit of multiple support experiences during their first year. They will receive Professional Development via PCTVS and the mentoring/coaching for its novice and first year teachers. PCTVS will provide mentors trained in best practices through workshops via the office of Curriculum and Instruction and the Mentoring administrative team .

## Selection of Mentors

Per NJQSAC District Performance Review Appendix A effective July 2018:

### Personnel Indicator 2C

- The district mentoring plan describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers
- Academic supervisors will coordinate with the Supervisor of Mentoring in order to assign mentors to all new teaching staff to PCTVS.
- Mentors must have received training
- Mentors must meet the criteria outlined in the previous section (Review of Mentoring Program and Requirements)

## **Common Definitions**

### **Provisionally Certified Teacher**

Any full or part-time teacher who has not completed two years of full time teaching under a state teaching certificate.

### **First Year Teacher**

Any teacher with prior experience in another district or who took an extended leave of absence from teaching, who is entering the district as a new hire.

### **Mentor Teacher**

A tenured veteran teacher who willingly models and supports strategies and techniques that encourage new teachers to develop successful classroom practices and techniques that will enhance the learning of the students. *This teacher must meet all the requirements of the new mentoring guidelines implemented in May 2014.*

### **A Mentor Teacher will be:**

- Skilled in the delivery of instruction and knowledgeable about student learning standards.
- Deemed effective or highly effective through the evaluation process.
- Non-evaluates and maintain confidences.
- Open to innovation.
- Sensitive to the needs of others.
- Available for help and support.
- A collaborative teacher leader.

### **Provisional Teacher Holding a Certificate of Eligibility (Alternate Route)**

A new teacher who has not completed a state approved college teacher training program and who must undergo formal instruction in essential areas of professional knowledge and skills at a district-operated or state-operated training center. Please see NJDOE Provisional Teacher Process.

## Benefits of the PCTVS District Mentoring for Quality Induction Program

### **THE NOVICE TEACHER:**

- Gains knowledge about district policies, job responsibilities, and school culture.
- Has emotional support that eases many concerns and anxieties.
- Improves teaching performance and promotes student learning.
- Engages in professional growth activities that enhance knowledge of effective strategies and techniques.
- Systematically builds on successful classroom practice.

### **THE MENTOR TEACHER:**

- Becomes a more reflective practitioner.
- Is able to transfer the knowledge and skills in effective classroom practice.
- Is the recipient of new ideas from a fresh perspective
- Functions as a teacher leader.
- Is recognized for contributing to the professional growth of themselves and others.

### **THE STUDENT:**

- Benefits from the experience of the mentor teacher.
- Receives instruction that is based on the most recent research and best practices.
- Learns in an environment that models collaboration, collegiality and life-long learning.

### **THE ADMINISTRATOR:**

- Is supported in efforts to improve teacher quality and effectiveness.
- Has developed a cadre of teacher leaders to support reform efforts.
- Builds a feeling of collaboration within the school that encourages collegial problem solving.
- Is the staff leader in promoting positive professional growth
- Identifies and resolves the problems faced by new teachers.

### **THE SCHOOL DISTRICT:**

- Retains quality teachers who understand the district and school culture.
- Identifies and assists new teachers in resolving problems.
- Creates cohesive schools that promote teacher professional training through learning communities.
- Becomes known for their support of the professional staff and the achievement of their students.

## Roles And Responsibilities

### **Superintendent:**

- Develops, reviews and submits Mentoring plan annually
- Shares the plan with the ScIPs.
- Completes and submits an SOA that the Mentoring plan meets all of the requirements as listed in the regulations.

### **PRINCIPAL/SUPERVISOR/DIRECTOR:**

- Selects a mentor for each novice teacher, and where applicable for each first year teacher, reports assignment to the Superintendent.
- Serves as a facilitator for, and monitors mentoring activities through ScIP
- Reviews the Mentoring Plan with all partnerships through ScIP
- Observes and evaluates new teachers according to state and district requirements.

### **MENTOR TEACHER:**

- Serves as a professional role model in both professional and classroom practice and has received a rating of effective or highly effective.
- Meets with the novice teacher, one on one, as mandated and provides appropriate feedback after a non-evaluative observation or visitation.
- Provides assistance in writing an individual goal and reviews expectations concerning district and building level goals.
- Provides assistance in writing Student Growth Objectives.
- Completes the following mandated training: Stronge- Teacher Effectiveness Performance Evaluation System, NJ Professional Standards for Teachers, NJ Student Learning Standards, Classroom Observation skills, Facilitation of adult learning, Leads reflective conversation about instruction.
- Participates in site-based mentoring meetings.

### **NOVICE AND FIRST YEAR TEACHER**

- Expands the knowledge, skills, and attitudes necessary for optimal student centered learning through PLCs, workshops, observations and independent study.
- Reviews and fulfills the required hours of professional learning for the district, building and individual level goals.
- Collaborates with the mentor and supervisor to create an individual goal
- Allows mentor to observe instruction and accepts and implements appropriate suggestions in a professional manner.
- Consults with the mentor, supervisor and/or data coordinator, as needed, to create and evaluate assessments for Student Growth Objectives.

# Resources

<https://www.nj.gov/education/profdev/mentor/>

<https://www.state.nj.us/education/license/>

[https://www.nj.gov/education/profdev/pdp/sdpdp/docs/DistrictMentoringPlanSOA\\_Final\\_v2.pdf](https://www.nj.gov/education/profdev/pdp/sdpdp/docs/DistrictMentoringPlanSOA_Final_v2.pdf)

<https://www.nj.gov/education/profdev/profstand/teacherstandardsoverview.pdf>

[https://ccsso.org/sites/default/files/2017-12/2013\\_INTASC\\_Learning\\_Progressions\\_for\\_Teachers.pdf](https://ccsso.org/sites/default/files/2017-12/2013_INTASC_Learning_Progressions_for_Teachers.pdf)

<https://www.nj.gov/education/broadcasts/2017/APR/25/16325/Action%20Steps%20for%20Districts%20with%20Teachers%20Finishing%20the%20Provisional%20Teacher%20Process.pdf>

<https://www.edutopia.org/article/6-tips-mentoring-new-teachers-during-distance-learning>

[https://www.sreb.org/sites/main/files/file-attachments/mentoring\\_new\\_teachers\\_1.pdf](https://www.sreb.org/sites/main/files/file-attachments/mentoring_new_teachers_1.pdf)

<https://lincs.ed.gov/publications/te/conditions.pdf>



## Mentor Observation Prompts

There are many useful questions that will help teachers reflect on their lessons after an observation has been completed. Using a series of questions enables both participants to discuss the skills and strategies used during the lesson, and their ultimate effectiveness in improving the teaching and learning of the classroom.

1. How do you think the class went in light of the objectives you set?
2. How do you feel the students grasped the concepts? Can you give examples that speak to that point?
3. Did you need to alter your plans at any time during the lesson? Why? How did you accomplish that?
4. Was there any one aspect of the lesson that you would like to teach differently? How would you like to change it?
5. Were the materials you used helpful in making the concept come alive?
6. Are there any teaching methods you would like to further explore that might help you in teaching this type of lesson?
7. Can you describe a strength in the lesson?
8. Describe an area of concern during the lesson. What could be done to change the outcome?
9. Were there behaviors in the class that are not normally present? What could be done to retain the focus of the students while addressing the behavior?
10. How did you react to (describe an event or behavior) the way you did?
11. How will you follow-up the lesson?
12. What strategies did you use to encourage student participation?
13. Can you describe how the students interacted with one another?
14. Identify how you incorporated a variety of questioning techniques that assist students in using higher level thinking skills.
15. How did you vary teaching techniques to address the needs of all of the students?
16. Can you identify elements of the lesson that help students relate the learning to real-world situations?
17. Identify ways that you were sensitive to the behavioral and academic needs of your students.
18. Describe some techniques that were used to assist students in working cooperatively that enables them to process their learning.

## **District Observations And Evaluation**

First-year teachers and all non-tenured teachers who have received their Certificate of Eligibility with Advanced Standing (Traditional Route) or their Certificate of Eligibility (Alternate Route) will be observed based on the state requirements or the approval of waiver consistent with the Stronge Model. The State of New Jersey requires all holders of provisional certificates to be evaluated within the approved timeline. The Stronge Teacher Effectiveness Performance Evaluation System is an example of an evaluation tool that can be the foundation for observations and evaluations.

### **Observation:**

Observation by your supervisor/administrator is an important aspect of the teaching and learning process. There are several areas that will be assessed that will give your supervisor/administrator a picture of your strengths and areas that might need improvement. These areas are called domains:

### **Stronge Teacher Domains:**

1. Professional Knowledge
2. Instructional Planning
3. Instructional Delivery
4. Assessment of/for Learning
5. Learning Environment
6. Professionalism
7. Student Progress

### **Evaluation and Professional Development Plan:**

All staff members will be involved in a formal summative evaluation at the end of the school year. This evaluation will look at the job performance of the individual based on formal and informal observations by the administrative team. Additionally, teachers will supply evidence to justify their performance via documentation logs. You will be fully aware of the areas in which you and your supervisor determine professional development will either improve or enhance your instruction. Professional development may be suggested at any time during the year.

## Individual Professional Development Requirements Starting in SY13-14

- Each **teacher** must develop an individualized professional development plan (PDP) in consultation with his/her supervisor; this is typically done at the end of each school year, and must be done **within the first 30 days of employment** for those new to a district.
- Each teacher must complete **at least 20 hours of professional development each school year** (replacing previous requirement of 100 hours over 5 years)
  - The move to a yearly hourly requirement ensures that PDPs are revisited each year and are aligned with the teacher's evaluation results as well as any learning related to school, team, or district priorities.
- **School and district leaders** must develop an annual professional development plan that derives from the results of their annual evaluation and identifies professional goals aligned to individual, school, and/or district goals.
  - **School leaders** whose positions require a principal or supervisor's endorsement **will develop their plans in consultation with their superintendent** (chief school administrator) or designee.
  - **Superintendents** will develop their plans for review by their local board of education. All school leaders will be required to provide evidence of progress towards fulfillment of their plans.

## **Your Professional File**

It is important that you maintain a personal and professional file of records that are critical to your job. Proper documentation can help you keep a potential problem from becoming a problem at all. PCTVS currently utilizes Frontline as a means of facilitating the uploading of artifacts to the documentation logs. All staff are encouraged to store artifacts in a secondary location on a cloud based drive.

### **Please keep the following records:**

- Your teaching certificate
- Your letter of employment and a copy of your contract
- All subsequent contracts
- Professional Learning Hours (PLH) certificates from the district and other professional experiences; log all in house PL on the Certificate Request Form
- Transcripts for college courses
- Observations
- Evaluations
- Anecdotal notes from evaluations or observations that required improvement in any area
- Professional Development Plans
- Letters of commendation from parents, administrators, Board of Education, or community organizations
- Awards and honors
- Records of any incidents involving discipline, violence, or other disruptive behavior – this includes reports of phone calls, copies of letters of disciplinary referrals, and logs on student behavior
- An updated resume
- Summaries of parent conferences
- Lesson plan files

### **Graduate Work:**

Certified and tenured staff members may receive graduate credit reimbursement, as defined in the PCTEA contract .

## It's Time To Begin The Year

1. Learn the layout of your school. Know how to get from your classroom to wherever you are going.
2. Get to know your administrative team; director, principal, assistant principal, and your supervisor. They will guide you through your first days in the school. Meet with your supervisor to make sure the expectations of classroom practice are clearly defined.
3. Get to know the office staff and the facilities staff.
4. Familiarize yourself with the technology aspects of the job. Additional resources can be found on the PCTVS portal under Instructional Professional Development  
<https://passaictech.sharepoint.com/sites/ITC>
5. Make sure that you have the curricula/textbooks and teacher's manuals for all of the textbooks you will be using.
6. Think about the instructional strategies you will be using at the beginning of the school year and establish the layout and a seating chart for your students.
7. Organize your classroom based on the social safety needs.
8. Put up bulletin boards that are welcoming and that invite class participation.
9. Establish goals and classroom norms for the first couple of weeks of school.
10. Write lesson plans for the first week of school.
11. Establish routines for attendance (Synchronous, Asynchronous, Hybrid ), for class jobs, for homework, for class rules, etc. resource: The First Days of School, by Harry Wong
12. Talk to other members of your grade level or department to get an understanding of the procedures for the first week of school.

# PCTVS Mentoring Contract

## ***The mentor and the mentee hereby agree:***

- To develop a professional and collegial working relationship by discussion of expectations and by arriving at a mutual understanding about how to work together effectively
- To keep all shared information and discussions confidential
- To follow the no-fault exit process to discontinue the mentor-mentee relationship

## ***The mentor hereby agrees:***

- To provide developmentally appropriate support
- To attend the mentee teacher's classes **regularly** and provide the novice teacher with feedback, coaching, and support

## ***The mentee teacher hereby agrees:***

- To observe the mentor's teaching, as well as the teaching of other experienced professionals
- To reflect on mutually established goals
- To assume the initiative to seek out the mentor for questions that may arise

## ***The principal and supervisor hereby agree:***

- To provide support to both the mentor and the novice teacher
- Not to solicit evaluative comments from the mentor regarding the mentee
- To allow the mentor up to five periods of release time to observe the novice teacher, if needed

## ***Protocol for a graceful exit:***

- Confidentially contact PCTVS Supervisor of Mentoring and attempt mediation
- Dissolve partnership
- Assign new mentor

## ***All the parties agree:***

- To follow all New Jersey regulations for mentoring aligned with the NJ Professional Standards for Teachers as outlined in the district mentoring for quality induction program

\_\_\_\_\_  
Mentor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Novice Teacher (Mentee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor of Mentoring

\_\_\_\_\_  
Date

## Mentoring Transfer Template

### Mentoring Information Related to Teacher Transfers<sup>1</sup>

Updated August 2020

#### Documenting Mentoring Support for Teachers in the Provisional Teaching Process (PTP) Who are Leaving the District<sup>2</sup>

##### Teacher Transfers During the Mentoring Year

According to the district mentoring program requirements in *N.J.A.C. 6A:9C-5*, the administrative office of each school district or nonpublic school with teachers enrolled in the Provisional Teacher Process (PTP), pursuant to *N.J.A.C. 6A:9B-8.9*, is responsible for providing one-to-one mentoring for novice provisional teachers (teachers enrolled in the PTP) and for maintaining mentoring logs to document the mentoring that occurs and provide information for the appropriate payment of mentoring fees.

If a novice provisional teacher leaves the district's employ during the initial provisional year and begins to work in another New Jersey district, the first district will need to report the amount of mentoring that occurred, so that the teacher is able to complete the mentoring requirement in the new district or indicate to the new district that required mentoring has been completed. Also, the new district and the teacher who is transferring will have to make a determination about any mentoring fees still owed.

##### Mentoring Duration Requirements

- District boards of education must provide one-to-one mentoring support to novice provisional teachers for the first year of their employment, which is defined as a minimum of 30 weeks.
- The mentor teacher and the novice teacher holding a Certificate of Eligibility with Advanced Standing (CEAS) must meet at least once per week for the first four weeks of the teaching assignment.
- The mentor teacher and the novice provisional teacher holding a Certificate of Eligibility (CE) must meet at least once per week for the first eight weeks of the teaching assignment.
- One-to-one mentoring that includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS must occur over the course of the academic year (a minimum of 30 weeks), or proportionally longer if the novice provisional teacher holds a part-time teaching assignment.

##### Mentoring Fee Requirements

- Candidates enrolled in the PTP are responsible for payment of mentoring fees during the first provisional year. The employing school district may pay the cost of mentoring fees, however.
- Check current information on mentoring fees on the [Provisional Teacher Process](#) webpage.
- The school district's administrative office is responsible for overseeing the payment of mentors, and payment may not be conferred directly from provisional novice teacher to mentor.

<sup>1</sup> This teacher transfer information and form may be used by nonpublic schools having teachers enrolled in the PTP.

<sup>2</sup> The [Educator Mentoring and Induction Support](#) webpage has additional information.

## **Mentoring Transfer Template: Instructions for Use**

The form provided below is to be used either for provisional teachers leaving your district before they have completed the minimum 30-week mentoring requirement or to indicate that the 30 weeks of mentoring have been completed. It has been designed to assist the district/nonpublic school to facilitate transference of information about mentoring supports that have already been provided. (Please note: There is a separate template on the [Educator Mentoring and Induction Support webpage](#) that may be used to log one-to-one mentoring events throughout the year).

### **How to Use the Form**

#### ***For Districts with an Outgoing Teacher Enrolled in the PTP:***

- Consult mentoring payment records, confirm with the transferring teacher, and be ready to answer any inquiries from a receiving district.
- Complete the mentoring completion form and give a copy to any teacher enrolled in the PTP who is leaving your district before having completed his or her mentoring requirement or who has completed his or her mentoring requirement.
- Keep a copy of this form as specified by the document retention rules for past employees.

#### ***For Districts with an Incoming Teacher Enrolled in the PTP by a Previous District:***

- Request a copy of the mentoring completion form from the teacher you are hiring. If no form is provided or information is incomplete, reach out to the prior district to obtain the necessary information.
- Provide the necessary mentoring support to allow the provisional teacher to complete the mentoring requirement in order to be eligible for a standard certificate.
- Begin mentoring logs and arrange for payment for mentoring provided in your district.
- Don't forget to register the transferring teacher into the Office of Certification and Induction's online system - the Provisional Licensure Registration Management System (PLRMS).

If you have questions about mentoring requirements or the use of this form, please communicate them to [teachpd@doe.nj.gov](mailto:teachpd@doe.nj.gov) or [provisional.teacher@doe.nj.gov](mailto:provisional.teacher@doe.nj.gov) or contact the Office of Professional Learning at 609-633-8014.



# New Jersey Department of Education Mentoring Transfer Template

District/Nonpublic School: \_\_\_\_\_

Novice Provisional Teacher's Name: \_\_\_\_\_

Novice Provisional Teacher's PLMRS Tracking Number: \_\_\_\_\_

CE or CEAS: \_\_\_\_\_

## **School District Contact Information**

(Name of individual who can provide information about the mentoring that occurred and the mentoring fees that were paid while the provisional teacher was employed in the district)

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

Title: \_\_\_\_\_

Phone (include extension) \_\_\_\_\_

Email: \_\_\_\_\_

## **Mentoring Information**

Novice Provisional Teacher's Mentor: \_\_\_\_\_

Date One-to-One Mentoring began: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

1. Have the required initial, weekly one-to-one meetings been completed? Check yes or no.

|     |                          |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
| No  | <input type="checkbox"/> |

2. Have the required minimum of 30 weeks of mentoring been completed? Check yes or no.

|     |                          |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
| No  | <input type="checkbox"/> |

If you answered "No" for #2, how many weeks of mentoring have been completed?

Total Number of weeks of mentoring completed (out of 30 minimum): \_\_\_\_\_

## **Signature Section**

To be completed by Chief School Administrator (or designee) or Nonpublic School Lead (or designee).

Name of Person Signing this Form: \_\_\_\_\_

**By signing, you are attesting to the accuracy of this document:**

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

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

# Mentoring Information Related to Teacher Transfers<sup>1</sup>

## Documenting Mentoring Support for Teachers in the Provisional Teaching Process (PTP) Who Are Leaving the District<sup>2</sup>

### TEACHER TRANSFERS DURING THE MENTORING YEAR

According to the district mentoring program requirements in *N.J.A.C. 6A:9C-5*, the administrative office of each school district or nonpublic school with teachers enrolled in the PTP, pursuant to *N.J.A.C. 6A:9B-8.9*, is responsible for providing one-to-one mentoring for novice provisional teachers (teachers enrolled in the PTP) and for maintaining mentoring logs to document the mentoring that occurs and provide information for the appropriate payment of mentoring fees.

If a novice provisional teacher leaves the district's employ during the initial provisional year and begins to work in another New Jersey district, the first district will need to report the amount of mentoring that occurred, so that the teacher is able to complete the mentoring requirement in the new district or indicate to the new district that required mentoring has been completed. Also, the new district and the teacher who is transferring will have to make a determination about any mentoring fees still owed.

### MENTORING DURATION REQUIREMENTS

- District boards of education must provide one-to-one mentoring support to novice provisional teachers for the first year of their employment, which is defined as a minimum of 30 weeks.
- The mentor teacher and the novice teacher holding a Certificate of Eligibility with Advanced Standing (CEAS) must meet at least once per week for the first four weeks of the teaching assignment.
- The mentor teacher and the novice provisional teacher holding a Certificate of Eligibility (CE) must meet at least once per week for the first eight weeks of the teaching assignment.
- One-to-one mentoring that includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS must occur over the course of the academic year (a minimum of 30 weeks), or proportionally longer if the novice provisional teacher holds a part-time teaching assignment.

### MENTORING FEE REQUIREMENTS

- Candidates enrolled in the PTP are responsible for payment of mentoring fees during the first provisional year. The employing school district may pay the cost of mentoring fees, however.
- Check current information on mentoring fees.
- The school district's administrative office is responsible for overseeing the payment of mentors, and payment may not be conferred directly from provisional novice teacher to mentor.

<sup>1</sup> This teacher transfer information and form may be used by nonpublic schools having teachers enrolled in the PTP.

<sup>2</sup> Access complete information about the district mentoring program and new teacher support.

## MENTORING TRANSFER TEMPLATE: Instructions for use

The form provided below is to be used either for provisional teachers leaving your district before they have completed the minimum 30-week mentoring requirement or to indicate that the 30 weeks of mentoring have been completed. It has been designed to assist the district/nonpublic school to facilitate transference of information about mentoring supports that have already been provided. (Please note: There is a separate template that may be used to log one-to-one mentoring events throughout the year).

### HOW TO USE THE FORM

#### For Districts with an Outgoing Teacher Enrolled in the PTP:

- Consult mentoring payment records, confirm with the transferring teacher, and be ready to answer any inquiries from a receiving district.
- Complete the mentoring completion form and give a copy to any teacher enrolled in the PTP who is leaving your district before having completed his or her mentoring requirement or who has completed his or her mentoring requirement.
- Keep a copy of this form as specified by the document retention rules for past employees.

#### For Districts with an Incoming Teacher Enrolled in the PTP by a Previous District:

- Request a copy of the mentoring completion form from the teacher you are hiring. If no form is provided or information is incomplete, reach out to the prior district to obtain the necessary information.
- Provide the necessary mentoring support to allow the provisional teacher to complete the mentoring requirement in order to be eligible for a standard certificate.
- Begin mentoring logs and arrange for payment for mentoring provided in your district.
- Don't forget to register the transferring teacher into the Office of Certification and Induction's online system - the PLRMS.

If you have questions about mentoring requirements or the use of this form, please communicate them to [teachpd@doe.state.nj.us](mailto:teachpd@doe.state.nj.us) or [provisional.teacher@doe.state.nj.us](mailto:provisional.teacher@doe.state.nj.us) or contact the Office of Professional Development at 609-633-8014.

## MENTORING TRANSFER TEMPLATE

District/Nonpublic School: \_\_\_\_\_

Novice Provisional Teacher's Name: \_\_\_\_\_

Novice Provisional Teacher's PLMRS Tracking Number: \_\_\_\_\_

Check One:   • CE   • CEAS

School District Contact: (Name of individual who can provide information about the mentoring that occurred and the mentoring fees that were paid while the provisional teacher was employed in the district)

Name (Please print): \_\_\_\_\_ Title: \_\_\_\_\_

Phone (incl. ext.): \_\_\_\_\_ Email: \_\_\_\_\_

Novice Provisional Teacher's Mentor: \_\_\_\_\_

Date One-to-One Mentoring began: Month: \_\_\_\_\_ Year: \_\_\_\_\_

Required initial, weekly one-to-one meetings have been completed:   • Yes   • No

Required minimum of 30 weeks of mentoring have been completed   • Yes   • No

If "No" was checked indicate below how many weeks of mentoring have been completed:

Total # of weeks of mentoring completed (out of 30 minimum): \_\_\_\_\_

By signing below, you are attesting to the accuracy of this document:

\_\_\_\_\_  
*Signature, Chief School Administrator (or designee)  
or Nonpublic School Lead (or designee)*

\_\_\_\_\_  
*Printed Name*

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

## PCTVS Mentoring Intent Form

This form indicates that you have a desire to mentor a Novice Teacher in the District. A copy, with the required signatures, must be submitted to your Principal for his/her records and a copy must be sent to the Mentoring Coordinator.

Name: \_\_\_\_\_ School: \_\_\_\_\_  
Email: \_\_\_\_\_ School Phone: \_\_\_\_\_  
Assignment: \_\_\_\_\_ Years Teaching: \_\_\_\_\_  
Years in Current Position: \_\_\_\_\_  
Home Address: \_\_\_\_\_

Please check all that apply:

\_\_\_\_\_ I was a Mentor Teacher for the current school year  
Name of Mentee: \_\_\_\_\_

\_\_\_\_\_ I have been a Mentor Teacher prior to 2014-2015  
Year(s) as a Mentor Teacher: \_\_\_\_\_  
Name of Student Teacher: \_\_\_\_\_

\_\_\_\_\_ I have been a Cooperating Teacher for a Student Teacher  
Year(s) as a Cooperating Teacher: \_\_\_\_\_  
Name of Student Teacher(s): \_\_\_\_\_

\_\_\_\_\_ I have received formal mentor training within the district  
Year: \_\_\_\_\_

\_\_\_\_\_ I have received formal mentor training through another program. Please describe below:

\_\_\_\_\_

\_\_\_\_\_

I understand that I must receive training in the roles and responsibilities of a Mentor Teacher, communication skills and peer coaching. I agree to meet with the Novice Teacher on a regular basis throughout the year. The district will provide the initial training which will take place in August and/or September with follow-up sessions during the first year. The compensation for this training is part of the stipend received at the end of the year.

Signature of Applicant: \_\_\_\_\_

It is the responsibility of the applicant to get the signature of the building principal and direct supervisor to verify the following statement:

*The applicant has the qualities inherent in establishing a trusting relationship with the beginning professional. The applicant will be able to help the Novice Teacher face the realities of teaching and guide him/her in setting appropriate goals. The applicant is able to consistently model effective teaching strategies.*

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Supervisor

## Mentor's Checklist and Responsibilities

### **Before school begins...**

- Contact (email/call) to introduce yourself.
- Ask the beginning teacher to assemble a list of questions.
- Tour the building.
- Review the course outline and syllabus.
- Review any students with an IEP, Section 504 Plan or English Language Learner (ELL)
- Make certain the building form for supplies is shared and filled out.
- Answer questions and supply additional related information.
- Understanding the schedule and LMS

### **On the first day...**

- Introduce the beginning teacher to other staff members, especially those they will be working with most closely.
- Review daily routines (Hybrid, synchronous and asynchronous)
  - ~ Homeroom period
  - ~ Attendance- Synchronous and asynchronous
  - ~ Changing classes
  - ~ Special classes
  - ~ Duties, Professional Learning Communities
- Explain book cards and textbook distribution, calculator distribution if applicable.

### **During the first week...**

- Check **DAILY** to make sure the beginning teacher has settled into a smooth routine.
- Assist with any needed changes to the schedule.
- Be certain that first day paperwork has been returned and processed properly.
- Help the beginning teacher set up a gradebook via Canvas and do the first full week's lesson plan.
- Review posting grades via Canvas.
- Set up a regular WEEKLY meeting time and location to check on progress and answer questions.
- Offer to allow the beginning teacher to observe you as you teach, or arrange other observations that might be appropriate. Arrange coverage with supervisors if needed for observations.

### ***Before mid-marking Trimester 1...***

- Provide needed information and advice for "Back to School Night".
- Review grading formulas.
- Assist with interims and CST review of interims as needed.
- Explain permanent record cards for reading and math, advise the beginning teacher to post test scores to these cards as soon as possible.
- Assist with pre-observation forms and answer questions about observation by administrators.
- Help the beginning teacher prepare for any parent communication and/or conference.
- Assist with the completion of report cards as needed

### ***As the year proceeds...***

- Continue to meet **WEEKLY** to answer questions and offer assistance.
- Explain standardized testing procedures.
- Guide the beginning teacher through:
  - ~ 504 Meetings/concerns
  - ~ IEP Meetings/concerns
  - ~ ELL Meetings/concerns
  - ~ Child Study Team referral process
  - ~ CST staffing
- Upload artifacts to the Documentation Logs.

### ***At year's end...***

- Explain procedures for:
  - ~ Final grades
  - ~ Needs assessment form
  - ~ Permanent record folders
  - ~ Professional Improvement Plan
- Review end-of-year checklist. Upload artifacts to documentation log. Quality versus quantity.

## PCTVS Monthly Mentoring Opportunities

Each month presents opportunities for a variety of mentor/mentee conversations. The monthly mentoring chart below provides suggested conversations which align with the Stronge Domains, as well as the professional activities occurring during that month. The list below serves as the minimum requirements with the mentor/mentee adding discussion topics relevant to the mentees needs.

September:

- Activities/Mentoring Conversations
  - Teacher Obligations (Stronge Domain 1,6)
    - Lesson plan review/feedback
    - How to take attendance in PowerSchool
    - How to set up Canvas Gradebook
    - Teacher Evaluation - SGO/PowerSchool Portal
  - Classroom Procedures (Stronge Domain 1, 5)
    - Establishing fair and consistent classroom routines, discipline and rules
  - Instruction (Stronge Domain 2, 3)
    - First two weeks of instructional planning
  - Professional Responsibilities (Stronge Domain 1,2,3,4)
    - Completing the PDP
    - Back To School Night
    - Teacher Pages
    - Parent /Teacher Interaction
    - Emergency Procedures
    - Request Professional Development workshop

October:

- Activities
  - Teacher Observations (Stronge Domains 1 , 2, 3, 4,5)
    - Self evaluation/reflection
  - Classroom Procedures (Stronge Domain 5)
    - Establishing fair and consistent classroom routines, discipline and rules
  - Instruction (Stronge Domain 2, 3)
    - Using data to inform instructional decisions
  - Professional Responsibilities (Stronge Domain 6)
    - Parent/Teacher Communication



## November:

- Activities
  - Teacher Observations (Stronge Domains 1 , 2, 3, 4,5)
    - Grade entries
    - Lesson plan review/feedback
    - PARCC preparation
  - Classroom Procedures (Stronge Domain 1, 2)
    - Establishing fair and consistent classroom routines, discipline and rules
  - Professional Responsibilities (Stronge Domain 4)
    - Parent/Teacher Communication

## December:

- Activities
  - Classroom Procedures (Stronge Domain 5)
    - Establishing fair and consistent classroom routines, discipline and rules
  - Professional Responsibilities (Stronge Domain 6)
    - Parent communication

## January:

- Activities
  - Classroom Procedures (Stronge Domain 5)
    - Establishing fair and consistent classroom routines, discipline and rules
  - Instruction (Stronge Domain 2, 3)
    - Using data to inform instructional decisions
  - Teacher Obligation (Stronge Domains 1,4, 6)
    - SGO review
    - PDP reflection
    - Teacher Evaluation Reflection

## February:

- Activities
  - Classroom Procedures (Stronge Domain 5)

- Establishing fair and consistent classroom routines, discipline and rules
- Instruction (Stronge Domain 2, 3)
  - Using data to inform instructional decisions
- Teacher Obligation (Stronge Domains 1 & 6)
  - Teacher Evaluation Reflection

March:

- Activities
  - Classroom Procedures (Stronge Domain 5)
    - Establishing fair and consistent classroom routines, discipline and rules
  - Instruction (Stronge Domain 2, 3, 4)
    - Using data to inform instructional decisions
  - Teacher Obligation (Stronge Domains 1 & 6)
    - Process for teacher annual summative
    - PARCC preparation

April:

- Activities
  - Instruction (Stronge Domain 2, 3)
    - Using data to inform instructional decisions
  - Teacher Obligation (Stronge Domains 1 & 4)
    - Process for teacher annual summative

May:

- Activities
  - Instruction (Stronge Domain 2, 3)
    - Using data to inform instructional decisions
  - Teacher Obligation (Stronge Domains 1 & 4)
    - End of the year procedures

June:

- Activities
  - Teacher Obligations (Stronge Domains 1, 4, 6)
    - End of the year procedures
    - Reflection

## Reflective Feedback protocol

Reflective feedback is a protocol used to assist a teacher in reflecting on his or her lesson. A coach chooses observing and giving feedback when teachers have implemented new practices within their own classrooms independently and are ready to receive feedback. This form of classroom support helps teachers hone their instructional skills and strengthen their practice. It also supports a teacher in becoming a reflective practitioner who regularly examines his or her own practice.

Teacher: \_\_\_\_\_ Coach: \_\_\_\_\_

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

Tell me about the highlights of your lesson.

How was this lesson different than what you planned? What do you think accounted for those differences?

What evidence from the lesson tells you if your students achieved the lesson's goals?

Teachers make many decisions as they teach. What decisions did you find yourself making during this lesson? Tell me about some of them and share your decision-making process. How did you arrive at those decisions?

What did you learn that you will apply to a future lesson?

Source: Killian, J. & Harrison, C. (2006). *Taking the lead: New roles for teachers and school-based coaches*. Oxford, OH: NSDC

**COLLEGIAL VISIT** Bring structure to classroom observation

The observing teacher should record her observations on the note-taking guide. The coach or visit facilitator is encouraged to do the same.

Maintain a predetermined focus while completing this form in order to avoid getting hung up on unrelated details.

|  |                                   |
|--|-----------------------------------|
| <b>Teacher's Name:</b>                                       | <b>Date of visit:</b>             |
| <b>What is the focus of your visit?</b>                      |                                   |
| <b>What are students doing?</b>                              | <b>What is the teacher doing?</b> |
| <b>What questions do you have as a result of this visit?</b> |                                   |
| <b>What are your next steps?</b>                             |                                   |

Source: Learning Forward, May 2012

CULTURE OF TRUST

**Build collaboration and collegiality**

A culture of trust is essential for building collaboration around professional learning (Roy & Hord, 2003). The following actions contribute to building a culture of trust (Roy, 2007). Complete this self-analysis to discover how you can reinforce these actions in your own practice.

|          |  |
|----------|--|
| <b>1</b> | <b>Build teacher trust in your decisions.</b> How can you demonstrate that your educational decisions put the interests of students above personal and political interests?                |
|          |  |
| <b>2</b> | <b>Keep your word.</b> How consistently do teachers see that you do what you say and that you follow through with promised actions?  |
|          |  |
| <b>3</b> | <b>Show your respect for teacher competence and intentions.</b> How can you show teachers you believe in their abilities and that they operate with the best interest of students in mind? |
|          |  |
| <b>4</b> | <b>Address incompetence fairly and firmly.</b> How can you better respond to personnel issues related to incompetence?   |
|          |  |
| <b>5</b> | <b>Demonstrate your own competence.</b> How can you communicate a strong vision for professional learning and clearly define expectations that are upheld for all faculty members?         |
|          |  |

Source: Roy, P. (2007, February). Trust is the on-ramp to building collaboration and collegiality. *The Learning Principal*. Oxford, OH: NSDC

## Sample Agenda for the Mentoring Workshop

### **Successful Mentoring**

- Mentoring then and now
  - Personal reflections Policies and procedures
  - Key elements
- Phases of teacher-mentor relationship Roles and responsibilities
  - Needs of new and transfer teachers
- Establishing the relationship
  - Trust – Integrity
  - Key communication skills
- Navigating the Challenges of Mentoring
  - School Culture
  - Time
  - Cross Generational Staff
- Mentoring and Coaching
  - Key Communication Concepts
  - Effective Listening
  - Feedback / Questioning Techniques
  - Case Studies
- Goals and plans for mentoring
- Promoting Collaborative Learning
  - Roles and ongoing responsibilities of a mentor  
Facilitating transition
  - Sharing of best practices
- Mentoring Leadership Style Facilitating Mentee Development
  - Mentoring, Coaching and Supervision
- Developing Mentoring Skills/ Coaching Techniques:
  - Feedback
  - Collecting classroom observation data
- Observation Practice
- Action Plans
- Learning Walks

# Welcomes You to New Staff Orientation

August 28, 29, 30, 31, 2023

## PROGRAM AGENDA

### Monday, August 28th

---

|  |   |
|--|---|
| 8:30 – 9:00 (STEM Cafeteria)                         | Continental Breakfast<br><i>Individual photos &amp; I.D.'s taken</i>  |
| 9:00 – 10:00 (STEM Lecture Hall)                     | Greetings<br><i>John Maiello, Superintendent</i><br>Welcome / District Culture<br><i>Antonio Garcia &amp; Joaquim Johnson, Principals</i> |
| 10:00 – 12:00 (STEM Lecture Hall/<br>STEM Gymnasium) | Team Building / Laptop Distribution<br><i>Team Building &amp; IT Staff</i>  |
| <b>12:00 – LUNCH (STEM Cafeteria)</b>                | Meet the Administrators<br><i>Assistant Principals &amp; Supervisors</i>  |
| 1:00 – 3:00  | Meetings with Supervisors   |

### Tuesday, August 29th

---

|                                       |   |
|---------------------------------------|---|
| 8:30 – 9:00 (STEM Cafeteria)          | Continental Breakfast<br><i>Individual photos &amp; I.D.'s taken</i>        |
| 9:00 – 9:30 (STEM Outdoors)           | Group Photo<br><i>Sandra Woods, Director of Communications</i>              |
| 9:30 – 10:30 (STEM Lecture Hall)      | Power School Training<br><i>Maxiel DeJesus, Senior System Administrator</i> |
| 10:30 – 12:00 (STEM Lecture Hall)     | Law & Policy<br><i>Antonio Garcia &amp; Joaquim Johnson, Principals</i>     |
| <b>12:00 – LUNCH (STEM Cafeteria)</b> | Meet the Administrators<br><i>Assistant Superintendents, Central Office</i> |
| 1:00 – 3:00 (STEM Lecture Hall)       | Canvas Training<br><i>Julissa Rodriguez, IT Coach</i>                       |

## Wednesday, August 30th

---

|                                      |   |
|--------------------------------------|---|
| 8:30 – 9:00 (STEM Cafeteria)         | Continental Breakfast   |
| 9:00 – 9:30am (STEM Lecture Hall)    | District Video / Q&A<br><i>Antonio Garcia &amp; Joaquim Johnson, Principals</i> |
| 9:30 – 11:00 (STEM Lecture Hall)     | Stronge Evaluation<br><i>Antonio Garcia &amp; Joaquim Johnson, Principals</i>   |
| 11:00– 12:00                         | General Tour w/ Assistant Principals  |
| <b>12:00– LUNCH (STEM Cafeteria)</b> | Meet the Administrators<br><i>Principals, Directors, Assistant Principals</i>   |
| 1:00 – 3:00 (STEM Lecture Hall)      | Canvas Training<br><i>Julissa Rodriguez, IT Coach</i>                           |

## Thursday, August 31st

---

|   |   |
|---|---|
| 8:30 – 9:00 (STEM Cafeteria)            | Continental Breakfast   |
| 9:00 – 9:30 (STEM Lecture Hall)         | Business Office / Columbia Bank<br><i>Rich Giglio, Business Administrator, Columbia Bank Reps</i>                 |
|   | Association Info<br><i>Faculty Representative</i>   |
|   | Special Services<br><i>Michele Rizzo, Director of Special Services</i>  |
| 10:00 – 11:00 (STEM Lecture Hall)       | HIB /Student Success Office<br>Kenneth McDaniel, Director of School Services, Jeannie Holman, Assistant Principal |
| 11:15 – 12:00 (STEM Lecture Hall)       | SEL Activity<br>Lori Henry, SEL Coach   |
| <b>12:00pm – LUNCH (STEM Cafeteria)</b> | w/ Administrative Team  |
| 1:00 – 2:30pm (STEM Lecture Hall)       | Meetings w/Supervisors / School Store Visitations   |



**Have a  
Great Year!  
Go Bulldogs!**



**IX. Operations/Capital Improvements**

**Consent Agenda**

A1. Motion to approve, having received the Board Agenda in time to review, a Consent Agenda with formal action of the Operations/Capital Improveets agenda items.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**Bid Progress Payments**

A. Motion to approve, upon the recommendation of the Superintendent and as certified by the Construction Manager and Architect, the following progress payments as detailed and subject to the availability of funds:

| <u>Bid No.</u> | <u>Bid Title</u>                       | <u>Payment</u> | <u>Vendor</u>                           | <u>Amount</u>  |
|----------------|--|----------------|---|----------------|
| 21/22-35       | HX Wing 3-Story Addition               | #12            | Bismark Construction Corp.              | \$1,214,416.00 |
| 22/23-09       | Welding Shop Renovations               | #1             | Accurate Construction Inc.              | \$80,850.00    |
| 22/23-09       | Welding Shop Renovations               | #2             | Accurate Construction Inc.              | \$84,294.70    |
| 22/23-31       | Child Study Team Office Renovations    | #1             | Accurate Construction Inc.              | \$106,820.00   |
| 22/23-32       | Chez Tech Renovations                  | #2             | Javier Construction Corp.               | \$78,152.95    |
| 22/23-33       | Barbering Lab Renovations              | #1             | Javier Construction Corp.               | \$43,610.00    |
| 34HUNCCP       | Theatrical Lighting Upgrade & Redesign | #1             | Johnston Communications (JCT Solutions) | \$228,088.19   |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**Bid Award**

B. Motion to award, upon the recommendation of the Superintendent, the following bids to the lowest responsible bidder meeting the specifications and as appended detail:

| <u>Bid No.</u> | <u>Bid Title</u>            | <u>Vendor(s)</u> | <u>Amount</u> |
|----------------|-----------------------------|------------------|---------------|
| 23/24-15       | Miscellaneous Food Products | Mivila Foods     | Unit Prices   |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**IX. Operations/Capital Improvements**

**Bid Award – Revision**

- C. Motion to approve, upon the recommendation of the Superintendent, revising the approval of the following bid to the lowest, responsible bidder meeting the bid specifications and as per appended:

| <u>Bid No.</u> | <u>Bid Title</u>                    | <u>Vendor</u>               | <u>Amount</u> |
|----------------|-------------------------------------|-----------------------------|---------------|
| 22/23-31       | Child Study Team Office Renovations | Accurate Construction, Inc. | \$837,700.00* |

\*previously approved at the 06/27/23 public meeting; award revised to reflect funding through local funds only

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**Educational Service Vendors-Inpatient**

- D. Motion to approve, upon the recommendation of the Superintendent, the following educational service vendors and rates for educational continuity to be provided when a student is an inpatient:

| <u>Vendor</u>   | <u>Rate</u>   |
|---|---------------|
| Center for Children’s Behavioral Health<br>356 Horseneck Rd., Fairfield, NJ     | \$95.00/hour  |
| EL US LLC (LearnWell)<br>2 Main St., Suite 2A, Plymouth, MA                     | \$62.50/hour  |
| New Hope Integrated Behavioral Health Care Inc.<br>80 Conover Rd., Marlboro, NJ | \$600.00/week |
| New Pathway Counseling, Inc.<br>321 Changebridge Rd., Pinebrook, NJ             | \$650.00/week |
| Saint Clare’s Hospital<br>CCIS, 130 Powerville Rd., Boonton, NJ                 | \$55.00/hour  |
| Silvergate Preparatory, LLC<br>1065 US Highway 22, Bridgewater, NJ              | \$65.00/hour  |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**Disposal and Sale of Personal Property / Surplus – Various Items**

- E. Motion to approve, upon the recommendation of the Superintendent and pursuant to Board Policy #7300-Disposition of Property and in accordance with N.J.S.A. 18A-18A-45, the authorization of the Office of the School Business Administrator to sell/dispose of the Board of Education equipment as attached that has been determined to be no longer needed for school district purposes.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**IX. Operations/Capital Improvements**

**Use of Facilities**

F. Motion to approve, upon the recommendation of the Superintendent, use of facilities in accordance with the terms and conditions of the Board Policy, subject to the availability:

| <u>Location</u>                                    | <u>Group, Date(s) and Time(s)</u>   |
|--|---|
| PCTI Multi-Purpose Room                            | Passaic County Education Associations<br>Advocacy workshop for about 30 education professionals<br>08/17/2023; 8:00 a.m.-12:30 p.m.   |
| Baseball Varsity Field                             | Wayne Warriors-Little League Baseball Team<br>Non-profit baseball teams; practices and games<br>09/09/23-11/12/23; Saturdays: 3:00 p.m.-7:00 p.m.<br>Sundays; 1:00 p.m.-7:00 p.m. |
| Baseball Field                                     | Paterson Board of Recreation-Old Timers Youth Baseball Team<br>Youth baseball games<br>09/10/23-11/12/23; Sundays only; 8:30 a.m.-1:30 p.m.                                       |
| Auditorium   | Passaic County Sheriff's Office<br>Awards Ceremony<br>09/13/2023; 5:45 p.m.-8:30 p.m.   |
| Auditorium   | Fortis Institute<br>Graduation Ceremony<br>10/20/2023; 5:30 p.m.-8:30 p.m.  |
| Student & Faculty Parking Lots<br>Concession Stand | PCTVS Skills USA<br>7 <sup>th</sup> Annual Bulldog Car Show<br>10/28/23 (Show Date); 7:00 a.m.-3:00 p.m.<br>10/29/23 (Rain Date); 7:00 a.m.-3:00 p.m.                             |
| AC Pool & Locker Rooms                             | Pequannock Township High School Swim Team<br>Swim Practices and Meets<br>11/20/23-02/16/24; 5 days per week; 5:15 p.m.-6:15 p.m.  |
| AC Pool & Locker Rooms                             | Lakeland Regional High School Swim Team<br>Swim Practices and Meets<br>11/20/23-02/16/24; 5 days per week; 6:30 p.m.-7:30 p.m.  |
| AC Pool & Locker Rooms                             | Ramsey High School Swim Team<br>Swim Practices and Meets<br>11/20/23-02/16/24; 5 days per week; 7:45 p.m.-8:45 p.m.   |
| AC Pool & Locker Rooms                             | Passaic High School Swim Team<br>Swim Practices and Meets<br>11/20/23-02/16/24; 2 days per week<br>Fridays: 7:45 p.m.-8:45 p.m.; Saturdays: 11:15 a.m.-12:30 p.m.                 |

Motion Mr. Brown

Second

Ms. Tasic

Roll-call 4-0

Motion carried



# Document G732 - 2019

## Application and Certificate for Payment, Construction Manager as Adviser Edition

**TO OWNER:** Passaic County Technical Institute  
 45 Reinhardt Rd Wayne NJ 07470  
**PROJECT:** HX Wing 3-Story Addition  
 45 Reinhardt Rd Wayne NJ 07470  
**APPLICATION NO:** 12  
**Distribution to:**

**FROM CONTRACTOR:** Bismark Construction Corp  
 207-209 Berkeley Avenue  
 Newark NJ 07107  
**VIA ARCHITECT:** A&A Construction Management  
 Coppa Montalbano Architects

**PERIOD TO:** July 31, 2023  
**CONTRACT DATE:** May 27, 2022  
**PROJECT NOS:** 21/22 / 35 / PCTI

**OWNER:**  **CONSTRUCTION MANAGER:**   
**ARCHITECT:**   
**CONTRACTOR:**   
**FIELD:**   
**OTHER:**

### CONTRACTOR'S APPLICATION FOR PAYMENT

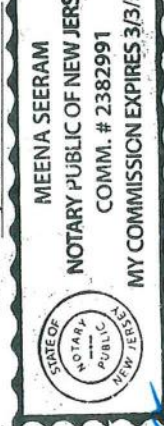
Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM ..... \$13,814,047.85  
 2. NET CHANGES IN THE WORK ..... \$0.00  
 3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$13,814,047.85  
 4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) ..... \$11,446,446.04  
 5. RETAINAGE:  
 a. 2 % of Completed Work (Column D + E on G703) ..... \$227,928.92  
 b. 2 % of Stored Material (Column F on G703) ..... \$1,000.00

Date: July 26, 2023

County of: Essex State of: New Jersey  
 Subscribed and sworn to before me this 26th day of July 2023  
 Notary Public: *Nikenna Seeram*  
 My Commission Expires: 3/3/2024



8. CURRENT PAYMENT DUE ..... \$1,214,416.00  
 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6) ..... \$2,596,530.73

**CERTIFICATE FOR PAYMENT**  
 In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$1,214,416.00  
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)  
**CONSTRUCTION MANAGER:** *[Signature]* Date: 8.9.23  
**By:** *[Signature]* Date: 8.11.23

| SUMMARY OF CHANGES IN THE WORK                                     | ADDITIONS     | DEDUCTIONS    |
|--|---------------|---------------|
| Total changes approved in previous months by Owner                 | \$0.00        | \$0.00        |
| Total approved this month including Construction Change Directives | \$0.00        | \$0.00        |
| <b>TOTALS</b>  | <b>\$0.00</b> | <b>\$0.00</b> |
| <b>NET CHANGES IN THE WORK</b>                                     | <b>\$0.00</b> | <b>\$0.00</b> |



# AIA Document G732™ - 2019

## Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER: Passaic County Vo Tech Schools PROJECT: Webbing Shop Renovations APPLICATION NO: 001 DISTRIBUTION TO:  
 45 Reinhardt Road Wayne NJ 07470 45 Reinhardt Road, Wayne NJ OWNER  
 FROM Accurate Construction Inc VIA CONSTRUCTION CONSTRUCTION MANAGER ARCHITECT  
 CONTRACTOR: 149 Alps Road Wayne A&A Construction Managers MANAGER ARCHITECT  
 CONTRACT FOR: General Construction VIA ARCHITECT: Coppo Montalbano Architects CONTRACTOR CONTRACTOR  
 PERIOD TO: June 30 2023 PERIOD TO: OWNER  
 CONTRACT DATE: May 24 2023 CONTRACT DATE: ARCHITECT  
 PROJECT NOS: 22 / 23 / 29B / 29B PROJECT NOS: CONTRACTOR  
 FIELD  
 OTHER

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....\$ 607,000.00
2. NET CHANGES IN THE WORK.....\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2).....\$ 607,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703).....\$ 82,500.00
5. RETAINAGE:
  - a. 2 % of Completed Work (Column D + E on G703) \$ 1,650.00
  - b. 2 % of Stored Material (Column F on G703) \$

Total Retainage (Lines 5a + 5b, or Total in Column I on G703) .....\$ 1,650.00

6. TOTAL EARNED LESS RETAINAGE.....\$ 80,850.00  
 (Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....\$ 0.00  
 (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE.....\$ 80,850.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE  
 (Line 3 minus Line 6) \$ 526,150.00

### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 80,850.00  
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By: [Signature] Date: 7/19/23  
 ARCHITECT: (NOTE: If multiple contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)  
 By: [Signature] Date: 7-13-23

| SUMMARY OF CHANGES IN THE WORK                                      | ADDITIONS | DEDUCTIONS |
|---|-----------|------------|
| Total changes approved in previous months by Owner                  | \$ 0.00   | \$ 0.00    |
| Total approved this month, including Construction Change Directives | \$ 0.00   | \$ 0.00    |
| TOTALS  | \$        | \$         |
| NET CHANGES IN THE WORK   | \$        | \$         |

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# AIA Document G732™ - 2019

## Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER: Passaic County Vo Tech Schools PROJECT: PCTI Welding SHop Renovations APPLICATION NO: 02  
 45 Reinhardt Road  
 Wayne NJ 07470

FROM Accurate Construction Inc VIA CONSTRUCTION PERIOD TO: June July 31 2023 DISTRIBUTION TO: OWNER  
 149 Alps Road Wayne A&A Construction Managers CONTRACT DATE: May 24 2023 CONSTRUCTION MANAGER  
 Wayne CONTRACTOR: 22 / 23 / 29B ARCHITECT OWNER  
 CONTRACTOR ARCHITECT  
 FIELD  
 OTHER

CONTRACT FOR: General Construction VIA ARCHITECT: Coppa Montalbano Architects

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
 AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....\$ 607,000.00
2. NET CHANGES IN THE WORK.....\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2).....\$ 607,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703).....\$ 168,515.00
5. RETAINAGE:

- a. 2 % of Completed Work  
 (Column D + E on G703) \$ 3,370.30
- b. 2 % of Stored Material  
 (Column F on G703) \$

6. TOTAL EARNED LESS RETAINAGE.....\$ 3370.30  
 (Line 4 minus Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....80850.00  
 (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE.....\$ 84,294.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE  
 (Line 3 minus Line 6) \$ 441,855.30

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

Date: 7/31/23

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

State of: New Jersey

County of: Passaic

Subscribed and sworn to before \_\_\_\_\_

me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public: CARMEN A. GOMEZ

My Commission Expires \_\_\_\_\_

### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 84,294.70  
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and of the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

Date: 8-3-23

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

ARCHITECT: \_\_\_\_\_

(If multiple contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

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

Date: 8-2-23

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

| SUMMARY OF CHANGES IN THE WORK                                      | ADDITIONS | DEDUCTIONS |
|---|-----------|------------|
| Total changes approved in previous months by Owner                  | \$ 0.00   | \$ 0.00    |
| Total approved this month, including Construction Change Directives | \$ 0.00   | \$ 0.00    |
| <b>TOTALS</b>   | <b>\$</b> | <b>\$</b>  |
| <b>NET CHANGES IN THE WORK</b>                                      | <b>\$</b> | <b>\$</b>  |

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# AIA Document G732™ - 2019

## Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER: Passaic County Vo Tech Schools PROJECT: PCTI Child Study Team Office renovations  
 45 Reinhardt Road, Wayne NJ  
 FROM: Accurate Construction Inc VIA CONSTRUCTION MANAGER: A&A Construction Managers  
 149 Alps Road Wayne  
 CONTRACTOR FOR: General Construction VIA ARCHITECT: Coppola Montalbano Architects

APPLICATION NO: 001  
 PERIOD TO: July 301 2023  
 CONTRACT DATE: 5/24/23  
 PROJECT NOS: 22 / 23 / -31

DISTRIBUTION TO:  
 OWNER   
 CONSTRUCTION MANAGER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

### CONTRACTOR'S APPLICATION FOR PAYMENT

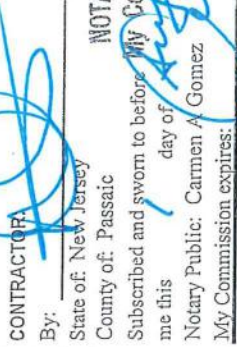
Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....\$ 837,700.00
2. NET CHANGES IN THE WORK.....\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2).....\$ 837,700.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703).....\$ 109,000.00
5. RETAINAGE:

- a. 2% of Completed Work (Column D + E on G703) \$ 2180.00
- b. 2% of Stored Material (Column F on G703) \$

6. TOTAL RETAINAGE (Lines 5a + 5b, or Total in Column I on G703).....\$ 2180.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....\$ 106820.00  
 (Line 4 minus Line 5 Total)
8. CURRENT PAYMENT DUE.....\$ 0.00  
 (Line 6 from prior Certificate)
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....\$ 106,820.00  
 (Line 3 minus Line 6)

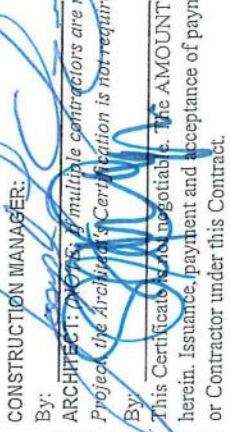
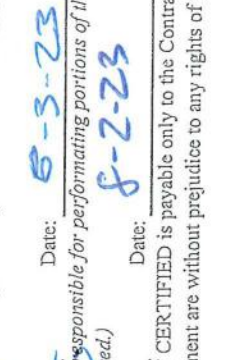
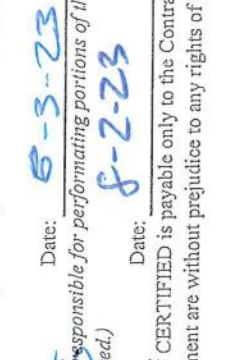
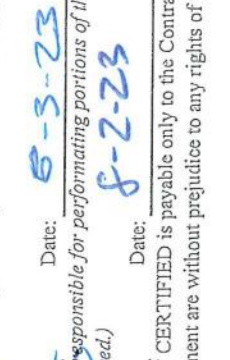
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:   
 State of: New Jersey  
 County of: Passaic  
 Subscribed and sworn to before me this day of August 2023  
 Notary Public: Carmen A Gomez  
 My Commission expires: 4/10/2025

### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 106,820.00  
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:   
 By:   
 ARCHITECT:   
 Project:   
 Date: 6-3-23  
 Date: 8-2-23

| SUMMARY OF CHANGES IN THE WORK                                      | ADDITIONS | DEDUCTIONS |
|---|-----------|------------|
| Total changes approved in previous months by Owner                  | \$ 0.00   | \$ 0.00    |
| Total approved this month, including Construction Change Directives | \$ 0.00   | \$ 0.00    |
| TOTALS  | \$        | \$         |
| NET CHANGES IN THE WORK   | \$        | \$         |

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## Application and Certificate for Payment, Construction Manager as Adviser Edition

**TO OWNER:** PROJECT: Passaic County Technical Vocational School APPLICATION NO: 2 Distribution to:  OWNER,  CONSTRUCTION MANAGER,  ARCHITECT,  CONTRACTOR,  FIELD,  OTHER

45 Reinhardt Road PERIOD TO: 7/31/2023

Wayne, NJ 07470

**FROM:** VIA CONSTRUCTION CONTRACT DATE: 6/28/2023

**CONTRACTOR:** Javier Construction Corp. MANAGER: A&A Construction Manager & Consultants, Inc PROJECT NOS: 22096 2023-45

**CONTRACT FOR:** General Construction VIA ARCHITECT: Coppa Montalbano Architects

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM ..... \$813,802.00
2. NET CHANGE BY CHANGE ORDERS ..... \$0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$813,802.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$122,227.50

5. RETAINAGE:
  - a. 2 % of Completed Work (Column D + E on G703) ..... \$0.00
  - b. 0 % of Stored Material (Column F on G703) ..... \$2,424.55

6. TOTAL EARNED LESS RETAINAGE ..... \$2,424.55
- (Line 4 Less Line 5 Total) ..... \$119,802.95
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$41,650.00
- (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE ..... \$78,152.95

(Line 3 less Line 6)

9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$693,999.05

(Line 3 less Line 6)

| CHANGE ORDER SUMMARY   | ADDITIONS | DEDUCTIONS |
|--|-----------|------------|
| Total changes approved in previous months by Owner                 | \$0.00    | \$0.00     |
| Total approved this month including Construction Change Directives | \$0.00    | \$0.00     |
| TOTALS   | \$0.00    | \$0.00     |
| NET CHANGES IN THE WORK  | \$0.00    | \$0.00     |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** \_\_\_\_\_ Date: 7/21/2023

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

State of: NEW JERSEY

County of: Passaic

Subscribed and sworn to before me this 21st day of July, 2023

Notary Public: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

Carlos Javier  
Notary Public  
State of New Jersey  
My Commission Expires 03-17-2026  
No. 2405776

### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED. 878,152.95 \$0.00

AMOUNT CERTIFIED ..... \$0.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**CONSTRUCTION MANAGER:** \_\_\_\_\_ Date: 7/31/23

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

**ARCHITECT:** \_\_\_\_\_ Date: 7-28-23

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

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.





# Document G732™ - 2009

## Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER: PROJECT: APPLICATION NO: 1 DISTRIBUTION TO:

Passaic County Technical Vocational School  
45 Reinhardt Road  
Wayne, NJ 07470

DB-Wing Second Floor Barbering Lab Renovations  
45 Reinhardt Road  
Wayne, NJ 07470

PERIOD TO: 7/5/2023

OWNER:   
CONSTRUCTION MANAGER:   
ARCHITECT:   
CONTRACTOR:   
FIELD:   
OTHER:

FROM VIA CONSTRUCTION

CONTRACTOR: Javier Construction Corp.  
CONTRACT FOR: General Construction

CONTRACT DATE: 6/28/2023  
PROJECT NOS: 22090 2023-62

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM ..... \$859,000.00  
2. NET CHANGE BY CHANGE ORDERS ..... \$0.00

3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$859,000.00

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$44,500.00

5. RETAINAGE:  
a. 2% of Completed Work (Column D + E on G703) ..... \$0.00

b. 0% of Stored Material (Column F on G703) ..... \$890.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703) ..... \$890.00

6. TOTAL EARNED LESS RETAINAGE ..... \$43,610.00  
(Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$0.00  
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE ..... \$43,610.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$815,390.00  
(Line 3 less Line 6)

Date: 7/5/2023

County of: Passaic  
Subscribed and sworn to before me this 5th day of July, 2023  
Notary Public:  
My Commission expires: NEW JERSEY

Carlos Javier  
Notary Public  
State of New Jersey  
My Commission Expires 03-17-2026  
No. 2405776

### CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED. \$43,610.00

AMOUNT CERTIFIED ..... \$0.00  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER: By: Date: 7-31-23

ARCHITECT: By: Date: 7-28-23

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

| CHANGE ORDER SUMMARY   | ADDITIONS | DEDUCTIONS |
|--|-----------|------------|
| Total changes approved in previous months by Owner                 | \$0.00    | \$0.00     |
| Total approved this month including Construction Change Directives | \$0.00    | \$0.00     |
| TOTALS   | \$0.00    | \$0.00     |
| NET CHANGES IN THE WORK  | \$0.00    |            |

**Board Action: August 24, 2023**

**Bid No. 23/24-15**

**Bid Title: Miscellaneous Food Products**

**INFORMATION:**

Bids were prepared, advertised and invited from vendors for Bid No. 23/24-15 Miscellaneous Food Products. The bids were received on Wednesday, August 9, 2023, with the following results:

Mivila Foods, Inc.

Unit Prices

RECOMMENDATION

RESOLVED that Bid No. 23/24-15- Miscellaneous Food Products is recommended by the Superintendent to be awarded to the vendor listed below based upon their lowest responsible bids. (Lowest responsible bids are highlighted)

Mivila Foods, Inc., 226 Getty Ave, Paterson, NJ 07503

The procurement process is in compliance with Federal regulations 2 CFR 200.318 et seq., and purchases are made using the National School Lunch Programs funds. Quantities are estimates and will be adjusted as needed. Unit prices are for purchases through June 30, 2024.

FURTHER RESOLVED that authorization is granted to notify the lowest bidder and receive written confirmation thereof.

|    | Item Description                             | Brand             | Quantity & Weight Per Each Item | Annual Quantity | MIVILA FOODS Price per Unit | Code |
|----|--|-------------------|---------------------------------|-----------------|-----------------------------|------|
| 1  | Seattle's Best Coffee Packet                 | SEATTLE BEST      | 42/2 oz./case                   | 10              | 38.75                       | A    |
| 2  | Martinsons Coffee Packet                     | MARTINSONS COFFEE | 24/1.7 oz./case                 | 50              | 37.85                       | A    |
| 3  | Water, Poland Spring 8oz Bottles             | WATER, POLAND     | 48/8 oz./case                   | 400             | 12.95                       |      |
| 4  | Gatorade Zero Lemon Lime S*Container         | GATORADE          | 12/32 oz./case                  | As Needed       | No Bid                      |      |
| 5  | Steak Seas. Montreal*Lo-Sod*                 | MCCORMICK         | 1/24 oz./lea.                   | As Needed       | 15.70                       | A    |
| 6  | Garlic Minced *McCormick*                    | MCCORMICK         | 1/22 oz./lea.                   | As Needed       | 16.90                       | A    |
| 7  | Seasoning Blend Signature                    | MCCORMICK         | 1/21 oz./lea.                   | As Needed       | 20.60                       | A    |
| 8  | Zesty Pepper Seasoning Blend                 | MCCORMICK         | 119 oz./lea.                    | As Needed       | 69.85                       | A    |
| 9  | Ocean Spray 100% Juice Boxes 6 Oz. Variety   | OCEAN SPRAY       | 40/case                         | 50              | 14.90                       | A    |
| 10 | Ocean Spray 100% Juice Boxes 4.23oz. Variety | OCEAN SPRAY       | 40/case                         | 50              | 10.95                       | A    |
| 11 | Clementina                                   | Pellegrino        | 24/10oz/cs                      | 5               | No Bid                      |      |

|    |  |                          |                     |           |              |   |
|----|--|--------------------------|---------------------|-----------|--------------|---|
| 12 | Rice Mountain Red                                  | <b>Indian Harvest</b>    | 6/2 lb./cs          | 10        | No Bid       |   |
| 13 | PEPPER JACK CUBES RED/FAT                          | <b>LO'L</b>              | 200/10Z/CS          | 75        | 76.90        | A |
| 14 | Sopressata Sweet Dry Chubs                         | <b>Alps</b>              | 1/10lb/cs           | 8         | 10.19 per LB | C |
| 15 | CHEESE MOZZARELLA WM LOAF                          | <b>Grande</b>            | 8/6.8 lbavg/cs      | 5         | 3.29 per LB  | C |
| 16 | Cheese Gorgonzola Wheels Aged                      | <b>La Bottega</b>        | 2/8lb/cs            | 2         | 5.95 per LB  | C |
| 17 | Part Skim Mozzarella Cheese Loaf                   | <b>Grande</b>            | 8/6.75lb/cs         | 10        | 3.29 per LB  | C |
| 18 | Impastata Del Pastaio Cheese                       | <b>Grande</b>            | 1/30 lb/cs          | 15        | No Bid       |   |
| 19 | Lays Baked Chips Variety Pack                      | <b>LAYS</b>              | 104/.875 oz/cs      | 50        | 47.60        | A |
| 20 | Trix Breakfast Kit                                 | <b>NOTABLES</b>          | 35/case             | 50        | 64.95        | A |
| 21 | Cinnamon Toast Crunch Breakfast Kit                | <b>NOTABLES</b>          | 35/case             | 50        | 63.50        | A |
| 22 | Cocoa Puffs Breakfast Kit                          | <b>NOTABLES</b>          | 35/cs               | 50        | 63.50        | A |
| 23 | Honey Nut Cheerios Breakfast Kit                   | <b>NOTABLES</b>          | 36/cs               | 50        | No Bid       |   |
| 24 | Chicken Tender Bites- Jerky- Original Or Sweet Bbq | <b>JACK LINKS</b>        | 48/1oz/cs           | 50        | No Bid       |   |
| 25 | Yogurt Parfait Kit                                 | <b>Right Start Foods</b> | 48/6.16 oz/cs       | 25        | 72.90        | A |
| 26 | <b>Cookie, Chocolate Chip IW</b>                   | <b>Otis Spunkmeyer</b>   | <b>72/1.33oz/cs</b> | <b>25</b> | <b>37.95</b> |   |
| 27 | Chocolate Chip Cookie IW                           | <b>Darlington</b>        | 216/.75/cs          | 25        | No Bid       |   |
| 28 | Whole Grain Soft Oatmeal Bars, Blueberry           | <b>Appleways</b>         | 216/1.2oz/cs        | 20        | 35.95        | A |
| 29 | Nardones 6" BBQ Chicken Pizza                      | <b>NARDONES</b>          | 60/4.75 oz/cs       | 200       | No Bid       |   |
| 30 | Chicken Tender W/G Spicy                           | <b>TYSON</b>             | 148/3.42 oz/cs      | 150       | 85.70        | A |
| 31 | Chicken 10 Hd Fresh                                | <b>BELL &amp; EVANS</b>  | 10/4 lb. avg        | 10        | 2.88 Per LB  | C |
| 32 | Chicken Wing 24 Hd Fresh S*                        | <b>PACKER</b>            | 24/3-3.5lb avq      | 50        | 2.69 Per LB  | C |
| 33 | Chic 8way Cut lqf Cup Frozen                       | <b>PERDUE</b>            | 1/16 head           | 50        | No Bid       |   |
| 34 | Com Ravioli Cheese Jumbo Wg                        | <b>TASTYBRAND</b>        | 108/3.78 oz/cs      | 75        | No Bid       |   |
| 35 | Pastry Mini Cheesecake Asst K                      | <b>ALESSI</b>            | 2/56 ct             | 20        | No Bid       |   |
| 36 | Pastry Mini Brownies Asst K                        | <b>ALESSI</b>            | 2/56 ct             | 20        | No Bid       |   |
| 37 | Pastry Fancy Mini Asst                             | <b>ALESSI</b>            | 2/56 ct             | 20        | No Bid       |   |
| 38 | Pastry Fancy Asst Indulgence K                     | <b>ALESSI</b>            | 2/56 ct             | 20        | No Bid       |   |
| 39 | Sole Filet *Holland* 5oz *lqf*                     |                          | 1/10 lb./cs         | 25        | 58.40        | A |
| 40 | Michaels Frozen Egg Patties                        | <b>MICHAELS</b>          | 300/1.25 oz/cs      | 50        | 45.85        | A |
| 41 | Pork Chop Cc Bi 8 Oz                               | <b>MOSNER</b>            | 18-22/8 oz/cs       | 5         | 38.00        | B |
| 42 | Lamb Rack Frenched 9rib Col                        | <b>CATELLI</b>           | 6/2.75 avg          | 5         | 16.75 Per LB | C |
| 43 | Lamb Shoulder Halal Boneless S*                    | <b>MOSNER</b>            | 5/9 lb. avg         | 5         | No Bid       |   |

|    |   |                   |                      |                  |               |   |
|----|---|-------------------|----------------------|------------------|---------------|---|
| 44 | Pollock Battered 4oz Wedge, CN                    | TRIDENT           | 1/10lb/cs            | 25               | 4.37 Per LB   | C |
| 45 | Jamaican Mild Beef Patties 5 oz                   | Tower Isle        | 50/5oz/cs            | 25               | 50.75         | A |
| 46 | Jamaican Chicken Patties 5 oz                     | Tower Isle        | 50/5oz/cs            | 25               | No Bid        |   |
| 47 | <b>Pretzel Jumbo Soft, 6 oz</b>                   | <b>NY Pretzel</b> | <b>50/6 oz/cs</b>    | <b>10</b>        | <b>32.85</b>  |   |
| 48 | Provolone Quarters                                | Auricchio         | 1/17lb/cs            | 10               | No Bid        |   |
| 49 | Cleantek Disposable Ear loop Face Mask 7"X 3 3/4" | CLEANTEK          | 1000/box             | 200              | 8.95          | A |
| 50 | Callabaut Dark Chocolate Chunks 50#               | CALLABAUT         | 1/50 lb./case        | 5                | No Bid        |   |
| 51 | Van Leer Breda Chunks 30#                         | VAN LEER          | 1/30 lb./case        | 5                | No Bid        |   |
| 52 | Butterscotch Chips                                |                   | 1/25 lb./case        | as needed        | No Bid        |   |
| 53 | Milk Chocolate Bits Candy Coated                  | M&M               | 5/10 lb./case        | 2                | 185.90        | A |
| 54 | Chocolate Curls                                   |                   | 1/8.8 lb./case       | as needed        | 58.75         | A |
| 55 | Pastry Shells Canape                              | PIDY              | 240/1.75"/cs         | as needed        | No Bid        |   |
| 56 | <b>Chocolate Marble Tulip Cups</b>                |                   | <b>36/3" pc/cs</b>   | <b>as needed</b> | <b>79.95</b>  |   |
| 57 | <b>Almonds Whole Shelled/Raw</b>                  | <b>BAZZINI</b>    | <b>1/25 lb./case</b> | <b>5</b>         | <b>165.75</b> |   |
| 58 | Hazelnuts (Filberts)                              | BAZZINI           | 1/55 lb./case        | as needed        | 235.00        | A |
| 59 | Peanuts Whole Shell Salted                        | BAZZINI           | 1/25 lb./case        | as needed        | 75.85         | A |
| 60 | Walnuts Granulated *30lb*                         | BAZZINI           | 1/30 lb./case        | as needed        | No Bid        |   |
| 61 | Graham Cracker Crumbs                             | KELLOGGS          | 1/25 lb./case        | 5                | 35.85         | A |
| 62 | Coconut Short Shredded                            | I.COCONUT         | 1/25 lb./case        | 2                | 36.50         | A |
| 63 | Fruit Mix Dried *Tutti Frutti*                    |                   | 1/30 lb./case        | as needed        | 50.75         | A |
| 64 | Dates Dried Pitted                                |                   | 1/15 lb./case        | as needed        | 26.15         | A |
| 65 | Mango *Dried* Philippine                          | MEMBR MARK        | 1/20 oz/bag          | as needed        | 14.75         | A |
| 66 | Fondant*Rolled**Chocolat e                        | SATIN             | 1/20 lb./case        | 2                | No Bid        |   |
| 67 | Icing Butter Cream Vanilla                        | H7H               | 1/30 lb./case        | as needed        | 147.00        | A |
| 68 | Better Cream Vanilla Tubs                         | Better            | 1/15 lb./case        | as needed        | 147.00        | A |
| 69 | Clear Jel-Regular (Polar)                         | NATIONAL          | 1/25 lb./case        | as needed        | No Bid        |   |
| 70 | Clear Jel-Regular (Polar)                         | NATIONAL          | 1/25 lb./case        | as needed        | No Bid        |   |
| 71 | Raspberry Jam Seedless                            | EFCO              | 1/45 lb./pail        | 5                | 79.90 RT      | A |
| 72 | Apricot Jam                                       | EFCO              | 1/45 lb./case        | as needed        | 59.85         | A |
| 73 | <b>Macaroon Paste</b>                             | <b>AMERICANA</b>  | <b>1/45 lb./case</b> | <b>as needed</b> | <b>327.00</b> |   |
| 74 | Pineapple Filling                                 | Diamante          | 1/40 lb tub          | as needed        | 89.00         | A |
| 75 | Blueberry Fulafrute Filling                       | Pennant           | 20# tub              | as needed        | 123.00        | A |
| 76 | Apple Pie Filling                                 | EFCO              | 38# tub              | as needed        | 71.90         | A |
| 77 | Cherry Filling                                    | EFCO              | 38# tub              | as needed        | 109.50        | A |
| 78 | Guava Filling Smooth                              | Diamante          | 40# tub              | as needed        | 89.75         | A |
| 79 | Peach Filling                                     | EFCO              | 38# Tub              | as needed        | 105.50        | A |
| 80 | Strawberry Filling                                | EFCO              | 38#                  | as needed        | 109.50        | A |
| 81 | Orange Color                                      | CHEFMASTER        | 1/qt/each            | as needed        | 18.95         | A |

|     |                                  |                  |               |           |           |   |
|-----|----------------------------------|------------------|---------------|-----------|-----------|---|
| 82  | Red Color                        | CHEFMASTER       | 1/qt/each     | as needed | 21.85     | A |
| 83  | Tomato Color                     | CHEFMASTER       | 1/1 qt/each   | as needed | No Bid    |   |
| 84  | Blue Color                       | CHEFMASTER       | 1/1 qt/each   | as needed | 18.95     | A |
| 85  | Green Color                      | CHEFMASTER       | 1/1 qt/each   | as needed | 21.85     | A |
| 86  | Pink Color                       | CHEFMASTER       | 1/1 qt/each   | as needed | 19.85     | A |
| 87  | Blue Color                       | CHEFMASTER       | 1/1 qt/each   | as needed | 27.85     | A |
| 88  | Powdered Glucose                 | Pastry Star      | 10#           | 10        | 43.85     | A |
| 89  | Sorbet Stabilizer                |                  | 1.5# jar      | 5         | 98.75     | A |
| 90  | Cocoa Butter                     | Bakers Authority | 5#/box        | 5         | 45.85     | A |
| 91  | Trimoline                        | Golden Barrel    | 50#           | 5         | 38.00     | A |
| 92  | White Compound Chocolate         | Master Martini   | 20kg          | 10        | 115.00    | A |
| 93  | Dark Compound Chocolate          | Master Martini   | 20kg          | 10        | 111.00    | A |
| 94  | Milk Compound Chocolate          | Master Martini   | 20kg          | 10        | 111.00    | A |
| 95  | Praline Paste                    | Pastry Star      | 8# tub        | 10        | 108.00    | A |
| 96  | Whipped Cream Stabilizer         | Pastry Star      | 10# bag       | 2         | 27.85     | A |
| 97  | Gianduja Chocolate               | Barry Callebaut  | 5kg/block     | 5         | 419.00    | A |
| 98  | Coarse Sugar                     | Bakers Authority | 5#/bag        | 10        | 33.80     | A |
| 99  | Unsalted Butter Sheets           | Anchor           | 20/1kg/case   | 10        | 219.00    |   |
| 100 | Rolling Fondant (assorted color) | Satin Ice        | 5#tub         | as needed | No Bid    |   |
| 101 | Hazelnut Flour                   | Bakers Authority | 25# box       | 5         | 69.85     | A |
| 102 | Pistachio Flour                  | Bakers Authority | 25# box       | 5         | 103.85 RT | A |
| 103 | Candy M&M Mini for baking        | M&M              | 1/25 lb./case | 5         | 185.90    |   |
| 104 | Filling Pastry Guava OU          | Henry & Henry    | 1/40# tub/cs  | 2         | 69.75     | A |
| 105 | PECTIN ^ NH THERMAL REVERSIBLE   | DGF              | 1/2.2lb/cs    | 2         | 47.85     | A |
| 106 | Chocolate dark Compound          | IRCA             | 2/11 lb./cs   | 5         | 129.10    | A |
| 107 | CHOC MILK BUTTONS 40% TEMPERED   | Valrhona         | 4/5.5 lbs./cs | 5         | No Bid    |   |
| 108 | CHOC DARK 65% COUVERTURE DISCS   | Valrhona         | 1/33 lb./cs   | 5         | No Bid    |   |
| 109 | CACOA POWDER 22-24% BAKING       | Valrhona         | 4/5 lb./cs    | 5         | 237.00    | A |
| 110 | CHOC MILK 40% COUVERTURE Discs   | Valrhona         | 3/3 kg/cs     | 5         | 267.00    |   |
| 111 | CHOC DARK L6040 CALLET 60.6%     | Callebaut        | 2/10 kg/cs    | 5         | No Bid    |   |
| 112 | Fine Sorbitol                    |                  | 55lb/cs       | 5         | 159.00    | A |
| 113 | Detergent Dish Machine           | ECOLAB           | 6/6.75#/CS    | 5         | 129.75    | A |
| 114 | Pad Scouring, Green              | Packer           | 1/18ct/cs     | 20        | 5.85      | A |
| 115 | Rinse aid Lo temp Ultra DRY      | ECOLAB           | 4/1 gal/CS    | 10        | 119.85    | B |
| 116 | Oven cleaner Grease Strip        | ECOLAB           | 6/32 oz/CS    | 5         | 54.90     | A |
| 117 | Degreaser Heavy Duty             | ECOLAB           | 4/1 gal/CS    | 5         | 38.95     | B |
| 118 | Polish Ecoshine                  | ECOLAB           | 6/32 oz/CS    | 5         | 49.85     | A |
| 119 | Limeaway Clinging                | ECOLAB           | 6/32 oz/CS    | 5         | 84.90     | A |

|     |                                     |                 |               |     |             |   |
|-----|-------------------------------------|-----------------|---------------|-----|-------------|---|
| 120 | Kosher Salt                         | Diamond Crystal | 9/3 lb/cs     | 10  | 59.85       |   |
| 121 | Parmigiano reggiano                 |                 |               |     | 9.85 Per LB | C |
| 122 | WG Beef & Bean Burrito, CN          | Fernando's      | 60/5oz/cs     | 50  | No Bid      |   |
| 123 | Taco Seasoned Ground Turkey         | Jennie-O        | 4/7lb/cs      | 50  | 139.00      |   |
| 124 | Pretzel Goldfish SS WGR             | Pepperidge Farm | 300/.75oz/cs  | 20  | 64.90       |   |
| 125 | Sugar Raw Cubes Brown               | Roland          | 8/35oz/cs     | 5   | 74.90       |   |
| 126 | Ice cream Vanilla 14%               | San Bernardo    | 1/3 gal/cs    | 10  | 36.95       | B |
| 127 | Ice Cream Chocolate 14%             | San Bernardo    | 1/3 gal/cs    | 10  | 37.95 RT    | B |
| 128 | PAILLETE FEUILLETNE BARRY DISC      | CALLEBAUT       | 4/2.5kg/cs    | 5   | 65.90       | A |
|     | Paste Pepper Hot Amarillo Aji       | Goya            | 12/7.5oz/cs   | 5   | 37.85       |   |
| 130 | Mustard Dijon Smooth                | Maille          | 4/1 gal/cs    | 5   | 29.85       | B |
| 131 | Queso Fresco                        | Supremo         | 4/5lb/cs      | 2   | No Bid      |   |
| 132 | Queso Tropical De Freir White       | Tropical        | 12/10oz/cs    | 2   | No Bid      |   |
| 133 | Ketchup Squeeze Bottle              | Heinz           | 16/14oz/cs    | 5   | 39.90       |   |
| 134 | Bread Crumb Panko                   | Kikkoman        | 1/25lb/cs     | 10  | 35.75       | B |
| 135 | San Marzano DOP                     | La Fede         | 6/3kg/cs      | 10  | No Bid      |   |
| 136 | Cornichons                          | Eifel Tower     | 6/4.2kg/cs    | 5   | 139.00      | A |
| 137 | All Purpose Flour                   | Gold medal      | 2/25lb/cs     | 20  | 28.75       |   |
| 138 | Ice Cream Chip Galore Sandwich      | Blue Bunny      | 24/4.5oz/cs   | 10  | 39.95       |   |
| 139 | Ice Cream Vanilla Sandwich          | Blue Ribbon     | 96/3oz/cs     | 10  | 19.85       | A |
| 140 | Ice Cream Chocolate Éclair          | Blue Bunny      | 144.3oz/cs    | 5   | 19.85       | A |
| 141 | Mozzarella Curd Platinum 5.8        | Belgioso        | 2/20lb avg/cs | 5   | 4.92 Per LB | C |
| 142 | Mini Assorted French Patisseries    | White Toque     | 1/90ct/cs     | 5   | 89.90       |   |
| 143 | Mini Sfogliatelle Pastry            | Artuso          | 1/100ct/cs    | 5   | 89.90       | B |
| 144 | Beer Battered Sidewinder Fries      | Simplot         | 6/4lb/cs      | 10  | 59.85       |   |
| 145 | Beef Sandwich steak Rib, 6oz        | B&M Meats       | 1/10lb/cs     | 30  | 39.80       | B |
| 146 | Ham Black Forest deli               | Farmland        | 2/9lb/cs      | 10  | 4.98 Per LB | C |
| 147 | Bar Granola Chocolate Chip          | Quaker          | 12/8ct/cs     | 100 | 23.85       | A |
| 148 | 16oz clear PET cup                  | Victoria Bay    | 1000pc/cs     | 25  | 123.15      |   |
|     |                                     |                 |               |     |             |   |
|     |                                     |                 |               |     |             |   |
|     |                                     |                 |               |     |             |   |
|     | <b>KEY CODE</b>                     |                 |               |     |             |   |
|     | A= Vendor Changed Spec              |                 |               |     |             |   |
|     | B= Not Considered Equivalent        |                 |               |     |             |   |
|     | C=Price given per lb., not per unit |                 |               |     |             |   |

**BOARD ACTION: August 24, 2023**

**Disposal and Sale of Personal Property—Surplus – Various Items**

Approval authorizing the Office of the School Business Administrator to sell/dispose of the following Board of Education equipment that has been determined to be no longer needed for school district purposes.

The School Business Administrator will attempt to sell/dispose the equipment pursuant to Board Policy #7300—Disposition of Property and in accordance with N.J.S.A. 18A:18A-45.

| <b>ITEM #</b> | <b>DEPT.</b>    | <b>ARTICLE &amp; DESCRIPTION<br/>(INCLUDE MANUFACTURER NAME,<br/>MODEL #, SERIAL # &amp; DESCRIPTION)</b> | <b>QTY.</b> | <b>CONDITION</b> | <b>FIXED ASSET #</b> |
|---------------|-----------------|---|-------------|------------------|----------------------|
| 1             | Auto            | Hampden Trainer Model: H-EST-1-CDL Ethanol Trainer Serial #: 100192 019015                                | 1           | POOR             | 19015                |
| 2             | HVAC            | Hampden Trainer Model: H-SST-1A-CDL Solar System Trainer Serial #: 100800 019192                          | 1           | POOR             | 19192                |
| 3             | Auto            | Hampden Trainer Model: H-BIO-100 Bio Diesel Demonstrator Serial #: 100788 019019                          | 1           | POOR             | 19019                |
| 4             | Elec            | Hampden Trainer Model: H-SPT-AC-1 Solar Photovoltaic Trainer Serial #: 100777 019014                      | 1           | POOR             | 19014                |
| 5             | Plumb           | Hampden Trainer Model: H-RPT-1 Residential Piping Trainer Serial #: 100782 019011                         | 1           | POOR             | 19011                |
| 6             | Elec            | Hampden Trainer Model: H-WPG-1B Wind Powered Generator Serial #: 100795 019017                            | 1           | Poor             | 19017                |
| 7             | Elec            | Hampden Trainer Model: H-WPG-1B Wind Powered Generator Serial #: 100780 019191                            | 1           | Poor             | 19191                |
| 8             | Weld            | Metal Mizer Band Saw Model 2018 Serial # M31097512  | 1           | Poor             | 3148                 |
| 9             | Weld            | Lincoln Robotic Weld Cell Model R301A – F94366Serial A05B-2551-B160                                       | 1           | Poor             | 18602                |
| 10            | Carp            | XYZ Millennium CNC Router Serial # 32355  | 1           | Poor             | 16726                |
| 11            | Carp            | Techno LC 3024 CNC Router Serial # LCTE-3024-0324-0327-011512   | 1           | Poor             | 19838                |
| 12            | BM              | Powermatic Stationary Sander BD31A Serial # 06080958  | 1           | Fair             | 16818                |
| 13            | BM              | Delta Belt Disc Sander 31-300 Serial # 300999   | 1           | Fair             | 16444                |
| 14            | Carp            | Powermatic Lathe Model 4224 Serial # 04084224678  | 1           | Poor             | 16689                |
| 16            | Board Secretary | Binding Machine/Multi Hole Punch  | 1           | Fair             | 2327                 |

**BOARD ACTION:** August 24, 2023

**Bid No. 22/23-31** Bid Title: **Child Study Team Office Renovation-REVISED**

**INFORMATION:**

Bids were prepared, advertised, and invited from vendors for **Bid No. 22/23-31 Child Study Team Office Renovation**. The bids were received on June 22, 2023, with the following results:

| <b>VENDOR</b>               | <b>Address</b>                         | <b>Total Lump Sum Base Bid</b> |
|-----------------------------|--|--------------------------------|
| Accurate Construction, Inc. | 149 Alps Road<br>Wayne, NJ             | \$837,700.00                   |
| Javier Construction Corp.   | 1037 US Highway 26<br>Clifton, NJ      | \$894,329.00                   |
| Molba Construction          | 392 Liberty Street<br>Little Ferry, NJ | \$846,200.00                   |

The Passaic County Technical Vocational School Board of Education recommends awarding the contract for **Child Study Team Office Renovation** to:

Accurate Construction, Inc.  
149 Alps Road  
Wayne, NJ 07470

RECOMMENDATION

RESOLVED that Bid No. 22/23-31 Child Study Team Office Renovation and the same is recommended by the Superintendent, to be awarded to Accurate Construction, Inc., the lowest responsive, responsible bidder, in the total lump sum base bid amount of \$837,700.00. This project is being funded by local funds only.

FURTHER RESOLVED that authorization is granted to notify the awarded bidder and receive written confirmation thereof.





Johnston Communications (JCT Solutions)  
 P.O. Box 390  
 Kearny, NJ 07032  
 Phone: 800-437-9828  
 Fax: 201-428-2019

|             |
|-------------|
| <b>Date</b> |
| 06/07/2023  |

|   |
|---|
| <b>Bill To</b>  |
| Passaic County Technical-Vocational Schools<br>PCTVSAccountsPayable@pcti.tec.nj.us<br>45 Reinhardt Road<br>Wayne, NJ 07470-2299 |

**Invoice Number:** 84184  
**Account Manager:** Fahd Seddiki  
**Purchase Order Number:** 304474

| Date       | Resource Name | Item Description  | Type      | Billable Hours | Quantity | Rate/Cost  | Billable Amount |
|------------|---------------|---|-----------|----------------|----------|------------|-----------------|
| 06/07/2023 |               | Milestone: Theatrical Lighting Upgrade & Redesign<br>Project Invoice # 1<br>Contract: Theatrical Lighting Upgrade JCTQ7145<br>Ticket 531.0024<br>Project:<br>Description: Theatrical Lighting Upgrade & Redesign<br>Project<br>Price Includes:<br>System Design, Consultation, Parts, Installation,<br>Programming & Training<br>Invoice . 30 % Due \$ 228,088.19<br>Ticket # 20230531.0024<br>JCTQ7145 \$ 760,293.98<br>HCESC-TECH-R22-02 # 34HUNCCP | Milestone |                | 1.00     | 228,088.19 | 228,088.19      |

**Total Billable Amount** \$228,088.19

**Total Taxes** \$0.00

**Grand Total** **\$228,088.19**



**X. Personnel – Resignations/Terminations/Leaves**

D. Motion to approve, upon the recommendation of the Superintendent, the revision of the medical/maternity leave of absence to the following staff member in accordance with Article X.C.8a of the Board/Education Association Agreement, with salary and benefits using accumulated entitlement days as appropriate and without salary but with benefits, in accordance with FMLA, after the use of appropriate entitlement days, and a Leave of Absence without pay after the use of FMLA:

| <u>Name</u>   | <u>Position</u>     | <u>Effective</u>       |
|---------------|---------------------|------------------------|
| Maria Donohue | School Psychologist | 12/14/2022-09/29/2023* |

\*approved at the 11/01/22 BOE meeting for 12/14/22-06/30/23

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

E. Motion to approve, upon the recommendation of the Superintendent, amending the medical leave of absence to the following staff member in accordance with Article IX of the Board /Maintenance and Custodial Association Agreement with salary and benefits using accumulated entitlement days as appropriate and without salary but with benefits in accordance with FMLA after the use of appropriate entitlement days:

| <u>Name</u>       | <u>Position</u>              | <u>Effective</u>       |
|-------------------|------------------------------|------------------------|
| Salvatore Mattina | Maintenance Worker-full time | 03/02/2023-11/22/2023* |

\*approved at the 03/23/23 BOE meeting for 03/02/23-03/28/23  
\*approved at the 04/27/23 BOE meeting for 03/02/23-04/28/23  
\*approved at the 05/23/23 BOE meeting for 03/02/23-09/08/23

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**Appointments Rescinded**

F. Motion to rescind, upon the recommendation of the Superintendent, the appointment of the following individuals previously approved at the referenced public meeting:

| <u>Name</u>    | <u>Position</u>   | <u>Effective</u> | <u>Approved</u> |
|----------------|---|------------------|-----------------|
| Breana Dickson | Health and Medical Science<br>Instructor-PCTI                   | 09/01/2023       | 03/23/2023      |
| Milcah Graves  | Biotechnology/Health & Medical<br>Science/Biomedical Instructor | 09/01/2023       | 04/27/2023      |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

G. Motion to approve, upon the recommendation of the Superintendent, a paternity leave of absence to the following staff member in accordance with Article X.C.8a of the Board/Education Association Agreement, without salary but with benefits in accordance with FMLA

| <u>Name</u>      | <u>Position</u>           | <u>Effective</u>      |
|------------------|---------------------------|-----------------------|
| Schuyler Fannell | Health/Physical Education | 01/02/2024-01/31/2024 |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**X. Personnel – Appointments/Reappointments/Revisions**

**Consent Agenda**

A1. Motion to approve, having received the Board Agenda in time to review, a Consent Agenda with formal action of the Personnel-Appointments/Reappointments agenda items.

Motion \_\_\_\_\_ Mr. Brown \_\_\_\_\_ Second \_\_\_\_\_ Ms. Tasic \_\_\_\_\_ Roll-call 4-0  
 Motion carried

A. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following individuals requiring application to the State Department of Education for approval and pending completion of the criminal history records check, pursuant to Public Law 2021, c.408, NJSA 18A: 6-7.1 et. seq. and Board Policy #1613 Disclosure and Review of Applicant’s Employment History, effective date as indicated through June 30, 2024, or as otherwise indicated; if necessary, application will be submitted on an emergent basis for a period not to exceed three months:

Educational Staff, with benefits

| <u>Name</u>  | <u>Position</u>  | <u>Step / Salary</u>         | <u>Effective</u>          |
|--|--|------------------------------|---------------------------|
| Jennifer Alter<br>(new)  | Instructional Aide-Full-time                           | 8C / \$40,886<br>(pro-rated) | 09/21/2023<br>(or sooner) |
| Lauren D’Imperio<br>(new)  | Performing Arts Vocal Instructor<br>PCTI               | 1C / \$71,980<br>(pro-rated) | 11/01/2023<br>(or sooner) |
| Maria Matsakis<br>(replacing R. Abreu)   | English Language Arts Instructor<br>PCTI               | 1C / \$71,980                | 09/01/2023                |
| Yarissa Williams<br>(replacing A. Jackson)                                     | Academy of Health & Medical<br>Science Instructor-PCTI | 9F / \$100,840               | 09/01/2023                |
| Amy Eusebio<br>(replacing S. Palmer)<br>*pending receipt of certification      | Health & Medical Science<br>Instructor-PCTI            | 9C / \$92,125<br>(pro-rated) | 10/01/2023*               |
| Atdalis Ocasio<br>(replacing R. Eckrote)<br>* pending receipt of certification | Manufacturing Technology-PCTI                          | 8C / \$88,690<br>(pro-rated) | 10/01/2023*               |

School Office Employee, with benefits

| <u>Name</u>                                | <u>Position</u> | <u>Step / Salary</u>         | <u>Effective</u>          |
|--|-----------------|------------------------------|---------------------------|
| Claudia Obando<br>(replacing L. Rodriguez) | Secretary-PCTI  | 5C / \$61,622<br>(pro-rated) | 09/18/2023<br>(or sooner) |

12 Month Non-Bargaining Employee, with benefits

| <u>Name</u>                                  | <u>Position</u>   | <u>Salary</u>           | <u>Effective</u>          |
|--|---|-------------------------|---------------------------|
| Mary Ann Montalbano<br>(replacing S. Castro) | Confidential Executive Secretary<br>Curriculum & Instruction-PCTI | \$67,087<br>(pro-rated) | 09/15/2023<br>(or sooner) |

**X. Personnel – Appointments/Reappointments/Revisions**

**A. 10 Month Part-Time Cafeteria Worker, without benefits**

| <u>Name</u>                                  | <u>Position</u>                                | <u>Step/Hourly Rate</u> | <u>Effective</u> |
|--|--|-------------------------|------------------|
| Milagro Bracamonte<br>(replacing M. Hinnawi) | Cafeteria Worker-PT<br>up to 29 hours per week | 1 / \$15.00             | 09/11/2023       |

**10 Month Part-Time Security, without benefits**

| <u>Name</u>  | <u>Position</u> | <u>Step/Hourly Rate</u> | <u>Effective</u> |
|--------------|-----------------|-------------------------|------------------|
| Anna Daniels | Security-PT     | 1 / \$15.00             | 09/18/2023       |
| Bryan Leon   | Security-PT     | 1 / \$15.00             | 09/18/2023       |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**B. Motion to approve, upon the recommendation of the Superintendent, the transfer of the following 12-month non-bargaining staff member as indicated, effective 09/01/2023:**

| <u>Name</u>                                 | <u>From Position</u>                   | <u>To Position</u>                                       | <u>Salary</u>           |
|---|--|--|-------------------------|
| Stephanie Marquard<br>(replacing E. Rivera) | Confidential Executive<br>Secretary HR | Confidential Technology<br>Assistant for Human Resources | \$70,000<br>(pro-rated) |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**C. Motion to approve, upon the recommendation of the Superintendent, the revision of the start date of the following staff member appointed at the July 27, 2023 public meeting:**

| <u>Name</u>   | <u>Position</u>                      | <u>Original Effective Dates</u> | <u>Revised Effective Dates</u> |
|---------------|--------------------------------------|---------------------------------|--------------------------------|
| Eunice Amoako | Technology Department Student Intern | 09/01/2023<br>- 12/31/2023      | 08/16/2023<br>- 12/31/2023     |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**Academic Assistance Program**

**D. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following instructional staff members to work Academic Assistance Program at an hourly rate of \$52.22, effective October 3, 2023 through June 12, 2024, not to exceed 4 hours per week each, subject to student enrollment and to be funded through ARP ESSER federal funds:**

| <u>Name</u>     | <u>Subject</u>         | <u>Name</u>            | <u>Subject</u> |
|-----------------|------------------------|------------------------|----------------|
| Julia Bemke     | Algebra/Calculus- STEM | Lindsey Mironov        | Chemistry      |
| Patrick Bennett | English                | Brielle Mulvihill-STEM | Algebra        |
| Nicole Bruno-   |                        | Catherine Murray       | French         |
| Kolankowski     | English                | Jayne O’Neill          | History        |
| Rachel Dewey    | History                | Timothy Reilly         | Biology        |
| Natalie Diaz    | Algebra/Geometry       | Kebr Rettenberg        | English        |

**X. Personnel – Appointments/Reappointments/Revisions**

| <u>D. Name</u>    | <u>Subject</u> | <u>Name</u>              | <u>Subject</u> |
|-------------------|----------------|--------------------------|----------------|
| Wycliffe Graham   | Physics        | Maiko Sato               | Japanese 1     |
| Rosa Herranz      | Spanish        | Jonathan Sloane -STEM    | Physics        |
| Gisele Islambouli | Arabic         | Bhavani Sridhar          | Chemistry      |
| Lisa Karaisaridis | English        | Daiana Tukachinsky- STEM | Spanish        |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**Curriculum Development**

E. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following instructional staff members to develop the curriculum at an hourly rate of \$46.62 as specified below, to be awarded professional development credit hours, and to be funded by ESSER II federal funds.

| <u>Name</u>        | <u>Course</u>                                   | <u>Type</u> | <u>Not to Exceed</u> | <u>Effective</u>           |
|--------------------|---|-------------|----------------------|----------------------------|
| Susan Huamanchumo  | Algebra 1 Block Modules<br>(Algebra 1 Concepts) | Development | 10 hours             | 06/23/2023<br>- 07/28/2023 |
| Jacalyn Van Daalen | Algebra 1 Block Modules<br>(Algebra 1 Concepts) | Development | 10 hours             | 06/23/2023<br>- 07/28/2023 |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**New Teacher Orientation**

F. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following staff members to work New Teacher Orientation, at the hourly rate of \$52.22, August 28, 2023 through August 31, 2023, 8:00 a.m.-3:00 p.m., dependent on new staff participation, and not to exceed 6 total hours each:

| <u>Name</u>       | <u>Position</u>       |
|-------------------|-----------------------|
| Ashley DeYoung    | Team Building Trainer |
| Janice DeYoung    | Team Building Trainer |
| Lori Henry        | SEL Staff Member      |
| Julissa Rodriguez | IT Trainer            |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

G. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following educational staff member to work New Teacher Orientation, at the hourly rate of \$52.22, August 28, 2023 through August 31, 2023, 8:00 a.m.-1:00 p.m. and not to exceed a total of 20 hours:

| <u>Name</u>      | <u>Position</u>          |
|------------------|--------------------------|
| Richard Albanese | Culinary Arts Instructor |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
 Motion carried

**X. Personnel – Appointments/Reappointments/Revisions**

**Student Support Program**

- H. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following School Counselors to work the Student Support Program, at the hourly rate of \$61.84, effective September 13, 2023 through June 12, 2024, Mondays and Wednesdays, 3:15 p.m.-4:30 p.m., to be funded through ARP ESSER federal funds; NOTE: only 7.5 hours will be allotted for the week to be shared between approved staff:

| <u>Name</u>      | <u>Name</u>      |
|------------------|------------------|
| Nicole Christian | Nicole Neidleman |
| Jillian Diaz     | Laura Vacca      |
| Katrina Najem    |                  |

Motion \_\_\_\_\_ Mr. Brown \_\_\_\_\_ Second \_\_\_\_\_ Ms. Tasic \_\_\_\_\_ Roll-call 4-0  
Motion carried

**Supplemental Educational Services Program**

- I. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following instructors to work the Supplemental Educational Services Program at the hourly rate of \$52.22, effective October 2023 through May 2024, Mondays and Thursdays, 3:15 p.m.-4:45 p.m., not to exceed 3 hours per week, subject to student enrollment, and to be funded through ARP ESSER federal funds:

| <u>Name</u>       | <u>Name</u>                  |
|-------------------|------------------------------|
| Timothy Coyne     | Kebra Rettenberg             |
| Elizabeth D’Emic  | Nathaniel Sanchez            |
| Wycliffe Graham   | Diana Sandoval               |
| Lisa Karaisaridis | Bhavani Sridhar              |
| Lindsey Mironov   | Stephanie Tapia-Nunez        |
| Salvana Mombrun   | Gustavo Angel Vasquez-Mendez |
| Kim Prinzo        | Janelle Vega                 |

Motion \_\_\_\_\_ Mr. Brown \_\_\_\_\_ Second \_\_\_\_\_ Ms. Tasic \_\_\_\_\_ Roll-call 4-0  
Motion carried

**Substitute Teachers and Nurses**

- J. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Instructional Substitutes for the 2023/2024 school year at the daily rate of \$150.00 and Substitute Nurses at the daily rate of \$175.00.

| <u>Substitute Name</u> | <u>Substitute Name</u> |
|------------------------|------------------------|
| Alexandria Agalopoulos | Joshua Martinez        |
| Kassandra Aguirre      | John Masilang          |
| Mona Ali               | Myaijah Matthews       |
| Sarah Alshuraidah*/**  | Ahzir McGuire          |
| McKenzie Alter**       | Asanta McKenzie**      |
| Alexis Anaya           | Richard Messina        |
| Lorraine Argenio       | Colleen Moyle          |
| Nadine Badwan          | Sahar Mustafa          |
| Cameron Bascomb*       | Paul Naklicki*         |

**X. Personnel – Appointments/Reappointments/Revisions**

|                           |                        |
|---------------------------|------------------------|
| J. <u>Substitute Name</u> | <u>Substitute Name</u> |
| Richard Belmont           | James O’Neill          |
| Janet Benfatti            | Vic Ortiz              |
| Scott Berman              | Claudia Padilla        |
| Joseph Bevacqua           | Niani Patterson        |
| Amal Bino                 | William Perry          |
| Scott Boorman             | Widney Polynice        |
| Martin Calia              | Abigail Porch          |
| Jeremy Cardona**          | Brenda Portelli        |
| Lara Coyle                | Sheree Ann Richards    |
| Shawn Dahlhaus            | Russell Rieger         |
| Ellen Davis               | David Rinas            |
| James Del Guidice         | Meredith Rinas         |
| Dennis DiGuglielmo        | Matthew Rivera         |
| Dino Duva                 | Dymond Robinson        |
| Matthew Eisenberg         | Sherry Rockford        |
| Mary Fassetta             | Jennifer Russo         |
| Martin Garcia             | Linda Saundry          |
| Sarissa Gaskins           | Jo-Ann Schoengood      |
| Nataly Gaspar             | Gary Seid              |
| Lena Hammam               | Charles Stein          |
| Darnell Jones-Bowie       | Minnie Sundaram        |
| Lucy Lazoff               | Kenza Tlemcani*        |
| Mariann Lo Bue*           | Rick Tomasko           |
| Aisha Lopez               | Elena Trastoy          |
| Nicholas Lupo             | Mark Vaccaro           |
| Rosalie Lynch             | Zaire Weaver           |
| Pamela Macek              | Danielle Woolley**     |
| Michael Manning           | Dilber Yildirim        |
| Rose Margolis             |                        |

|                         |                         |
|-------------------------|-------------------------|
| <u>Substitute Nurse</u> | <u>Substitute Nurse</u> |
| Mary Fassetta           | Linda Saundry           |
| Dymond Robinson         |                         |

\*New to District  
\*\*Pending Certification

Motion \_\_\_\_\_ Mr. Brown \_\_\_\_\_ Second \_\_\_\_\_ Ms. Tasic \_\_\_\_\_ Roll-call 4-0  
Motion carried

K. Motion to approve, upon the recommendation of the Superintendent, the appointment of the following Instructional Substitutes and Substitute Nurses to be compensated \$75.00 for attending the 2023/2024 Substitute Teacher Orientation to be held Friday, September 1, 2023 from 12:00 p.m.-3:00 p.m., cost not to exceed \$5,700.00

|                        |                        |
|------------------------|------------------------|
| <u>Substitute Name</u> | <u>Substitute Name</u> |
| Alexandria Agalopoulos | Joshua Martinez        |
| Kassandra Aguirre      | John Masilang          |
| Mona Ali               | Myaijah Matthews       |
| Sarah Alshuraidah      | Ahzir McGuire          |
| McKenzie Alter         | Asanta McKenzie        |



**X. Personnel – Appointments/Reappointments/Revisions**

| <u>K. Substitute Name</u>        | <u>Substitute Name</u>             |
|----------------------------------|------------------------------------|
| Alexis Anaya                     | Richard Messina                    |
| Lorraine Argenio                 | Colleen Moyle                      |
| Nadine Badwan                    | Sahar Mustafa                      |
| Cameron Bascomb                  | Paul Naklicki                      |
| Richard Belmont                  | James O’Neill                      |
| Janet Benfatti                   | Vic Ortiz                          |
| Scott Berman                     | Claudia Padilla                    |
| Joseph Bevacqua                  | Niani Patterson                    |
| Amal Bino                        | William Perry                      |
| Scott Boorman                    | Widney Polynice                    |
| Martin Calia                     | Abigail Porch                      |
| Jeremy Cardona                   | Brenda Portelli                    |
| Lara Coyle                       | Sheree Ann Richards                |
| Shawn Dahlhaus                   | Russell Rieger                     |
| Ellen Davis                      | David Rinas                        |
| James Del Guidice                | Meredith Rinas                     |
| Dennis DiGuglielmo               | Matthew Rivera                     |
| Dino Duva                        | Dymond Robinson                    |
| Matthew Eisenberg                | Sherry Rockford                    |
| Mary Fassetta                    | Jennifer Russo                     |
| Martin Garcia                    | Linda Saundry                      |
| Sarissa Gaskins                  | Jo-Ann Schoengood                  |
| Nataly Gaspar                    | Gary Seid                          |
| Lena Hammam                      | Charles Stein                      |
| Darnell Jones-Bowie              | Minnie Sundaram                    |
| Lucy Lazoff                      | Kenza Tlemcani                     |
| Mariann Lo Bue                   | Rick Tomasko                       |
| Aisha Lopez                      | Elena Trastoy                      |
| Nicholas Lupo                    | Mark Vaccaro                       |
| Rosalie Lynch                    | Zaire Weaver                       |
| Pamela Macek                     | Danielle Woolley                   |
| Michael Manning                  | Dilber Yildirim                    |
| Rose Margolis                    | Dymond Robinson (substitute nurse) |
| Mary Fassetta (substitute nurse) | Linda Saundry (substitute nurse)   |

Motion      Mr. Brown      Second      Ms. Tasic      Roll-call 4-0  
Motion carried

**In School Co-Operative Education Students – 2023/2024 School Year**

L. Motion to approve, upon the recommendation of the Superintendent, the appointment of In School Co-Operative Education students for the 2023/2024 school year at the hourly rate of \$14.13 effective September 1, 2023 through December 31, 2023 and at the hourly rate of \$15.00 effective January 1, 2024 through June 30, 2024 and as per the appended list.

Motion      Mr. Brown      Second      Ms. Tasic      Roll-call 4-0  
Motion carried

**X. Personnel – Appointments/Reappointments/Revisions**

**Revisions**

M. Motion to approve, upon the recommendation of the Superintendent, the revision of the appointment of P.S.A.T. Proctors on October 14, 2023 at the hourly rate of \$52.22, as needed and depending on enrollment:

|                 |                     |
|-----------------|---------------------|
| <u>Name-Add</u> | <u>Name-Remove*</u> |
| Christi Alper   | Kim Prinzo          |
| Summer Berni    | Andrea Espinosa     |

\*previously approved at the June 27, 2023 public meeting

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0

Motion carried

N. Motion to approve, upon the recommendation of the Superintendent, a salary correction to the following staff members:

|                        |                                     |                      |                  |
|------------------------|-------------------------------------|----------------------|------------------|
| <u>Name</u>            | <u>Position</u>                     | <u>Step / Salary</u> | <u>Effective</u> |
| Leonard Rosen<br>(new) | Computer Science Instructor<br>STEM | 5C / \$78,405*       | 09/01/2023       |

\*approved at the 07/27/23 public meeting; employee signed contract reflecting correct salary; this is for bookkeeping purposes only

|                |                                |                |            |
|----------------|--------------------------------|----------------|------------|
| Samuel Guttman | Social Studies Instructor-PCTI | 2C / \$73,480* | 09/01/2023 |
|----------------|--------------------------------|----------------|------------|

\*approved at the 03/23/23 public meeting at Step 2B /Salary \$71,430; revision due to receipt of MA

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0

Motion carried

**2023/2024 School Year Home Instruction**

O. Motion to approve, upon the recommendation of the Superintendent, the revision of the appointment of staff members as Home Instruction teachers for the 2023/2024 school year, Monday through Friday, 2 hours per subject per student, as needed, and delivered via Webex, at the hourly rate of \$56.54 and to include the following instructor:

|                 |                     |               |
|-----------------|---------------------|---------------|
| <u>Name</u>     | <u>Subject Area</u> | <u>School</u> |
| Gregg Getherall | Language Arts       | PCTI          |

\*original list of Instructors approved at the 07/27/23 public meeting

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0

Motion carried

**X. Personnel – Appointments/Reappointments/Revisions**

**Ancillary Workers - Revision**

P. Motion to approve, upon the recommendation of the Superintendent, the revision of the appointment of the following Ancillary Game Workers to work the 2023/2024 school year as needed and as indicated:

| <u>Position</u>                            | <u>Name</u>        | <u>Not to Exceed</u> |
|--|--------------------|----------------------|
| HUDL @ \$105/Home or Away Contests         | Joshua Rigoglioso* | 20 contests          |
| Statistician @ \$105/Home or Away Contests | Michael Cemelli*   | 20 contests          |
| Spotter @ \$75/Home Athletic Contests      | Timothy Reilly*    | 15 contests          |

\*originally approved at the 07/27/23 public meeting as TBD

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**Advisors - Revision**

Q. Motion to approve, upon the recommendation of the Superintendent, the revision of the appointment of the list of Advisors for the 2023/2024 school year to include the following advisors at the referenced stipend amount.

| <u>Name</u>                  | <u>Stipend</u> |
|------------------------------|----------------|
| Annette Juskiewicz-HOSA-PCTI | \$5,631        |
| Catherine Murray-HOSA-PCTI   | \$5,631        |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**Extra Teaching Period Assignments 2023/2024 School Year**

R. Motion to approve, upon the recommendation of the Superintendent, the appended list of teachers to be compensated a pro-rated part of \$9,000 due to a 7½ teaching period assignment during the 2023/2024 school year in accordance with the Board/Association Agreement; further if the teacher takes an extended leave of absence due to medical or personal reasons during this assignment, he/she will not receive the additional compensation, and further this is subject to change pending the finalization of all teacher’s schedules.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

S. Motion to approve, upon the recommendation of the Superintendent, the appended list of teachers, to be compensated a pro-rated part of \$13,000 due to an extra teaching period assignment during the 2023/2024 school year, in accordance with the Board/Association Agreement; further if the teacher takes an extended leave of absence due to medical or personal reasons during this assignment, he/she will not receive the additional compensation, and further this list is subject to change pending the finalization of all teachers’ schedules.

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**X. Personnel – Appointments/Reappointments/Revisions**

**Transfer and Appointment**

T. Motion to approve, upon the recommendation of the Superintendent, the transfer and appointment of the following PCTVS Supervisors’ Association member to the position indicated which is part of the PCTVS Directors’ and Assistant Principals’ Association, effective date as indicated through June 30, 2024:

| <u>Name</u>     | <u>From Position</u>            | <u>To Position</u>                                  | <u>Step / Salary</u>   | <u>Effective</u> |
|-----------------|---------------------------------|---|--|------------------|
| Jennifer Turi   | Supervisor of Special Education | Assistant Principal PCTI<br>(replacing K. McDaniel) | 5 / \$149,292<br>+ 3,732*<br>\$153,024 total salary<br>(pro-rated) | 09/01/2023       |
| *2.5% longevity |                                 |   |  |                  |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0

Motion carried

**School Transfers – Instructors**

U. Motion to approve, upon the recommendation of the Superintendent, the transfer of the following instructional staff members, effective September 1, 2023 for the 2023/2024 school year and at no change in salary:

| <u>Name</u>         | <u>Transfer From</u>                 | <u>Transfer To</u>                   |
|---------------------|--------------------------------------|--------------------------------------|
| Kelly Krutz         | Health/Physical Ed. Instructor-PCTI  | Health/Physical Ed. Instructor -STEM |
| Christopher Lawshe  | Health/Physical Ed. Instructor -PCTI | Health/Physical Ed. Instructor -STEM |
| Andrea Espinosa     | Health/Physical Ed. Instructor -STEM | Health/Physical Ed. Instructor -PCTI |
| Oscar Mora-Pichardo | Spanish Instructor-STEM              | Spanish Instructor-PCTI              |
| Ganna Osetska       | Biomedical Instructor-STEM           | Biotechnology Instructor-PCTI        |
| Shadi Taha          | Health/Physical Ed. Instructor -STEM | Health/Physical Ed. Instructor -PCTI |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0

Motion carried

**Freshman Canvas Introduction**

V. Motion to approve, upon the recommendation of the Superintendent, the following staff members to work Freshman Canvas Introduction, effective August 22-24, 2023, 2 sessions per day, not to exceed 3 hours total each, depending on student enrollment (enrollment is optional), at the hourly rate of \$52.22:

Maha Hamdeh  
Julissa Rodriguez

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0

Motion carried

**X. Personnel – Appointments/Reappointments/Revisions**

**Collaborative Learning & Study Program (CLaSP)**

W. Motion to approve, upon the recommendation of the Superintendent, the following educational staff members to work the Collaborative Learning & Study Program (CLaSP), effective September 11, 2023 through June 13, 2024, as needed, not to exceed 4 hours per week per instructor, at the hourly rate of \$52.22; to be funded through ARP ESSER Federal Funds:

| <u>Instructor</u>    | <u>Substitute</u>    |
|----------------------|----------------------|
| Claire Houghton-Kiel | Michele DeVincentis  |
| Teoman Kem           | Karen Reynoso-Botero |
| Victoria Scarpa      | Maribel Rodriguez    |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

**Communications Department – Livestream Operators**

X. Motion to approve, upon the recommendation of the Superintendent, the following staff members to work as livestream operators, as needed, for the 2023/2024 school year as outlined:

| <u>Name</u>       | <u>Athletic Events Rate</u> | <u>School Events Rate</u> |
|-------------------|-----------------------------|---------------------------|
| Edward Dombrowski | \$105/athletic event        | \$54.15/hour              |
| Ruy Oliveira      | \$105/athletic event        | \$48.33/hour              |
| Matthew Romano    | \$105/athletic event        | \$38.11/hour              |
| Keven Mallqui     | \$105/athletic event        | \$36.85/hour              |

Motion Mr. Brown Second Ms. Tasic Roll-call 4-0  
Motion carried

## Extra Period/Time Assignments SY 2023-2024

BOLD - 7.5 PERIOD

| First Name | Last Name  | Program/Course              | Coverage for:     | Start Date: | End Date:  |
|------------|------------|-----------------------------|-------------------|-------------|------------|
| Paul       | Baglieri   | Carpentry                   |                   | 9/1/2023    | 6/30/2024  |
| Lawrence   | Boden      | NJROTC 1                    |                   | 9/1/2023    | 6/30/2024  |
| Karen      | Brawley    | AOHS 1                      |                   | 9/1/2023    | 6/30/2024  |
| Carlos     | Burgos     | Geometry                    | Joseph Campbell   | 9/1/2023    | 12/1/2023  |
| Dean       | Campiglia  | Geometry                    | Joseph Campbell   | 9/1/2023    | 12/1/2023  |
| Marisa     | Carr       | Creative Writing            | Arlene Fannell    | 9/1/2023    | 12/22/2023 |
| Angelo     | Casilli    | Intro to Engineering Design |                   | 9/1/2023    | 6/30/2024  |
| Virginia   | Connor     | English 1                   | Arlene Fannell    | 9/1/2023    | 12/22/2023 |
| Deanna     | De Vore    | BioMedical                  |                   | 9/1/2023    | TBD        |
| Nick       | Donato     | Criminal Justice 1 & 2      |                   | 9/1/2023    | 6/30/2024  |
| Gabriella  | Farina     | English 1                   | Arlene Fannell    | 9/1/2023    | 12/22/2023 |
| Gina       | Getrajdman | English 2 (Honors)          | Brittany Gaccione | 9/1/2023    | 12/15/2023 |
| Jennifer   | Gunther    | Probability and Statistics  | Joseph Campbell   | 9/1/2023    | 12/1/2023  |
| Nakeisha   | Hills      | NJROTC 2 & 3                |                   | 9/1/2023    | 6/30/2024  |
| Justin     | Hockaday   | English 1                   | Arlene Fannell    | 9/1/2023    | 12/22/2023 |
| Bahiyah    | Hooper     | English 2                   | Brittany Gaccione | 9/1/2023    | 12/15/2023 |
| Larry      | Hurtado    | AP Statistics               | Joseph Campbell   | 9/1/2023    | 12/1/2023  |
| Gisele     | Islambouli | French 2                    |                   | 9/1/2023    | 6/30/2024  |
| Michael    | Iurato     | English 1                   | Arlene Fannell    | 9/1/2023    | 12/22/2023 |
| Tara       | Kearney    | AOHS 2                      |                   | 9/1/2023    | 6/30/2024  |
| Vincenza   | Kafaf      | English 3                   | Kara Sozzo        | 9/11/2023   | 11/3/2023  |
| Paul       | Kozlowski  | NJROTC 2 & 3                |                   | 9/1/2023    | 6/30/2024  |
| Brian      | Lawshe     | English 3                   | Kara Sozzo        | 9/11/2023   | 11/3/2023  |
| Laura      | Martin     | Deaf English                |                   | 9/1/2023    | 6/30/2024  |
| Salvana    | Mombrun    | Geometry                    | Joseph Campbell   | 9/1/2023    | 12/1/2023  |
| Salsabiel  | Mujovic    | Engineering Essentials      |                   | 9/1/2023    | 6/30/2024  |
| Kevin      | Munoz      | BioMedical                  |                   | 9/1/2023    | TBD        |
| Robert     | Nutile     | Criminal Justice 3          |                   | 9/1/2023    | 6/30/2024  |
| Jerzy      | Okol       | English 2                   | Brittany Gaccione | 9/1/2023    | 12/15/2023 |
| Jayne      | O'Neill    | Psychology                  |                   | 9/1/2023    | 6/30/2024  |
| Ganna      | Osetska    | Biotechnology 1             |                   | 9/1/2023    | 6/30/2024  |
| Stephen    | Palmer     | Biotechnology 1             |                   | 9/1/2023    | 6/30/2024  |
| Michael    | Pudup      | Intro to Engineering Design |                   | 9/1/2023    | 6/30/2024  |
| David      | Ritchie    | English 3                   | Kara Sozzo        | 9/11/2023   | 11/3/2023  |
| Alexis     | Rodriguez  | English 3                   | Kara Sozzo        | 9/11/2023   | 11/3/2023  |
| Andrew     | Rusin      | Manufacturing Technology    |                   | 9/1/2023    | 6/30/2024  |
| Nathaniel  | Sanchez    | English 1                   | Arlene Fannell    | 9/1/2023    | 12/22/2023 |

### Extra Period/Time Assignments SY 2023-2024

**BOLD - 7.5 PERIOD**

| First Name | Last Name      | Program/Course         | Coverage for:     | Start Date: | End Date:  |
|------------|----------------|------------------------|-------------------|-------------|------------|
| Craig      | Santiago       | NJROTC 4               |                   | 9/1/2023    | 6/30/2024  |
| Maiko      | Sato           | Japanese 1             |                   | 9/1/2023    | 6/30/2024  |
| Salem      | Saykali        | Project Lead the Way 3 |                   | 9/1/2023    | 6/30/2024  |
| Thomas     | Sedillo        | Welding                |                   | 9/1/2023    | 6/30/2024  |
| Patrick    | Bennett        | AP Language            | Kara Sozzo        | 9/11/2023   | 11/3/2023  |
| Alyssa     | Shale          | English 2 (Honors)     | Brittany Gaccione | 9/1/2023    | 12/15/2023 |
| Rachel     | Sillman        | Physics ICS            |                   | 9/1/2023    | 6/30/2024  |
| Nora       | Termanini      | Psychology             |                   | 9/1/2023    | 6/30/2024  |
| Thomas     | Tiseo          | Carpentry              |                   | 9/1/2023    | 6/30/2024  |
| Mariel     | Van Landingham | English 2 (Honors)     | Brittany Gaccione | 9/1/2023    | 12/15/2023 |
| Gustavo    | Vasquez-Mendez | English 2              | Brittany Gaccione | 9/1/2023    | 12/15/2023 |



**Antonio L. Garcia**  
Principal

**Mark Cacace**  
Supervisor

To: Jerry Castaneda, Assistant Principal  
From: Mark Cacace, Supervisor of Instruction  
Re: In-School Cooperative Education Employment 23-24 SY  
Date: August 14, 2023

Please add the following students for Board Approval in the In-School Cooperative Education for the 2023-2024 school year.

Thank you for your cooperation.

**AOF/BUSINESS/CLERICAL**

|                |           |        |                      |
|----------------|-----------|--------|----------------------|
| Jimenez        | Angel     | 241224 | CST Office PM        |
| Ayala          | Aneli     | 240112 | Principal's Office   |
| Moreno         | Sara      | 240927 | Athletic Center      |
| Rodriguez      | Mayabella | 240456 | FX Media-AM          |
| Flores-Vazquez | Isabella  | 240235 | FX Media-PM          |
| Rivera         | Nancy     | 241240 | Guidance-AM          |
| Jimenez        | Yoxander  | 240299 | Guidance-PM          |
| Cascante       | Camila    | 241431 | Rocco Office         |
| Jishan         | Namila    | 240300 | Admin Office-AM      |
| Chowdhury      | Raisha    | 240176 | Admin Office-PM      |
| Bergamasco     | Giavonna  | 240132 | STEM- Office         |
| Mendez         | Ahsley    | 240351 | STEM- Office         |
| Juskiewicz     | Owen      | 240304 | STC-Office           |
| Almonte        | Zoe       | 240094 | STC-Office           |
| Hussain        | Samiha    | 240283 | Technology           |
| Fernandez      | Estyben   | 240231 | Technology           |
| Stewart        | Jayla     | 241471 | Communications       |
| Resendiz       | Kaitlyn   | 241378 | Board Office-AM      |
| Nunez          | Sara      | 240393 | Board Office-PM      |
| Vasquez        | Kaylynn   | 240496 | Business Office AM   |
| Glover         | Kaitlyn   | 240246 | Business Office PM   |
| Ramos          | Alexa     | 250330 | Columbia Bank        |
| Musa           | Sadeel    | 250338 | Columbia Bank        |
| Alvarez        | Marlon    | 250331 | Columbia Bank        |
| Ferreira       | Emily     | 241657 | Columbia Bank        |
| Khan           | Tasnia    | 240431 | Columbia Bank        |
| Uddin          | Redwana   | 241007 | Columbia Bank        |
| Tlacuati       | Laisha    | 240483 | PCTVS Ed. Foundation |
| Boghos         | Tiffany   | 250326 | PCTVS Ed. Foundation |
| Clauser        | Angelina  | 241380 | Board Secretary      |
| Chunga         | Jocelyn   | 240180 | Principal's Office   |
| Chowdhury      | Wafa      | 241285 | Prospect Park BOE    |
| Mamkagh        | Ramsey    | 240331 | Prospect Park BOE    |
| Ramirez        | Adrean    | 240432 | Shipping-Receiving   |
| Razzak         | Ishtiak   | 241446 | Shipping-Receiving   |
| Dye            | Travon    | 241350 | Cafe - Inventory     |
| Bello          | Soledad   | 241381 | LPN                  |
| Donovan        | Jack      | 240207 | Adult Education      |

**Communications**

|            |         |        |                     |
|------------|---------|--------|---------------------|
| Campusano  | Denisse | 240045 | Graphic Arts        |
| Garcia     | Desirae | 241340 | Graphic Arts        |
| Carter     | Aida    | 240158 | Media Ctr Wing - PM |
| Samara     | Angeliz | 240474 | Media Ctr-C Wing Am |
| Alvarez    | Isabela | 241667 | Graphic Arts        |
| Palomino   | Maria   | 240396 | Graphic Arts        |
| Valenzuela | Janiah  | 240491 | Auditorium          |

|          |         |        |            |
|----------|---------|--------|------------|
| Saldivar | Elian   | 240471 | Auditorium |
| Millan   | Jocelyn | 240356 | Auditorium |

**TECHNOLOGY**

|             |          |        |               |
|-------------|----------|--------|---------------|
| Bustamante  | Santiago | 240511 | Technology-AM |
| Winkler     | Thomas   | 240996 | Technology-AM |
| Quezada     | Josue    | 240424 | Technology-AM |
| Stuherck    | Shereen  | 240285 | Technology-AM |
| Jamhour     | Ibrahim  | 240294 | Technology-PM |
| Porra       | Kevin    | 240420 | Technology-PM |
| Daniels     | Davon    | 240192 | Technology-PM |
| Quintanilla | Dariel   | 241167 | Webmaster-AM  |
| Rahman      | Muhtasi  | 241408 | Technology-PM |

**Culinary**

|           |           |        |                      |
|-----------|-----------|--------|----------------------|
| Flemmings | Yamir     | 241124 | Chez Tech-DW (B)     |
| Gonzalez  | Jayden    | 241417 | Chez Tech-Cook (B)   |
| Munoz     | Jesus     | 240371 | Chez-Tech Cook (B)   |
| Duran     | Ameri     | 240209 | Chez Tech- Cook (B)  |
| Evans     | Tyler     | 241067 | Chez Tech- Cook (B)  |
| Campos    | Oscar     | 240153 | Chez Tech- Cook (B)  |
| Abualouf  | Mohammed  | 241345 | Chez Tech-DW (B)     |
| Mendez    | Jayla     | 240349 | Chez Tech-Server (F) |
| Leon      | Jarelin   | 250325 | Chez Tech-Server (F) |
| Arellano  | Jose      | 240104 | Chez Tech-Server (F) |
| Garcia    | Salma     | 241396 | Chez Tech-Server (F) |
| Fowzia    | Nihat     | 240237 | Chez Tech-Server (F) |
| Gomez     | Nicolas   | 240250 | Chez Tech-Server (F) |
| Miedna    | Kristine  | 241223 | Bake-DW              |
| Medina    | Yamarie   | 241146 | Rocco Caf -Asst/DW   |
| Torres    | Mya       | 240485 | Rocco Caf -Asst/DW   |
| Miranda   | Camila    | 240358 | Teacher's Caf -Cook  |
| Drakeford | Peggy     | 240945 | Teacher's Caf -DW    |
| Montanez  | Valerie   | 241115 | Teacher's Caf -Cook  |
| Hussain   | Nuha      | 241296 | Teacher's Caf -Cook  |
| Smith     | Anniyah   | 240075 | Teacher's Caf -DW    |
| Young     | Iriyana   | 241491 | Teacher's Caf -DW    |
| Castenada | Gabriel   | 241294 | STEM                 |
| Blessing  | Austin    | 241046 | STEM                 |
| Castano   | Gabriela  | 241032 | STEM                 |
| Czornomor | Savannah  | 240191 | Student Caf          |
| Vargas    | Lizmery   | 240917 | Student Caf          |
| Lopez     | Crystal   | 240944 | Student Caf          |
| Ordinola  | Antonella | 240389 | Student Caf          |
| Paredes   | Nicole    | 241228 | Student Caf          |
| Pless     | LaDainian | 241371 | Student Caf          |

Memo-23-24/ Co-Op Bd/Approve/8-14-23.



**XI. Legal Report - none**

**XII. Meeting Open to the Public – no public**

**XIII. Executive Session**

Motion to convene in executive session at 5:05 p.m. to discuss operational matters which will be disclosed sometime soon.

Motion Mr. Brown Second Ms. Solomon Roll-call 4-0  
Motion carried

**Return from Executive Session**

Motion to reconvene the public session at 5:25 p.m.

Motion Ms. Tasic Second Mr. Brown Roll-call 4-0  
Motion carried

**XIV. Board Members Comments**

The September Board meeting is scheduled for Thursday, September 21, 2023 at 4:30 p.m. which is the third Thursday of the month rather than the usual fourth Thursday of the month. The Board decided to reschedule the September meeting to Thursday, September 28, 2023 at 4:30 p.m.

The October Board meeting is scheduled for Thursday, October 26, 2023 at 4:30 p.m. which is the last day of the New Jersey School Boards Convention which Administrators and Board members will be attending. The Board decided to reschedule the October meeting to Wednesday, November 1, 2023 at 4:30 p.m.; the Organization Meeting will be rescheduled to take place at 5:30 p.m. on November 1, 2023.

**XV. Meeting Adjourned**

Motion to adjourn the meeting at 5:30 p.m.

Motion Ms. Tasic Second Ms. Solomon Roll-call 4-0  
Motion carried

Respectfully submitted,  
  
Christine Kahwaty  
Assistant Business Administrator/Board Secretary