NORTHERN VALLEY REGIONAL HIGH SCHOOL
BOARD OF EDUCATION
DEMAREST, NEW JERSEY 07627

**MINUTES OF THE COMBINED MEETING:** Monday, June 24, 2019 at 6:30 p.m.

**LOCATION:** John J. Howarth Administration Building, Media Center, 162 Knickerbocker Road, Demarest, NJ

THE BOARD OF EDUCATION RESERVES THE RIGHT TO MEET IN EXECUTIVE SESSION TO DISCUSS PERSONNEL, STUDENT MATTERS, NEGOTIATIONS AND/OR LITIGATIONS.

The meeting is opened by the Board President.

Pledge of Allegiance

**ROLL CALL:**

| | |
|---|---|
| Mr. Joseph Argenziano, President | |
| Mr. Ghanshyam C. Vaghasia, Vice President | |
| Mr. Dan Eller | |
| Mr. Raffi Jamgotchian | |
| Ms. Tiffany Kaplan | |
| Dr. George Kipel | |
| Mr. John Massaro | |
| Mr. Peter Micera | Absent |
| Mrs. Jessica Spillane | |

**ALSO PRESENT:** James M. Santana, Superintendent of Schools
Marc A. Capizzi, School Business Administrator/Board Secretary

"THE NEW JERSEY OPEN PUBLIC MEETINGS LAW WAS ENACTED TO INSURE THE RIGHT TO THE PUBLIC TO HAVE ADVANCE NOTICE OF AND TO ATTEND THE MEETINGS OF PUBLIC BODIES AT WHICH ANY BUSINESS AFFECTING THEIR INTEREST IS DISCUSSED OR ACTED UPON."

IN ACCORDANCE WITH THE PROVISIONS OF THIS ACT, THE NORTHERN VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION HAS CAUSED NOTICE OF THIS MEETING TO BE PUBLICIZED BY HAVING THE DATE, TIME AND PLACE THEREOF POSTED AND FILED IN THE BOROUGH HALL OF EACH CONSTITUENT BOROUGH IN THE DISTRICT AND SENT TO THREE NEWSPAPERS CIRCULATING IN THE DISTRICT.

THIS MEETING WILL BE TAPE RECORDED IN ACCORDANCE WITH POLICY.

THE BOARD PRESIDENT WILL OPEN THE MEETING FOR PUBLIC COMMENT AT THE REQUEST OF THE BOARD. MEMBERS OF THE PUBLIC WILL BE ALLOWED FIVE MINUTES TO PRESENT INFORMATION TO THE BOARD.

**RESOLUTION FOR EXECUTIVE SESSION (Addenda "A")**

Roll Call: Mr. Eller, Mr. Jamgotchian, Mrs. Kaplan, Dr. Kipel, Mr. Massaro, Mrs. Spillane, Mr. Vaghasia and Mr. Argenziano .

Mr. Micera was absent.

At 7:57 p.m. the Board was in attendance for the following Sports Award Presentations at the NVD Media Center:

NVOT Boys Tennis State Sectional Champion, NVOT Varsity Boys Track State Sectional Champion, NVOT Varsity Softball Bergen County Champion, NVOT Boys Varsity Golf State Sectional Champion, NVOT Girls Volleyball State Sectional Champion, NVD Girls Tennis State Sectional Champion, NVD Girls Volleyball State Champions

**SUPERINTENDENT'S REPORT**

Mr. Santana delivered his monthly report and reviewed and discussed the following topics:

The status of District Goals for the 2018-2019 school year.

The District has developed an observation walk through instrument to evaluate how technology is being used throughout the District.

Acknowledgement of the various awards and accomplishments achieved by students and staff throughout the District in the 2018-2019 school year.

Mr. Santana provided details on certain agenda items to be voted on at the meeting.

Mr. Santana spoke about the status of the purchase of the ICS property for the Valley Program.

Mr. Santana thanked the staff and the Board for their efforts and participation at the Graduation Ceremonies.

Mr. Santana recognized the Senior Awards Program and supporters which awarded approximately $200,000 in scholarships.

The Finance Committee discussed outstanding capital topics and abatement of flooring in the District.

The Policy Committee discussed school activity funds and the enterprise funds policies and procedures.

The District will administer the PSATs to all sophomores next year and the Board discussed the benefits of the program.

At 8:59 p.m. on motion by Mrs. Spillane, seconded by Mr. Eller and approved by the Board the Meeting was Open to Public.

Will Boyce and Avery Linder spoke about their invitation and attendance at the Youth Leadership Conference at Kean University.

Kathy Fable asked about the enterprise funds.

Ms. Rabano asked about the IITE presentation.

At 9:02 p.m. on motion by Mrs. Spillane, seconded by Mr. Eller and approved by the Board the Meeting was Closed to Public comment.

Mr. Santana addressed the questions raised by the Public.

The Board deliberated on certain agenda items.

**On motion by Mr. Eller, seconded by Mr. Jamgotchian and approved by the Board F1 - F28 were unanimously approved.**

**FINANCE**

**Daniel Eller, Chairperson**
**Raffi Jamgotchian**
**Peter Micera**

**F1. District Monthly Reports/Bills**

That the Board of Education approves the bills of the Northern Valley Regional High School District for the period of May 1, 2019 to May 31, 2019 for General, Debt Service, Special Revenue, Enterprise Fund and NV Technical Services be approved and payment made through Columbia or Valley National Bank from funds in the appropriate accounts as follows:

| | |
|---|---|
| Payroll | $3,633,728.24 |
| Fund (10, 13, 20, 40) | $1,917,639.35 |
| Fund (30) | $ 0 |
| Fund (59) | $ 93,100.94 |
| Fund (50, 51) | $ 26,776.55 |
| Total | $5,671,245.08 |

That the Board of Education approves the report of the following funds and accounts as of May 31, 2019 be approved and detailed reports are available in the Business Office:

| | |
|---|---|
| Petty Cash (Demarest) | $ 500.00 |
| Petty Cash (Old Tappan) | $ 307.66 |
| May Student Activity Fund (Demarest) | $ 473,182.72 |
| May Student Activity Fund (Old Tappan) | $ 408,739.70 |
| Scholarship Fund | $ 26,409.54 |

Note: Student Fund Reports are available in the Business Office.

**F2. Investment of Funds/District**

That the Board of Education approves in accordance with previously adopted directives and agreements with the below institution, the following investments made by the Secretary during May 2019 be approved:

| | Beginning Balance | Net Changes | Current Balance |
|---|---|---|---|
| MBIA | $ -0- | $ -0- | $ -0- |
| Bank of America | $ -0- | $ -0- | $ -0- |

***Valley National Bank 2.46% and Columbia 1.36% general checking accounts.**

**F3. Regional Programs Reports/Bills**

That the Board of Education approves the bills of the Regional Programs administered by Northern Valley Regional High School District for the period of May 1, 2019 to May 31, 2019 for General, Debt Service, Special Revenue, and Enterprise Fund, be approved and payment made through Colombia Bank from funds in the appropriate accounts as follows:

| | |
|---|---|
| Payroll | $1,007,654.91 |
| Funds (55, 56, 57) | $ 704,502.06 |
| Total | $1,712,156.97 |

**F4. Investment of Funds/Regional Programs**

That the Board of Education approves in accordance with previously adopted directives and agreements with the below institution, the following Regional Programs investments made by the Secretary during May 2019, be approved:

| 5/31/19 Balance |
|---|
| $0 |

****Columbia checking interest rate is .25% and Valley National Bank 1.03%**

**F5. Transfer of Funds**

That the Board of Education approves the Board Secretary be authorized to make transfers in the 2018-2019 Budget of the NVRHSD. **(Addenda "B")**

**F6. Secretary/Treasurer Reports**
That the Northern Valley Regional High School District Board of Education acknowledges receipt of the Report of the Treasurer and Report of the Secretary for the month ending May 31, 2019; and
Further, pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of May 31, 2019, no line item account has encumbrances and expenditures, which total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a).

**F7. Capital Reserve**
That the Board of Education approves contribution to the Capital Reserve Account as discussed in the budget process as coordinated by the auditor to transfer up to three million dollars to the Capital Reserve Account.

**F8. Donation – Demarest**
That the Board of Education accepts a donation from the Beran Family Foundation for the school store in the amount of $500.00.

**F9. Donations – Valley Program**
That the Board of Education accepts the following donations to be used for the Valley Prom:

| | |
|---|---|
| Mr. & Mrs. Brendan Doran | $250.00 |
| Mr. & Mrs. James Boguszewki | $250.00 |
| Mr. & Mrs. Keith Kulin | $250.00 |

**F10. Donation – Summit House**
That the Board of Education accepts a Step/Glider donation from a Haworth family for student use at the Summit House.

**F11. Donation – Old Tappan**
That the Board of Education accept a donation for Lance Symons, President of NV Lacrosse Association in the amount of $500 in support of the NVOT Lacrosse Program.

**F12. Donation – Demarest**
That the Board of Education accepts a donation from Jon and Allison Pritti in the amount of $17,500 to be used for the NVD Boys Baseball Program.

**F13. Appointment of Board Designee**
That the Board of Education appoint Daniel Hauser, Assistant Business Administrator to the position of Board Designee effective July 1, 2019 through June 30, 2020.

**F14. Disclosure Agent**
That the Board of Education appoints Phoenix Advisors, LLC as the Northern Valley Regional High School disclosure agent. **(Addenda "C")**

**F15. Corrective Action Plan**
That the Board of Education approves the completed Correction Action Plan for the 2017-2018 Audit Year. **(Addenda "D")**

**F16. Educational Services Commission of New Jersey**

**RESOLUTION OF THE BOARD OF EDUCATION OF NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT IN THE COUNTY OF BERGEN AWARDING A FINANCING AGREEMENT FOR THE LEASE PURCHASE OF ATHLETIC TURF FIELD REPLACEMENTS AT THE NORTHERN VALLEY OLD TAPPAN AND NORTHERN VALLEY DEMAREST HIGH; AUTHORIZING CERTAIN OFFICIALS OF THE BOARD TO EXECUTE SUCH AGREEMENT AND AUTHORIZING OTHER ACTIONS NECESSARY TO ACCOMPLISH THE TRANSACTION.**

WHEREAS, in accordance with the approved Capital Projects in the 2019-2020 Budget, the Board of Education of Northern Valley Regional High School District in the County of Bergen, New Jersey (the "Board" when referring to the governing body, and the "School District" when referring to the legal entity and the territorial boundaries that are governed by the Board) has determined to finance the acquisition of the Athletic Turf Fields at the Northern Valley Old Tappan and Northern Valley Demarest High Schools, and other miscellaneous costs as a lease purchase and to enter into a Lease Purchase Agreement ("Lease, Agreement") for an estimated amount of $900,000.00, and a term not to exceed five-years (collectively, the "Acquisition"); and

WHEREAS, the Educational Services Commission of New Jersey (ESCNJ) solicited competitive bids for the School District for the Lease Purchase to finance the cost of the Acquisition pursuant to the attached contract; and

WHEREAS, bids were opened in public for the Lease Purchase on May 29, 2019 and ESCNJ made its recommendation to award the bid to Municipal Leasing Consultants ("MLC") , the lowest responsible bidder, and

WHEREAS, The Board wishes to expedite the payment of the respective vendors of the Acquisition;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT, AS FOLLOWS:

1. That the Board authorizes the award for the Bid for the Lease Purchase to MLC for the principle sum of $898,500 to be repaid over five (5) years at a rate of 2.477% if closing takes place on or before June 28, 2019, with annual payments commencing on August 15, 2019, or if closing takes place after that date, 2.477% indexed to 65% of the change in the ICE Swap Rate index for 5 year swaps from May 17, 2019; and

2. That this award is to be made in accordance with the proposal form submitted by MLC to the Board Secretary as of May 29, 2019, attached hereto, and on file with the Board Secretary; and

3. That the Board hereby authorizes the execution of the Lease Agreement and other related financing documents with MLC after Board Counsel has reviewed the Agreement, with MLC serving as the Lessor, the purchaser of the lease purchase agreement, and the Escrow Agent (Escrow Agent); and

4. That the Board authorizes the Board President or the Board Secretary to approve any changes or deletions to the Lease Agreement or related documents as may, in the judgment of Counsel be necessary or in the best interests of the Board; and

5. That the Board authorizes the Board President or the Board Secretary to establish an escrow account for the deposit of the lease proceeds in accordance with the Governmental Unit Deposit Protection Act (GUDPA), and to direct the deposit and investment of the lease proceeds in escrow for the term of the lease; and

6. That the Lease is hereby designated as a "qualified tax-exempt obligation" for purposes of Section 265 (b) (3) (ii) of the Internal Revenue Code of 1986, as amended

This resolution shall take effect immediately.

**F17. Lease Local Finance Board**

**RESOLUTION OF THE BOARD OF EDUCATION OF THE NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT IN THE COUNTY OF BERGEN, NEW JERSEY (i) CONSENTING TO BERGEN COUNTY IMPROVEMENT AUTHORITY'S APPLICATION TO THE LOCAL FINANCE BOARD REGARDING THE FINANCING OF THE ACQUISITION OF PROPERTY IN CONNECTION WITH THE PROVISION OF THE VALLEY PROGRAM AND (ii) AUTHORIZING APPLICATION TO THE LOCAL FINANCE BOARD AND TO THE NEW JERSEY DEPARTMENT OF EDUCATION FOR THE APPROVAL OF THE LONG TERM LEASE WITH THE BERGEN COUNTY IMPROVEMENT AUTHORITY IN CONNECTION THEREWITH**

**WHEREAS**, The Board of Education of the Northern Valley Regional High School District in the County of Bergen, New Jersey (the "Board"), administers a county-wide, special education program referred to as the "Valley Program" (the "Program") which is the State of New Jersey's largest and longest-running public school program, focusing on educating children on the autism spectrum; and

**WHEREAS**, during the past twenty-three (23) years, the Program has provided services to children in over forty-five (45) communities in the County of Bergen ("Bergen County" or the "County"); and

**WHEREAS**, in order to provide facilities for the Program, the Board leases facilities, including the Immaculate Conception School (the "School") located in Norwood, New Jersey; and

**WHEREAS,** the Board now has the opportunity to acquire the School for the Program; and

**WHEREAS**, the acquisition of the School for the Program (the "Project") would provide savings to the Bergen County communities that participate in the Program by (i) avoiding costly rent increases; (ii) avoiding potential costs related to the relocation of the Program; (iii) supporting Program tuition cost stability and (iv) providing a permanent home for the Program;

and

**WHEREAS**, the Board has requested that the Bergen County Improvement Authority (the "Authority") assist the Board in the financing of the Project pursuant to N.J.S.A. 18A:20-4.2(e) and N.J.S.A. 18A:20-4.2(c); and

**WHEREAS,** the Authority desires to provide financing via the issuance of revenue bonds of the Authority (the "Authority Bonds") for the purpose of assisting the Board in connection with the Project; and

**WHEREAS**, the Project is an authorized Project pursuant to the County Improvement Authorities Law, N.J.S.A. 40:37A-44 et seq., as amended and supplemented; and

**WHEREAS**, the payment of debt service on the Authority Bonds will be paid from lease payments made by the Board to the Authority pursuant to a lease agreement and shall be guaranteed by the County of Bergen in accordance with the terms of a Guaranty Ordinance of the County (the "County Guaranty Ordinance") to be finally adopted by the County and a County Guaranty Agreement by and between the Authority and the County (the "County Guaranty Agreement"); and

**WHEREAS,** the Authority Bonds would be issued with the benefit of a Bergen County guaranty which would carry a credit rating of "AAA" which is the highest credit rating available; and

**WHEREAS**, the County's "AAA" credit rating would translate to significantly lower interest rates for the Project and as a result, would provide significant savings to the Bergen County communities which access the Program; and

**WHEREAS**, this proposed financing to be undertaken by the Authority and the Board must be reviewed by the Local Finance Board, in the Division of Local Government Services, New Jersey Department of Community Affairs (the "Local Finance Board"), prior to proceeding with the financing of the Project; and

**WHEREAS**, the Authority will be making application to the Local Finance Board, for review of the proposed Project financing by the Authority through the issuance of revenue bonds in an aggregate amount not to exceed $5,200,000, a proposed bond resolution, a proposed County Guaranty Ordinance and a proposed County Guaranty Agreement; and

**WHEREAS,** in connection with the financing of the Project, the Board and the Authority will be entering into a ground lease (the "Ground Lease") and lease (the "Lease") in connection with the financing of the Project which Ground Lease and Lease must be approved by the Local Finance Board and the New Jersey Department of Education.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF EDUCATION OF THE NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT AS FOLLOWS:**

Section 1. The Board hereby consents to the Authority's application to the Local Finance Board for the proposed financing of the Project by the Authority through the issuance of the Authority's revenue bonds in an aggregate amount not to exceed $5,200,000.

Section 2. The Board hereby authorizes the submission of the Ground Lease and the Lease to the Local Finance Board and to the New Jersey Department of Education for their respective approvals.

Section 3. This resolution shall take effect immediately.

Recorded Vote: Aye: Mr. Eller, Mr. Jamgotchian, Mrs. Kaplan, Dr. Kipel, Mr. Massaro, Mrs. Spillane, Mr. Vaghasia and Mr. Argenziano
No: None
Abstain: None
Absent: Mr. Micera

**F18. Technology Hardware Lease Purchase**

Be it resolved in accordance with submissions (Requests for Proposals) received through the Universal Service Administrative Co. (Federal E-Rate) Form 470 procurement process, for network switch hardware replacement, cabling, and installation, the Board of Education authorizes the award for the lease purchase agreement with CDWG , leased through the Hewlett-Packard Financial Services Company for a period of five(5) years in the total amount of $300,645.49, subject to Board Counsel review and approval the terms and conditions of the

Lease Agreement. A copy of the lease is on file in the Business Office. The equipment purchase is in accordance with the District's Long-term Technology Infrastructure Plan.

The Board authorizes the Board President or the Board Secretary to approve any changes, deletions and/or modifications to the Lease Agreement and/or related documents as may, in the judgment of Board Counsel be necessary, advisable and in the best interest of the Board.

**F19. Technology Consortium – Fund 59**

BE IT RESOLVED that the Northern Valley Regional High School District Board of Education approves the creation of Fund 59. Fund 59 will be utilized to budget and manage the Technology Purchasing Consortium. The Technology Consortium will be Self-Liquidating and Self-Sustaining program. The board has the right to subsidize the program.

BE IT RESOLVED that the Northern Valley Regional High School District Board of Education approves the description of the **Technology Consortium** program and the 18/19 rates as shown in the attached document. **(Addenda "E")**

**F20. Teens-N-Tots Fund 50**

BE IT RESOLVED that the Northern Valley Regional High School District Board of Education approves the creation of Fund 50. Fund 50 will be utilized to budget and manage the Teens-N-Tots program. Teens and Tots will be Self-Liquidating and Self-Sustaining program. The board has the right to subsidize the program.

BE IT RESOLVED that the Northern Valley Regional High School District Board of Education approves the description of **Teens-N-Tots** program and the 18/19 fees as shown in the attached documents. **(Addenda "F")**

**F21. Region III Consortium Programs and NV Curriculum Fund 55**

BE IT RESOLVED that the Northern Valley Regional High School District Board of Education approves the creation of Fund 55. Fund 55 will be utilized to budget and manage the Region III and Northern Valley Curriculum Consortiums shared services programs including Related Services, Curriculum and Instruction, Staff Development, CRT (Criterion Reference Testing), and VIA (Valley Interdisciplinary Approach). Each of these programs will be Self-Liquidating and Self-Sustaining. The board has the right to subsidize the Programs. **(Addenda "G")**

BE IT RESOLVED that the Northern Valley Regional High School District Board of Education approves the attached description and 18/19 fees of the following programs:

**Curriculum & Instruction**
**Staff Development program**
**CRT**
**VIA**
**Region III**

**F22. Fund 57 Fees**

BE IT RESOLVED that the Northern Valley Regional High School District Board of Education approves the creation of Fund 57. Fund 57 will be utilized to budget and manage the TIP Therapeutic Intervention Program, The Valley Program, Speech Services, Slice Program, Little Tots, Summer K8 program, Home Consulting services, OTPT services and Orton Gillingham training services. Each of these programs will be Self -Liquidating and Self- Sustaining. The board has the right to subsidize the Programs.

BE IT RESOLVED that the Northern Valley Regional High School District Board of Education approves the attached description and 18/19 fees of the following programs **(Addenda "H")**:

**TIP** Therapeutic Intervention Program
**Speech Services**
**Slice Program**
**Little Tots Program**
**Summer K8 Program**
**Home Consulting**
**OTPT**
**Orton Gillingham**
**The Valley Program**

**F23. Technology Consortium Fund 59**

BE IT RESOLVED that the Northern Valley Regional High School District Board of Education approves the description of the **Technology Consortium** program and the 19/20 rates as shown in the attached document. **(Addenda "I")**

**F24. Teens-N-Tots Fund 50**

BE IT RESOLVED that the Northern Valley Regional High School District Board of Education approves the description of **Teens-N-Tots** program and the 19/20 fees as shown in the attached documents. **(Addenda "J")**

**F25. Region III NV Curriculum Consortium Fund 55**

BE IT RESOLVED that the Northern Valley Regional High School District Board of Education approves the attached description and 19/20 fees of the following programs **(Addenda "K")**:

**Curriculum & Instruction**
**Staff Development program**
**CRT** (Criterion Reference Testing)
**VIA** (Valley Interdisciplinary Approach)
**Region III**

**F26. Fund 57**
The Board here by approves the use of Fund 57 for the 19-20 school year. Fund 57 will be utilized to budget and manage the TIP Therapeutic Intervention Program, The Valley Program, Speech Services, Slice program, Little Tots, Valley Summer K8 program, Home Consulting services, OTPT services and Orton Gillingham training services. Each of these programs will be Self Liquidating and Self Sustaining. The board has the right to subsidize the Programs.
The Board here by approves the description of **TIP Therapeutic Intervention Program** and the fees as shown in the attached documents.
The Board here by approves the description of **Speech Services** and the fees as shown in the attached documents.
The Board here by approves the description of **Slice Program** and the fees as shown in the attached documents.
The Board here by approves the description of **Little Tots Program** and the fees as shown in the attached documents.
The Board here by approves the description of **Valley Summer K8 Program** and the fees as shown in the attached documents.
The Board here by approves the description of **Home Consulting Program** and the fees as shown in the attached documents.
The Board here by approves the description of **OTPT (Occupational Therapy/Physical Therapy Program** and the fees as shown in the attached documents.
The Board here by approves the description of **Orton Gillingham Program** and the fees as shown in the attached documents. **(Addenda "L")**

**F27. Authorization to Void Checks Resolved**
That the Board of Education approves the Board Secretary be authorized to void outstanding checks dated prior to June 30, 2018 in the total amount of $11,203.94 detailed as attached. **(Addenda "M")**

**F28. Air Conditioning System Re-heat Solution**
That the Board of Education in accordance with the recommendation of the Finance Committee authorizes the Board Secretary to obtain quotations from mechanical engineers to evaluate and recommend optimal air conditioning operation and reheat solution.

**On motion by Dr. Kipel, seconded by Mr. Eller and approved by the Board C1 - C2 were unanimously approved.**

**CURRICULUM**

**George Kipel, Chairperson**
**G.C. Vaghasia**
**John Massaro**

**C1. Report of Classification and Student Assignment**
Recommend ratification and approval of the May 2019 Confidential List of Classification of Students and Student Assignments including Satellite and Bergen County Schools as authorized by the Superintendent. The lists will be placed in the Confidential Minutes File.

**C2. Fall Athletic Schedule**
That the Board of Education approve the Interscholastic Athletic Schedule for the Fall 2019 Season for the Northern Valley Regional High School District. **(Addenda "N")**

**On motion by Dr. Kipel, seconded by Mr. Eller and approved by the Board B1 - B11 were unanimously approved.**

**BUILDINGS AND GROUNDS**

**Tiffany Kaplan, Chairperson**
**Dan Eller**
**John Massaro**

**B1. Vandalism**
It will be necessary to accept the Report of the Principals on Vandalism for the month of May 2019, and direct same to be filed. **(Addenda "O")**

**B2. Use of Facilities**
That the Board of Education approves the following requests for Camp Request/Facility Use for the Northern Valley Regional High School District facilities at Demarest and Old Tappan.

| | | | | |
|---|---|---|---|---|
| Wladyka Baseball | 6/9,16,23/2019 & 7/7,21,28,2/2019 | 12pm-5pm | Baseball Games | DEM |
| Closter Rec | 6/16,23/2019 | 1pm-2pm | Youth Track | DEM |

**B3. Discard – Old Tappan**
That the Board of Education approves the attached list of books from the NVOT School Library Collection. **(Addenda "P")**

**B4. Discard – Demarest**
That the Board of Education approves the attached list of books from the NVD School Library Collection. **(Addenda "Q")**

**B5. Change Order Authorization**
That the Board of Education authorizes Marc A. Capizzi, School Business Administrator to approve all change orders for ongoing construction projects and to confirm same at the next Board Meeting.

**B6. Bid Electrical Services**

Whereas, sealed bids were received for Electrical Services and Repair Work for the Northern Valley Regional High School District on May 29, 2019 at 10:00 A.M and the following bids were received;

| | Sal Electric | Vancore-Electric | Magic Touch |
|---|---|---|---|
| Electrician Foreman | | | |
| Straight Time Hourly Labor Rate | $105.14 | $105.14 | $105.14 |
| Overtime Hourly Labor Rate | $157.71 | $157.71 | $157.71 |
| Holiday Hourly Labor Rate | $210.28 | $210.28 | $210.28 |
| | | | |
| Electrician Journeyman | | | |
| Straight Time Hourly Labor Rate | $89.86 | $89.86 | $89.86 |
| Overtime Hourly Labor Rate | $134.83 | $134.79 | $134.79 |
| Holiday Hourly Labor Rate | $179.72 | $179.72 | $179.72 |

Be it Resolved, that in accordance with the advice of the Board's Attorney, the Northern Valley Regional High School District authorizes the award of an electrical services and repairs contract to Magic Touch Construction, the lowest responsible bidder complying with the bid specifications, for the period July 1, 2019 through June 30, 2020.

**B7. Award of Contract – Gym Floors**

Be it resolved in accordance with the Educational Data Services, Inc. Bid # 8556 for refinishing of stage and gym wood floors, the Northern Valley Regional High School District Board of Education authorizes the award of a contract to Mathusek Incorporated for the refinishing of the Northern Valley Old Tappan north gym floor in the amount of $33,970.00 and for the screening of the Northern Valley Old Tappan south and Demarest gym floors in the amount of $10,920.00, for a total contract amount of $44,890.00.

**B8. Change Order - #1**

Be it resolved that the Northern Valley Regional High School District Board of Education approves Change Order # 1 in the amount of $20,332.96 for asbestos abatement related to the partial roof replacement project at Northern Valley Demarest High School, as recommended by the District's Architects, Di Cara Rubino. Said change order is included in the contract allowance at no additional cost to the Board.

**B9. Integrated Pest Management**

Be it resolved that the Northern Valley Regional High School District Board of Education authorizes the award of a two year contract to Ultra Pro Pest Protection, LLC in the amount of $5,100.00 annually for monthly integrated pest management services from July 1, 2019 – June 30, 2021.

**B10. Karl Environmental Group - Bid**

Be it resolved that the Northern Valley Regional High School District Board of Education authorizes Karl Environmental Group, the District's environmental consultants, to prepare plans and specifications and prepare public bids in the amount of $3,020.00 for asbestos abatement of flooring in the Northern Valley Demarest Central Office, Northern Valley Old Tappan Cafeterias, and two classrooms in each of Northern Valley Demarest and Northern Valley Old Tappan High Schools; be it further resolved that a contract will be awarded to the lowest responsible bidder complying with the bid specifications at the Board meeting immediately following the bid opening.

**B11. HVAC Roof Top Units and Classroom AC at NVD and NVOT – DeSesa Engineering Change Orders**

Be it resolved that the Board approves Change Orders in the amount of $49,922.00 for DeSesa Engineering Co., Inc. as recommended by RSC Architects as follows:

| | |
|---|---|
| HVAC Roof Top Units at NVD and NVOT | |
| Change Order #3 | $38,358.00 |
| Change Order #4 - credit | $(1,600.00) |
| VRF Classroom AC Installation at NVD and NVOT | |
| Change Order #4 | $17,750.00 |
| Change Order #5 - credit | $( 4,586.00) |

**On motion by Mr. Vaghasia, seconded by Mrs. Spillane and approved by the Board A1 – A23 and A25-A35 were unanimously approved. A24 was striked.**

**ADMINISTRATION**

**G.C. Vaghasia, Chairperson**
**Jessica Spillane**
**Daniel Eller**

**A1. Fire Drills/Security**

It will be necessary to approve and file in the Minutes and place in the appropriate file, the Principal's Report on Fire Drills and Security for the month of May, 2019. **(Addenda "R")**

**A2. HIB-BOE Affirmation of HIB Findings**

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby affirms the findings of the Superintendent that an act of Harassment, Intimidation, and Bullying did not occur in the matter(s) of: NVOT #25, #30, #31, #32, #33, and #34. NVD #27, #29.

**A3. Travel**

WHEREAS, in order to be in compliance with the State of New Jersey's N.J.A.C. 6A:23A-7; and

WHEREAS, staff attend administratively approved conferences, conventions, staff training sessions, seminars, or workshops; and

WHEREAS, the attendance at the stated function was previously approved by the Superintendent of Schools through the appropriate administrator(s) as work related and within the scope of the work responsibilities of the attendee; and
WHEREAS, the attendance at the function(s) was approved as promoting delivery of instruction or furthering efficient operation of the school district, and fiscally prudent; and
WHEREAS, the travel and related expenses particular to attendance at the function(s) may exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter;
BE IT RESOLVED, that the Northern Valley Regional Board of Education approves attendance at the administratively approved function(s) as necessary, and
BE IT FURTHER RESOLVED that those expenses that appear on the attached form titled "TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENTS" for lodging, meals and gratuities are within the limits of the State travel reimbursement guidelines and are justified and reimbursable upon submission of the required receipts up to the current established not to exceed the maximum travel allowance of $120,250.00 as specified in the Uniform Minimum Chart of Accounts (Handbook R2R) for New Jersey Public Schools and pursuant to NJAD 6A:23B-1.2(b), effective until the Reorganization Meeting in January 2019). **(Addenda "S")**

**A4. Approval of Minutes**
That the Board of Education approves the following Minutes:

| | |
|---|---|
| Closed Session | May 1, 2019 |
| Special Meeting | May 1, 2019 |
| Closed Session | May 7, 2019 |
| Budget Hearing | May 7, 2019 |
| Closed Session | May 13, 2019 |
| Committee of the Whole Meeting | May 13, 2019 |
| Closed Session | May 20, 2019 |
| Regular Meeting and Budget Hearing | May 20, 2019 |

**A5. Staff Member Child**
That the Board of Education approves the following child of a staff member to attend the Northern Valley Regional High School District for the 2019-2020 School Year.

| STAFF MEMBER | STUDENT | SCHOOL | GRADE |
|---|---|---|---|
| Suzanne Nolan | Erin Nolan | NVD | 9th |
| Kevin Walter | Casey Walter | NVD | 11th |
| Kevin Hughes | Kaya Hughes | NVOT | 10th |

**A7. Shared Service Agreement – Part-Time Occupational Therapist – Haworth**
That the Board of Education approves the attached Shared Services Agreement with the Haworth School District effective July 1, 2019 to June 30, 2020 for Part-Time Occupational Therapist. **(Addenda "T")**

**A8. Shared Service Agreement – Part-Time Occupational Therapist – Northvale**
That the Board of Education approves the attached Shared Services Agreement with the Northvale School District effective July 1, 2019 to June 30, 2020 for Part-Time Occupational Therapist. **(Addenda "U")**

**A9. Chemical Hygiene Plan**
That the Board of Education approves the attached Chemical Hygiene Plan for the Northern Valley Regional High School at Demarest and Old Tappan. **(Addenda "V")**

**A10. Affirmative Action Team**
That the Board of Education authorizes the Affirmative Action Team to conduct the Needs Assessment and develop a Comprehensive Equity Plan.

**A11. IDEA Agreement**
That the Board of Education approves the Annual IDEA Agreement for the School District of Northern Valley Regional for the 2019-2020 School Year. **(Addenda "W")**

**A12. Seisa High School Visit**
That the Board of Education approves a visit of 14-20 students and 3-5 adults from the Japan's Seisa High School on October 17, 2019 to NVOT under the supervision of Yoko Fukuda and Jim Buoye.

**A13. Lease Agreement – Norwood Board of Education**
That the Board of Education approves the TIP Program lease agreement between the Norwood Board of Education and Northern Valley Regional Programs for the 2019-2020 school year. **(Addenda "X")**

**A14. Lease Agreement – Norwood Board of Education**
That the Board of Education approves the Valley Program lease agreement between the Norwood Board of Education and Northern Valley Regional Programs for the 2019-2020 school year. **(Addenda "Y")**

**A15. Lease Agreement – Northern Valley Regional High School Board of Education**
That the Board of Education approves the Access Program lease agreement between Northern Valley Regional High School Board of Education and Northern Valley Regional Programs for the 2019-2020 school year. **(Addenda "Z")**

**A16. West Bergen Mental Healthcare, Inc.**
That the Board of Education approves the Contract for Mental Health Assessments/School Clearances with Bergen County Region III Districts for the period of July 1, 2019 through June 30, 2020. **(Addenda "AA")**

**A17. 192/193 Service Agreement for Non-Public Schools**
That the Board of Education approves the attached contract for 192/193 Services to Non-Public Schools for the 2019-2020 School Year. **(Addenda "BB")**

**A18. Joint Agreement**
That the Board of Education approves an agreement between Pascack Valley Council for Special Education (Region II) and Northern Valley Regional High School District, Region III for Occupational and Physical Therapy Services. **(Addenda "CC")**

**A19. Entitlement 2018-2019**
That the Board of Education approves the revision to the following Non-Public School Entitlement Aid Notices:

Non-Public Security Aid $83,850.00

**A20. Insurance Premiums**
That the Board of Education approves the recommendation of Eifert, French & Company, the district's insurance broker, to enter into an agreement for the following insurance policies for the period July 1, 2019 - June 30, 2020

| Insurance Carrier | Coverage Type | FY2020 Premium | % Change |
|---|---|---|---|
| New Jersey Schools Insurance Group (NJSIG) | Package | $ 176,394 | 17.69% |
| New Jersey Schools Insurance Group (NJSIG) | Errors & Omissions | $ 72,547 | 6.77% |
| New Jersey Schools Insurance Group (NJSIG) | Workers Compensation | $ 425,882 | 7.73% |
| New Jersey Schools Insurance Group (NJSIG) | Supplemental Indemnity | $ 16,954 | 3.21% |
| ACE American Insurance Company | Foreign Travel | $ 2,500 | 0.00% |
| Firemans Fund Insurance Company | Excess Liability | $ 13,328 | -1.33% |
| Beazley | Pollution | Estimated $17,951.85 | 5.00% |
| Mutual of Omaha (Bollinger) | Student Accident* *Policy period August 1, 2019 - July 31, 2020 | Estimated $223,091 | 14.97% |

**A21. Technology Shared Services - Demarest**
Be it resolved that the Board of Education approves the attached Technology Shared Services Agreement with Demarest Board of Education for the 2019-2020 School Year. **(Addenda "DD")**

**A22. Technology Shared Services - Haworth**
Be it resolved that the Board of Education approves the attached Technology Shared Services Agreement with the Haworth Board of Education for the 2019-2020 School Year. **(Addenda "EE")**

**A23. Policies**
That the Board of Education approves the following Board Policies/Regulations for First and Second Reading and Adoption:

| Revised Policies: | First Reading | Second Reading/Adopt |
|---|---|---|
| 3453 School Activity Funds Policy | | |
| 3453 School Activity Funds Regulation | | |
| New Policy: | | |
| 3453 Enterprise Funds | | |
| 6142/4 Dating Violence Regulation | | |
| NJSBA Policy Alert #1 | | |
| 5141.4 Missing, Abused and Neglected Children Policy | | |
| 5141.4 Missing, Abused and Neglected Children Regulation | | |
| 5142.2 Required Student Identification (ID) Cards - New | | |

~~**A24. Shared Services – Technology**~~
~~That the Board of Education approves the attached Technology Shared Services Agreements with the Demarest Board of Education and the Haworth Board of Education.~~

**A25. Exchange Student**
That the Board of Education approves the request for an exchange student from Spain to be sponsored by ASSE and hosted by a local family.

**A26. Contracted Services**
Resolved, that the Northern Valley Board of Education, upon the recommendation of the Superintendent approves the following contracted services:

| Vendor | Services | Estimated Cost | Student(s) | Effective Date | Term Date |
|---|---|---|---|---|---|
| Learn Well | Education Services | $625.00 per week | #20217039 | 6/3/2019 | TBD |

**A27. Contracted Services**
Resolved, that the Northern Valley Board of Education approves the following contracted services for the 2019-2020 school year:

| Vendor | Services | Rate | Effective Date | Term Date |
|---|---|---|---|---|
| Supreme Consultants | Bilingual Services | $47 per hour | 7/1/19 | 6/30/20 |
| Dr. Leslie Nagy | Psychological Evaluations | $700 per evaluation $350 no show fee | 7/1/19 | 6/30/20 |
| Four Winds | Hospital Instruction | $58 per hour x 2 hours per day | 7/1/19 | 6/30/20 |
| Professional Education Services | Hospital Instruction | $50 per hour x 2 hours per day | 7/1/19 | 6/30/20 |

**A28. Contracted Services**
Resolved, that the Northern Valley Board of Education approves the award of a contract to Loving Care dba Aveanna for 1:1 Registered Nursing Services for the 2019-2020 school year at the rate of $53 per hour for the following students:

| | |
|---|---|
| 20163884 | 7 hours per day |
| 20221216 | 8 hours per day |

**A29. Out-of District Placements**
Resolved, that the Northern Valley Board of Education approves the tuition and related services contracts in accordance with the following schedule for out-of-district student placements:

| Placement | Tuition | ESY Tuition | Additional Services | Student ID | Effective Date | Term Date |
|---|---|---|---|---|---|---|
| Sage Day School | $62,415.00 | $3,440.00 | | 20236019 | 6/24/19 | 6/30/20 |
| Sage Day School | $62,415.00 | $3,440.00 | | 20236019 | 6/24/19 | 6/30/20 |
| CTC Academy | $76,723.14 | $8,249.80 | | 20221216 | 7/8/19 | 6/30/20 |
| Camp Sunshine | | $1,675.00 | | 20163851 | 6/24/19 | 8/16/19 |
| Craig School | $54,290.00 | $2,000 | Speech Group $115.00 per hour 1x(1/2hr)week Speech Individual $150.00 Per Hour 2x(1/2hr)week | 20232032 | 7/8/19 | 6/30/20 |

| | | | | | | |
|---|---|---|---|---|---|---|
| New Alliance | $89,460.00 | | | 20201097 | 7/1/19 | 6/30/20 |
| Matheny | $91,500.00 | $18,500.00 | | 20202801 | 7/8/19 | 6/30/20 |
| Sage Day School | $62,415.00 | $3,440.00 | | 20211092 | 6/24/19 | 6/30/20 |
| Alpine Learning Group | $55,715.40 | $9,285.90 | | 20186916 | 7/1/19 | 6/30/20 |

**A30. Regional Programs**
That the Board of Education approves the following Regional Programs and approved budgets for 2019-2020 School Year:

| | |
|---|---|
| 55-220 – REGION III Special Education | $682,290.00 |
| 55-403 – Curriculum & Instruction | 309,937.33 |
| 55-405 – Psychiatrist | 8,000.00 |
| 55-407 – CRT | 12,800.00 |
| 55-408 – Staff Development | 378,402.39 |
| 55-409 – VIA | 6,400.00 |
| 56-221 – Special Ed Transportation | 2,214,175.00 |
| 56-350 – Public Transportation | 91,253.00 |
| 56-504 – Non-Public/Subsidy Transportation | 357,997.00 |
| 57-214 – Valley Program | 15,090,742.00 |
| 57-416 – Occupational Therapist/Physical Therapist | 1,081,137.00 |
| 57-212 - TIP Budget | 1,345,453.00 |

**A31. IDEA**
That the Board of Education approves the acceptance of funds allocated for the Fiscal Year 2018-2019 IDEA Basic Entitlement Award:

| | |
|---|---|
| Current Year Funds Allocation | $461,391.00 |
| Prior Year Funds Carryover | $ 23,674.00 |

**A32. FY 2020 IDEA Grant Application**
That the Board of Education request authorization for submission of the IDEA application for FY2020 and acceptance of the grant award of these funds upon the subsequent approval of the FY2020 application from the State Department of Education.

**A33. NV Consortium**
That the Northern Valley Regional High School Board of Education approves the ESEA Consortium Memorandum of Agreements to serve as the LEA for the Northern Valley Curriculum Consortium which represents the following school districts:
Northern Valley Regional High School, Haworth, Demarest, Closter, Harrington Park, Norwood, Northvale and Old Tappan. **(Addenda "FF")**

**A34. 2019-2020 ESEA Consolidated Grant**

The amounts and the submission of the ESEA Consolidated Grant application (for the Northern Valley Schools Consortium – Closter, Demarest, Harrington Park, Haworth, Northvale, Norwood, Old Tappan, Northern Valley Regional, and Holy Angels) for the 2019-2020 school year are as follows:

| | |
|---|---|
| **TITLE I** | **$ 133,066 (NVRHSD Only)** |
| **TITLE II A** | **$ 110,217** |
| **TITLE III** | **$ 36,687** |
| **TITLE III Immigrant** | **$ 5,297** |
| **TITLE IV** | **$ 80,000** |
| **TOTAL** | **$ 365,267** |

**A35. Shared Services Staff Development**

That the Board of Education approves the attached agreement between the Board of Education of Old Tappan and the Northern Valley Regional High School District for Staff Development. **(Addenda "GG")**

**On motion by Mr. Vaghasia, seconded by Mrs. Spillane and approved by the Board T1 - T7 were unanimously approved.**

**TRANSPORTATION**

**T1. Change in Student Assignment/Special Education**

Recommend that the changes in student assignments for Special Education, Region III Transportation for May, 2019 be approved and placed in the Confidential Minutes file.

**T2 . Special Education Transportation Renewals**

That the Board of Education approved the attached Special Education Region III Council contracts and routes for the 2019-2020 School Year. **(Addenda "HH")**

**T3. Transportation Agreements**

That the Northern Valley Board of Education, as LEA for Northern Valley Region III Special Education, approves a Joint Transportation Agreement with Pascack Valley Board of Education, LEA for Region II, for transportation of Region III special education students on various routes during the 2019-2020 school year.

That the Northern Valley Board of Education, as LEA for Northern Valley Region III Special Education, approves a Joint Transportation Agreement with Pascack Valley Board of Education, LEA for Region II, for transportation of Region II special education students on various routes during the 2019-2020 school year.

That the Northern Valley Board of Education approves a Joint Transportation Agreement with the Englewood School District for the transportation of Northern Valley's Dwight Morrow High School and Academies at Englewood students on various routes during the 2019-2020 school year.

That the Northern Valley Board of Education, as LEA for Northern Valley Region III Special Education, approves a Joint Transportation Agreement with Region V for transportation of Region III special education students on various routes during the 2019-2020 school year.

That the Northern Valley Board of Education, as LEA for Northern Valley Region III Special Education, approves a Joint Transportation Agreement with Region V, for transportation of Region V special education students on various routes during the 2019-2020 school year.

That the Northern Valley Board of Education, as LEA for Northern Valley Region III Special Education, approves a Transportation Agreement with Barnstable Academy, for transportation of Region III special education students on Route 2 during the 2019-2020 school year.

That the Northern Valley Board of Education approves a Transportation Agreement with the Englewood Public School District for transportation of Northern Valley students during the 2019-2020 school year.

**T4. Renewal of Contracts NPPS Transportation**

That the Board of Education approves the following NPPS Transportation Renewals for the 2019-2020 School Year:

| CONTRACT ROUTE | SCHOOL | CONTRACTOR | PER DIEM AMOUNT | TOTAL AMOUNT |
|---|---|---|---|---|
| NP1A | Aca. of Holy Angels | Rinaldi | $214.17 | $39,193.11 |
| NP3 | Bergen Catholic | Rinaldi | | $24,195.61 |
| NP11A | Immaculate Heart | Rinaldi | $60.14 | $11,164.83 |
| NPA9 | St. John's Academy | Rinaldi | $67.57 | $12,365.31 |

**T5. Transportation Renewals**

That the Board of Education approves the following transportation renewals for the 2019-2020 School Year:

| CONTRACTOR | ROUTE | SCHOOL | PER DIEM RATE | TOTAL AMOUNT |
|---|---|---|---|---|
| First Student | 107A | Activity Dem | 111.80 | $20,459.40 |
| Rinaldi | 101 | Reg. Dem | 164.54 | $30,110.82 |
| Rinaldi | 103 | Reg. Dem | 122.26 | $22,373.58 |
| Rinaldi | 105A | Activity | 104.72 | $19,163.76 |
| Rinaldi | 501 | Reg. OT | 164.54 | $30,110.82 |
| Rinaldi | 502 | Reg. OT | 164.54 | $30,110.82 |
| Rinaldi | 503 | Reg. OT | 164.54 | $30,110.82 |
| Rinaldi | 504 | Reg. OT | 164.54 | $30,110.82 |
| Rinaldi | 505 | Reg. OT | 88.65 | $16,222.95 |
| Rinaldi | 510A | Activity | 89.74 | $16,422.42 |
| Rinaldi | 513A | Activity | 104.72 | $19,163.76 |
| Valley Trans. | V326 | Bergen Tech | 317.86 | $58,168.38 |
| Valley Trans. | V327 | Bergen Academies | 363.78 | $66,571.74 |
| Valley Trans. | V329 | Bergen App. Tech | 136.96 | $25,063.68 |

**T6. Transfer of Contracts**

That the Board of Education approves the following transportation contracts for participating boards requesting remote transportation for the 2019-2020 School Year:

| | | | |
|---|---|---|---|
| Rinaldi | Closter 1 | Closter Public School | $32,315.76 |
| Rinaldi | Norwood 1 | Norwood Public School | $31,881.29 |

**T7. Special Education Transportation Quotations**

That the Board of Education approves the following Special Education, Region III Council transportation route quotations for the 2018-2019 School Year:

| Route | Transporter | Program/School | Per Diem | Aide | Total |
|---|---|---|---|---|---|
| SA1039Q | Valley Transportation | Union Street School | $150.00 | $20.00 | $3,060.00 |
| SA1040Q | American First Choice | Chapel Hill Academy | $389.00 | $39.00 | $3,852.00 |

**On motion by Mr. Vaghasia, seconded by Mrs. Spillane and approved by the Board P1 - P59 were unanimously approved.**

**PERSONNEL**

**P1. Approval of School Business Administrator/Board Secretary Re-appointment 2019-2020**
That the Board of Education approves the re-appointment in accordance with the county approved contract between NVRHSD and Mr. Marc A Capizzi. ***(Attachment SBA 2019-2020)***

**P2. Approval of Assistant Superintendent Re-appointment 2019-2020**
That the Board of Education approves the re-appointment in accordance with the county approved contract between NVRHSD and Mrs. Deborah Sarmir. ***(Attachment Asst. Supt. 2019-2020)***

**P3. Approval of Superintendent Merit Goals Payment 2018-2019**
That the Board of Education authorizes the 2018-2019 Merit Goals payment in accordance with the Department of Education County approved attainment of goals confirmation to Superintendent, James M. Santana. ***(Attachment – Payment of Merit Goals Approval)***

**P4. Employee Re-Appointments 2019-2020 – Non-Bargaining Unit Staff**
That the Board of Education approves the attached Non-Bargaining Unit Reappointments for the 2019-2020 school year as per attached. ***(Attachment - Reappointment List)***

**P5. Employee Re-Appointments 2018-2019 – Office Professionals**
That the reappointment of tenured, to-tenure and non-tenured Office Professional staff for the 2018-2019 school year be approved, and annual salary rates established, effective July 1, 2018 (12 mos. employees) and September 1, 2018 (10 mos. employees), in accordance with the ***04/29/19 Ratified Contract*** salary schedule of the agreement between the Northern Valley Regional High School District Board of Education (NVRHSDBOE) and the Northern Valley Education Association (NVEA). ***(Attachment - Reappointment List)***

**P6. Employee Re-Appointments 2019-2020 – Office Professionals**
That the reappointment of tenured, to-tenure and non-tenured Office Professional staff for the 2019-2020 school year be approved, and annual salary rates established, effective July 1, 2019 (12 mos. employees) and September 1, 2019 (10 mos. employees), in accordance with the *2019-2020* salary schedule of the agreement between the Northern Valley Regional High School District Board of Education (NVRHSDBOE) and the Northern Valley Education Association (NVEA). ***(Attachment - Reappointment List)***

**P7. Employee Re-Appointments 2018-2019 – Custodian & Maintenance**
That the reappointment of tenured, to-tenure and non-tenured Custodian and Maintenance staff for the 2018-2019 school year be approved, and annual salary rates established, effective July 1, 2018 (12 mos. employees) and September 1, 2018 (10 mos. employees), in accordance with the ***04/29/19 Ratified Contract*** salary schedule of the agreement between the Northern Valley Regional High School District Board of Education (NVRHSDBOE) and the Northern Valley Education Association (NVEA). ***(Attachment - Reappointment List)***

**P8. Employee Re-Appointments 2019-2020 – Custodian & Maintenance**
That the reappointment of tenured, to-tenure and non-tenured Custodian and Maintenance staff for the 2019-2020 school year be approved, and annual salary rates established, effective July 1, 2019 (12 mos. employees) and September 1, 2019 (10 mos. employees), in accordance with the 2019-2020 salary schedule of the agreement between the Northern Valley Regional High School District Board of Education (NVRHSDBOE) and the Northern Valley Education Association (NVEA). ***(Attachment - Reappointment List)***

**P9. Employee Re-Appointments 2019-2020 – Technology**
That the reappointment Technology staff for the 2019-2020 school year be approved, and annual salary rates established, effective July 1, 2019, in accordance with the salary schedule of the agreement between the Northern Valley Regional High School District Board of Education (NVRHSDBOE) and the Northern Valley Education Association (NVEA). ***(Attachment - Reappointment List)***

**P10. Employee Re-Appointments – Facility Aides 2019-2020**
That the Board of Education approves the following employee appointments:

| | | | |
|---|---|---|---|
| James Thompson | Hourly Facility Aide | 2019-2020 School Year Rate: $20.50/hour | Old Tappan |
| Charles Anders | Hourly Facility Aide | 2019-2020 School Year Rate: $20.50/hour | Old Tappan |
| Anthony DiPasquale | Hourly Facility Aide | 2019-2020 School Year Rate: $20.50/hour | Old Tappan |
| John Bonsiewich | Per Diem Facility Aide | 2019-2020 School Year Rate: $178.00/diem | Demarest |
| Armand DiVite | Per Diem Facility Aide | 2019-2020 School Year Rate: $178.00/diem | Demarest |

**P11. Athletic Coaching Appointments – Demarest Fall 2019**
That the Board of Education approves the attached athletic coaching appointments. ***(Attachment DM Fall Coaches)***

**P12. Athletic Coaching Appointments – Old Tappan Fall 2019**
That the Board of Education approves the attached athletic coaching appointments. ***(Attachment OT Fall Coaches)***

**P13. Employee Appointments –2019-2020**
That the Board of Education approves the following employee appointments:

| | | | |
|---|---|---|---|
| William Curts | Transition Counselor (open position) | 2019-2020 School Year<br>Salary: MA + 45, Step 8 = $94,429.00<br>*Benefit Eligible* | Old Tappan |
| Wenjiu Liu | Teacher of Chinese (replacing Empl # 4078) | 2019-2020 School Year<br>Salary: MA + 30, Step 1 = $67,238.00 @ .8 FTE = $53,791.00<br>*Benefit Eligible* | Shared |
| LuisCarlos Bustamonte | Computer Technician/AV Specialist (replacing Empl. # 4057) | 07/08/19-06/30/20<br>Salary: Computer Tech, Step 9 = $50,706.00 (prorated)<br>*Benefit Eligible* | Demarest |
| Celeste Cohen | Sub Per Diem Teacher Aide (replacing Empl. # 4079) | 09/01/19<br>Rate: $100.00/diem | Demarest |
| Rae Anne Pavlovic | Teacher of FACS (replacing Empl. # 3489) | 2019-2020 School Year<br>Salary: BA, Step 0 = $54,543.00<br>*Benefit Eligible* | Old Tappan |
| Anjelica Barone | School Psychologist (replacing Empl # 0628) | 2019-2020 School Year<br>Salary: MA + 45, Step 1 = $69,958.00 + $600.00 (Doctorate) $70,558.00<br>*Benefit Eligible* | Demarest |
| Daniel Grothues | Teacher of Biology (replacing Empl. # 3681) | 2019-2020 School Year<br>Salary: BA, Step -1 = $53,268.00<br>*Benefit Eligible* | Old Tappan |

| | | | |
|---|---|---|---|
| Jiwon Lee | Teacher of Korean (replacing Empl. # 4082) | 2019-2020 School Year Salary: MA, Step -1 = $59,249.00 @ .8 FTE = $47,399.20 *Benefit Eligible* | Shared |
| Leigh Martin | Teacher of Math (replacing Empl.# 2245) | 2019-2020 School Year Salary: BA, Step 13 = $86,992.00 @ .6 FTE = $52,195.20 *Benefit Eligible* | Old Tappan |
| Susan Van Buskirk | Teacher of Theater Arts (new position) | 2019-2020 School Year Salary: MA, Step 2 = $65,064.00 @ .4 FTE = $26,025.60 *Pending Certification* *Not Benefit Eligible* | Old Tappan |
| Sabina Albirt | Library Media Specialist (replacing Empl # 2149)) | 2019-2020 School Year Salary: MA, Step 9 = $89,807.00 *Benefit Eligible* | Demarest |

**P14. Employee Appointments – Child Study Team Coordinators 2019-2020**
That the Board of Education approves the following employee appointments:

| | | | |
|---|---|---|---|
| Gerry Beatty | Child Study Team Coordinator | 2019-2020 School Year Stipend: $8,436.48 | Old Tappan |
| Courtney Moran, Ed.D. | Child Study Team Coordinator | 2019-2020 School Year Stipend: $8,436.48 | Demarest |

**P15. Employee Summer Appointments – Child Study Team Coordinators 2019-2020**
That the Board of Education approves the following employee appointments:

| | | | |
|---|---|---|---|
| Gerry Beatty | Child Study Team Coordinator | Summer 2019 Rate: Per Diem not to exceed 5 days | Old Tappan |
| Courtney Moran, Ed.D. | Child Study Team Coordinator | Summer 2019 Rate: Per Diem not to exceed 5 days | Demarest |

**P16. Employee Summer Appointment – Assistant to Superintendent 2019-2020**
That the Board of Education approves the following employee appointments:

| | | | |
|---|---|---|---|
| Christine Saljanin | Secretary B | Summer 2019<br>Rate: Per Diem not to exceed 10 days | Administration |

**P17. Employee Appointment Modifications 2019-2020**
That the Board of Education approves the following appointment modifications:

| | | | |
|---|---|---|---|
| Mary Ann Deutsch | Occupational Therapist<br>FTE July @ .4<br>FTE Sept-June @ .6 | 2019-2020 School Year<br>Salary: 12MA, Step 10 = $58,817.00<br>*Not benefit eligible* | VRP |
| Jill McGuire | Teacher Aide | 09/01/19-06/30/20<br>$21,824.94 (Base Salary) + $ 500.00 (ABA/CPI) = $22,324.94 | VRP |
| Matt McClutchy | **From:** Full Time Facility Aide<br>**To:** Hourly Facility Aide | 05/06/19-06/30/19<br>Rate: $20.00/hour<br>*Not Benefit eligible* | Old Tappan |
| Brandon Gregory | **From:** Teacher Aide<br>**To:** Full Time Facility Aide (replacing Empl. # 3234) | 09/01/19-06/30/20<br>Rate: $175.00diem<br>*Benefit eligible* | Old Tappan |
| Mike LaViola | **From:** Hourly Facility Aide<br>**To:** Full Time Facility Aide (replacing Mike McClutchy) | 09/01/19-06/30/20<br>Rate: $175.00/diem<br>*Benefit eligible* | Old Tappan |

| | | | |
|---|---|---|---|
| Patricia Butler | Occupational Therapist | 07/01/19-07/31/19<br>Scale MA + 45, Step 15 (based on $119,060) @ .40 FTE = ($4,762)<br>September 1-June 30, 2020<br>Scale MA + 45, Step 15<br>FTE 1.0 ($119,060) plus Longevity = $3,500.00 | VRP |
| Nicole Hodges | Occupational Therapist | 07/01/19-07/31/19<br>Scale MA, Step 10 based on ($93,341)<br>FTE .20 (1,867)<br>September 1-June 30, 2020<br>Scale MA, Step 8 (based on $93,341)<br>FTE .40 ($37,336) | VRP |
| Antonella Scofield | Speech-Language Therapist | 07/01/19-07/31/19<br>Scale MA, Step 15 (based on $110,660)<br>FTE .60 ($6,640)<br>September 1-June 30, 2020<br>Scale MA, Step 15 (based on $110,600)<br>FTE .80 ($88,528) | VRP |
| Jacqueline Yasso | ABA/CPI Teacher Assistant | 07/01/19-07/31/19<br>FTE 1.0<br>From $109.49 per diem rate<br>To $111.62 per diem rate<br>Sept. 1, 2019-June 30, 2020<br>FTE 1.0<br>From $21,397.00 plus 500.00 stipend to<br>$21,824.94 plus $500.00 stipend | VRP |

| | | | |
|---|---|---|---|
| Nicole Borzone | School Health Aide | 09/01/19-06/30/20<br>From: .60 FTE $25,200.00 (based on $42,000)<br>To: .60 FTE $25,704.00 (based on $42,840.00)<br>*Not benefit eligible* | VRP |
| Abigail Benemerito | 1:1 School Nurse (CC-Mahwah) | 09/01/19-06/30/20<br>$200.00 per diem | VRP |
| Kristine Carney (Empl. #2003 ) | From: Sub Per Diem<br>To: ABA/CPI Certified Teacher Aide | 06/01/19<br>NC $22,234.00<br>*Benefit Eligible* | VRP |
| Johanna Nossir (replace Empl #1937 ) | From: Sub Per Diem<br>To: ABA/CPI Certified Teacher Aide | 06/01/19<br>NC $22,234.00<br>*Benefit Eligible* | VRP |

**P18. Employee Appointment – Physical Education/Health Lead Teacher 2019-2020**

That the Board of Education approves the following employee appointments:

| | | | |
|---|---|---|---|
| Brandon Silva | Phys. Ed. & Health Lead Teacher | 2019-2020 School Year<br>Stipend: $2,875.00 | Demarest |
| Lindsay Steffner | Phys. Ed. & Health Lead Teacher | 2019-2020 School Year<br>Stipend: $2,875.00 | Old Tappan |

**P19. Employee Appointments – Hourly Summer Custodial**

That the Board of Education approves the following employee appointments:

| | | | |
|---|---|---|---|
| Ian O'Hanlon | Hourly Custodian Substitutes | 06/10/19 – 06/30/20<br>Rate: $15.00/hour | District |
| Daniel Garis | Hourly Custodian Substitutes | 06/10/19 – 06/30/20<br>Rate: $15.00/hour | District |
| Thomas Marcason | Hourly Custodian Substitutes | 06/10/19 – 06/30/20<br>Rate: $15.00/hour | District |

**P20. Employee Appointments –Detention 2018-2019**
That the Board of Education approves the following employee appointments:

| | | | |
|---|---|---|---|
| Matt Corso | AM & PM Detention | 2018-2019 School Year<br>Rate: $25.00/session | Old Tappan |
| Regina Smilon | AM & PM Detention | 2018-2019 School Year<br>Rate: $25.00/session | Old Tappan |
| Mustapha Elqariani | AM & PM Detention | 2018-2019 School Year<br>Rate: $25.00/session | Old Tappan |
| Tom Quinn | AM & PM Detention | 2018-2019 School Year<br>Rate: $25.00/session | Old Tappan |
| Sarah Christensen | AM & PM Detention | 2018-2019 School Year<br>Rate: $25.00/session | Old Tappan |

**P21. Employee Appointments – Saturday Detention 2019-2020**
That the Board of Education approves the following employee appointments:

| | | | |
|---|---|---|---|
| Armand DiVite | Saturday Detention | 2019-2020 School Year<br>Rate: $25.00/session | Demarest |
| A Haralambopoulos | Saturday Detention | 2019-2020 School Year<br>Rate: $25.00/session | Demarest |
| Diane Jeffs | Saturday Detention | 2019-2020 School Year<br>Rate: $25.00/session | Demarest |
| Marco Sforza | Saturday Detention | 2019-2020 School Year<br>Rate: $25.00/session | Demarest |
| Jamie Siegrist | Saturday Detention | 2019-2020 School Year<br>Rate: $25.00/session | Demarest |
| Dianna Sopala | Saturday Detention | 2019-2020 School Year<br>Rate: $25.00/session | Demarest |

**P22. Employee Appointments –AM Detention 2019-2020**
That the Board of Education approves the following employee appointments:

| | | | |
|---|---|---|---|
| Armand DiVite | AM Detention | 2019-2020 School Year<br>Rate: $25.00/session | Demarest |
| A Haralambopoulos | AM Detention | 2019-2020 School Year<br>Rate: $25.00/session | Demarest |
| Michael Henry | AM Detention | 2019-2020 School Year<br>Rate: $25.00/session | Demarest |

| | | | |
|---|---|---|---|
| Dave Johnson | AM Detention | 2019-2020 School Year Rate: $25.00/session | Demarest |
| Mike Ippolito | AM Detention | 2019-2020 School Year Rate: $25.00/session | Demarest |
| William Kerkendall | AM Detention | 2019-2020 School Year Rate: $25.00/session | Demarest |
| Donald Merritts | AM Detention | 2019-2020 School Year Rate: $25.00/session | Demarest |
| Marco Sforza | AM Detention | 2019-2020 School Year Rate: $25.00/session | Demarest |
| Jamie Siegrist | AM Detention | 2019-2020 School Year Rate: $25.00/session | Demarest |
| Alissa Vogel | AM Detention | 2019-2020 School Year Rate: $25.00/session | Demarest |

**P23. PM Detention 2019-2020**

That the Board of Education approves the following employee appointments:

| | | | |
|---|---|---|---|
| Matt Corso | PM Detention | 2019-2020 School Year Rate: $25.00/session | Old Tappan |
| Regina Smilon | PM Detention | 2019-2020 School Year Rate: $25.00/session | Old Tappan |
| Mustapha Elqariani | PM Detention | 2019-2020 School Year Rate: $25.00/session | Old Tappan |
| Tom Quinn | PM Detention | 2019-2020 School Year Rate: $25.00/session | Old Tappan |
| Sarah Christensen | PM Detention | 2019-2020 School Year Rate: $25.00/session | Old Tappan |
| Armand DiVite | PM Detention | 2019-2020 School Year Rate: $25.00/session | Demarest |

**P24. Employee Appointments –Lunch Duty 2019-2020**

That the Board of Education approves the following employee appointments:

| | | | |
|---|---|---|---|
| Damon Affinito | Lunch Duty | 2019-2020 School Year Rate: $35.00/session | Demarest |
| Monica Alvarez | Lunch Duty | 2019-2020 School Year Rate: $35.00/session | Demarest |
| Jessica Beebe | Lunch Duty | 2019-2020 School Year Rate: $35.00/session | Demarest |

| | | | |
|---|---|---|---|
| Patti Guarino | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| A Haralambopoulos | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| Michael Henry | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| Michael Ippolito | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| Brendan Kenny | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| William Kerkendall | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| Suzanne Nolan | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| Susan Occhino | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| A Panagiotopoulos | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| Ron Sabatini | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| Marco Sforza | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| Jamie Siegrist | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| Jonathan Spoelstra | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| Alissa Vogel | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |

**P25. Employee Appointments – Math Center 2019-2020**

That the Board of Education approves the following Math Center employee appointments:

| | | | |
|---|---|---|---|
| Kerry DeLalla | Math Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Demarest |
| Meghan Fetterly | Math Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Demarest |
| Melissa Johnson | Math Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Demarest |

| | | | |
|---|---|---|---|
| Kathleen Minnekar | Math Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Demarest |
| John Reese | Math Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Demarest |
| Dianna Sopala | Math Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Demarest |
| Jennifer Acconzo | Math Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Old Tappan |
| Lisa Barragato | Math Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Old Tappan |
| Arpi Lajinian | Math Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Old Tappan |
| Megan Langan | Math Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Old Tappan |
| Lisa Leo | Math Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Old Tappan |
| Kerry Maher | Math Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Old Tappan |
| Carrie Quinn | Math Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Old Tappan |

**P26. Employee Appointments – Writing Center 2019-2020**

That the Board of Education approves the following Writing Center employee appointments:

| | | | |
|---|---|---|---|
| Jessica Miano | Writing Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Demarest |
| A. Panagiotopoulos | Writing Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Demarest |
| Marissa Januzzi | Writing Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Demarest |
| Dayna Krachtus | Writing Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Demarest |
| Martin Springer | Writing Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Demarest |
| David Caminiti | Writing Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Demarest |
| Allison Beesley | Writing Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Demarest |

| | | | |
|---|---|---|---|
| Stacie Collins | Writing Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Old Tappan |
| Brook Zelcer | Writing Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Old Tappan |
| Jaclyn Hering | Writing Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Old Tappan |
| Michel Conner | Writing Center | 2019-2020 School Year<br>Rate: $50.00/lunch session | Old Tappan |

**P27. Employee Resignations**

That the Board of Education accepts the following employee resignations:

| | | | |
|---|---|---|---|
| Khalil Ahmad | Teacher Aide | 05/30/19 | Demarest |
| Sal Grosso | Hourly Facility Aide | 06/03/19 | Old Tappan |
| Dan Creegan | Teacher Aide | 06/24/19 | VRP |
| Daniel Leocata | Teacher Aide | 07/31/19 | VRP |
| Tara Costa | Teacher Aide | 06/21/19 | VRP |
| Pilar Schiavone | Teacher Aide | 06/24/19 | VRP |

**P28. Employee Resignation due to Retirement**

That the Board of Education accepts the following employee resignation due to retirement:

| | | | |
|---|---|---|---|
| Rita Tobia | Teacher Aide | 06/24/19 | Summit |

**P29. Employee Substitutes – 2018-2019**

That the Board of Education approves the attached substitutes for the 2018-2019 school year.

**P30. Employee Unpaid Days**

That the Board of Education approves the following unpaid days:

| | | | |
|---|---|---|---|
| Gina Romano | Unpaid Days | 05/22/19, 05/30/19, 05/31/19, 06/05/19 06/13/19 (1/2 day), 06/21/19 | VRP |
| Patricia Rossi | Unpaid Day | 05/23/19 | VRP |
| Vindra Marsoubian | Unpaid Days | 05/23/19 (1/2 day), 05/31/19, 06/06/19, 06/07/19, 06/13/19 (1/2 day), 06/18/19 (1/2 day), 06/19/19 | VRP |
| Omar Pedraza Andino | Unpaid Days | 05/24/19 (1/2 day) 06/19/19 | VRP |

| | | | |
|---|---|---|---|
| Jodi Ben-Meir | Unpaid Days | 05/17/19 (1/2 day), 05/18/19 | Old Tappan |
| Rosemarie Rotonde | Unpaid Days | 05/20/19-06/07/19 (full days) 06/10/19-06/21/19 (1/2 days) | VRP |
| Robert Hyman | Unpaid Day | 05/20/19 (1/2 day) | Old Tappan |
| Kelly Wilson | Unpaid Days | 05/23/19-05/24/19 | Old Tappan |
| Brendan Payraudeau | Unpaid Day | 05/31/19 | VRP |
| Ashley White | Unpaid Days | 05/31/19, 06/05/19, 06/18/19 (1/2 day) | VRP |
| Joanne Romano | Unpaid Days | 05/31/19, 06/20/19. 06/24/19 | Summit |
| Anna D'Achille | Unpaid Day | 06/10/19 | Demarest |
| Marque Mouzone | Unpaid Day | 06/10/19 | VRP |
| Matthew McClutchy | Unpaid Days | 06/10/19, 06/17/19 | Old Tappan |
| Vindra Marsoubian | Unpaid Days | 05/31/19, 06/11/19 | VRP |
| Stacey Moses | Unpaid Days | 06/18/19 (1/2 day), 06/20/19 | VRP |
| Jill McGuire | Unpaid Day | 06/18/19 | VRP |
| Sal Grosso | Unpaid Days | 05/24/19 & 05/28/19 | Old Tappan |
| Janet Smithson | Unpaid Day | 06/19/19 | Summit |

**P31. FMLA Leave Request**

That the Board of Education approves the following leave request in accordance with family leave regulations.

| | | | |
|---|---|---|---|
| Employee # 0591 | Behavioral Consultant | 07/01/19-07/31/19 Anticipated return 09/03/19 Paid using 21 sick days. | VRP |
| Employee # 3509 | Teacher Aide | 06/04/19-06/24/19 Anticipated return 09/04/19 Paid using 22 sick days | Summit |
| Employee # 2197 | Business Teacher | 05/24/19-06/24/19 Anticipated return 09/04/19 Paid using sick days | Old Tappan |
| Employee # 0646 | Office Professional | 07/09/19-07/19/19 Paid using vacation days | VRP |
| Employee # 2353 | Teacher Aide | 05/29/19-06/7/19 Paid using 5 sick days, 1 personal day | VRP |
| Employee # 1159 | Teacher Aide | 07/01/19-07/31/19 Unpaid | VRP |

**P32. FMLA/FLA/FLIA Leave Request Modification**

That the Board of Education approves the following leave request modification in accordance with family leave regulations.

| | | | |
|---|---|---|---|
| Employee # 3955 | Assistant Principal | From: 05/18/19-01/01/20<br>To: 05/19/19 – 01/01/20<br>Paid using 28 vacation days, 3 personal days, 18 sick days, remaining time unpaid.<br>Anticipated return 01/02/20 | Demarest |

**P33. IEP Related Employee Appointment 2018-2019**

That the Board of Education approves the following employee appointment in accordance with student IEP:

| | | | |
|---|---|---|---|
| Denise Morrissey | Extended Time Proctor | 2018-2019 School Year<br>Rate: $35.00/hour not to exceed 3 hours | Demarest |

**P34. IEP Related Employee Appointments 2019-2020**

That the Board of Education approves the following employee appointment in accordance with student IEP:

| | | | |
|---|---|---|---|
| Eileen Kennedy | Reading Specialist | 2019-2020 School Year<br>Rate: $50.00/hour not to exceed 2 hours/week | District |
| Joseph Palmaccio | ABA Therapist | 2019-2020 School Year<br>Rate: $40.00/hour not to exceed 6 hours/week | District |
| Jesse Gennarelli | ABA Therapist | 2019-2020 School Year<br>Rate: $40.00/hour not to exceed 6 hours/week | District |
| Courtney DeBiase | ABA Coordinator | 2019-2020 School Year<br>Rate: $60.00/hour not to exceed 2 hours/month | District |
| Denise Morrissey | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| Leslie Van Slooten | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |
| David Johnson | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Demarest |

| | | | |
|---|---|---|---|
| April Muccio | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Old Tappan |
| Kate Doherty | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Old Tappan |
| Denise Marinaro | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Old Tappan |
| Lindsy Gavagni | Lunch Duty | 2019-2020 School Year<br>Rate: $35.00/session | Old Tappan |
| Nancy Fastow | 1:1 Teacher Aide | 07/01/19-07/26/19<br>@ 5.5 hours/day<br>Rate: $20.00/hr. | Out of District |

**P35. Job Description 2019-2020**
That the Board of Education approves the attached job description: **[Director of Technology].**

**P36. Leave of Absence Request**
That the Board of Education approves the following leave of absence request:

| | | | |
|---|---|---|---|
| Employee # 3749 | Teacher Aide | 07/01/19-07/31/19 Unpaid | VRP |
| Employee # 3986 | Teacher Aide | 07/01/19-07/31/19 Unpaid | VRP |

**P37. Nurse Substitute Approvals 2019-2020**
That the Board of Education approves the following substitute nurses:

| | | | |
|---|---|---|---|
| Kristin Del Greco | Region III School Health Aide / Substitute | 7/1/19-6/30/20<br>$200.00/diem | District |
| Liz Galow | Substitute Nurse | 7/1/19-6/30/20<br>$200.00/diem | District |
| Kristen Haenelt | Valley/Substitute Nurse | 71/19-6/30/20<br>$200.00/diem | District |
| Denise Santos | Substitute Nurse | 7/1/19-6/30/20<br>$200.00/diem | District |
| Melisa Skifi | Substitute Nurse | 7/1/19-6/30/20<br>$200.00/diem | District |
| Corey Melillo | Region III School Health Aide / Substitute | 7/1/19-6/30/2020<br>$200.00/diem | District |

**P38. 6th Class Assignments**
That the Board of Education approves the following 6th class assignments:

| | | | |
|---|---|---|---|
| Joanne AnelloMaher | Culinary Arts 1 | 06/03/19-06/19/19<br>Rate: $65.00/diem | Old Tappan |
| Craig Ferraro | Phys. Ed. | 09/01/19-10/18/19<br>Rate: $65.00/diem | Old Tappan |
| Janet Oberhelman | Phys. Ed. | 09/01/19-10/18/19<br>Rate: $65.00/diem | Old Tappan |
| Meredith Winchell | Phys. Ed. | 09/01/19-10/18/19<br>Rate: $65.00/diem | Old Tappan |
| Tim Byron | Phys. Ed. | 09/01/19-10/18/19<br>Rate: $65.00/diem | Old Tappan |
| Joe Clause | Phys. Ed. | 09/01/19-10/18/19<br>Rate: $65.00/diem | Old Tappan |
| Jennifer Hoffman | Math | 06/06/19-06/19/19<br>Rate: $65.00/diem | Old Tappan |

**P39. Summer Weight Room 2019**
That the Board of Education approves the following employee appointments:

| | | | |
|---|---|---|---|
| Joe Clause | Summer Weight Room | 2019-2020 School Year<br>Rate: $25.00/hour | Old Tappan |
| Matthew Doherty | Summer Weight Room | 2019-2020 School Year<br>Rate: $25.00/hour | Old Tappan |
| Brian Dunn | Summer Weight Room | 2019-2020 School Year<br>Rate: $25.00/hour | Old Tappan |
| Peter Dunn | Summer Weight Room | 2019-2020 School Year<br>Rate: $25.00/hour | Old Tappan |
| Doug Kuizema | Summer Weight Room | 2019-2020 School Year<br>Rate: $25.00/hour | Old Tappan |
| Sam Halbi | Summer Weight Room | 2019-2020 School Year<br>Rate: $25.00/hour | Old Tappan |

**P40. Student Appointments 2019-2020**
That the Board of Education approves the following student appointments:

| | | | |
|---|---|---|---|
| Cassidy Ochse | Teens/Tots Student Aide | 2019-2020 School Year Rate: $8.85/hour [time-sheet] | Old Tappan |
| Sara de la Cruz | Teens/Tots Student Aide | 2019-2020 School Year Rate: $8.85/hour [time-sheet] | Old Tappan |
| Michelle Wu | Teens/Tots Student Aide | 2019-2020 School Year Rate: $8.85/hour [time-sheet] | Demarest |
| Katherine Volin | Teens/Tots Student Aide | 2019-2020 School Year Rate: $8.85/hour [time-sheet] | Demarest |
| Jacqueline Barilla | Student Aide | 2019-2020 School Year Rate: $8.85/hour [time-sheet] | VRP |

**P41. Valley Program Stipend Appointments 2019-2020**
That the Board of Education approves the following employee stipends:

| | | | |
|---|---|---|---|
| Renee Tesser | ABA/CPI Lead Teacher Assistant | $3,000.00 stipend | VRP |
| Ellen Eddy | Lead Teacher | $5,000.00 stipend | VRP |

**P42. Valley Home Consultants Resignation July 2019-June 2020**
That the Board of Education approves the following removal from Valley home consultant list:

| | | | |
|---|---|---|---|
| Theresa Tricario | Regional Home Consultant | 06/21/19 | VRP |

**P43. Rescind Valley Program Summer Appointments 2019**
That the Board of Education rescinds the following employee appointments:

| | | | |
|---|---|---|---|
| Ashley Amy-Schiaffo | Special Ed. Teacher | Rescind July 2019 Appointment | VRP |
| Elizabeth Giampaglia | Special Ed. Teacher | Rescind July 2019 Appointment | VRP |

| | | | |
|---|---|---|---|
| Nicole Sadiv | Special Ed. Teacher | Rescind July 2019 Appointment | VRP |
| Melanie Valentini | Special Ed. Teacher | Rescind July 2019 Appointment | VRP |

**P44. Vacation Day Payment**
That the Board of Education approves the following unused vacation day payment:

| | | | |
|---|---|---|---|
| Empl. ID # 0665 | Unused Vacation Days | 2018-2019 School Year<br>Rate: Per Diem<br>$697.37 x 35 days = $24,408.11 | District |

**P45. Valley Program Re-Appointment Modifications 2019-2020**
That the Board of Education approves the following employee appointments modifications:

| | | | |
|---|---|---|---|
| Ashley Amy-Schiaffo | Special Ed. Teacher | 07/01/19-06/30/20<br>Salary: MA, Step 1 = $67,981.00<br>*Benefit Eligible* | VRP |
| Elizabeth Giampaglia | Special Ed. Teacher | 07/01/19-06/30/20<br>Salary: MA, Step 1 = $67,981.00<br>*Benefit Eligible* | VRP |
| Nicole Sadiv | Special Ed. Teacher | 07/01/19-06/30/20<br>Salary: BA, Step 2 = $64,409.00<br>*Benefit Eligible* | VRP |
| Melanie Valentini | Special Ed. Teacher | 07/01/19-06/30/20<br>Salary: BA, Step 1.5 = $62,904.50<br>*Benefit Eligible* | VRP |

**P46. Valley Outreach Social Worker Consultant 2019-2020**
That the Board of Education approves the following consultant:

| | | | |
|---|---|---|---|
| Laura Wiseman | Social Worker | Rate: $75.00/hr | VRP |

**P47. Valley/TIP/SLICE/Little Tots Substitutes Additions 2019-2020**
That the Board of Education approves the following:

| | | | |
|---|---|---|---|
| Lisa Alfuso | Substitute | 07/01/19-06/30/20<br>$110.00 /diem | VRP |
| Shannon Rodenberg | Substitute | 07/01/19-06/30/20<br>$110.00 /diem | VRP |
| Mia Rutigliano | Substitute | 07/01/19-06/30/20<br>$110.00 /diem | VRP |
| Caroline Ventor | Substitute | 07/01/19-06/30/20<br>$110.00 /diem | VRP |
| Erin McCutchan | Substitute | 07/01/19-06/30/20<br>$110.00 /diem | VRP |
| Giulia Andolina<br>(replace DC) | Sub Per Diem | 07/01/19<br>$120.00 /diem | VRP |
| Bryanna<br>Green (down staff) | Sub Per Diem | 07/01/19<br>$120.00 /diem | VRP |
| Shane Peterson<br>(down staff) | Sub Per Diem | 07/01/19<br>$120.00 /diem | VRP |
| Kimberly Shirk<br>(down staff) | Sub Per Diem | 07/01/19<br>$120.00 /diem | VRP |
| Kieran Troisi<br>(down staff) | Sub Per Diem | 07/01/19<br>$120.00 /diem | VRP |
| Joshua Chiavaro<br>(replace DL) | Sub Per Diem | 07/01/19<br>$120.00 /diem | VRP |
| Jason Daviet<br>(down staff) | Sub Per Diem | 07/01/19<br>$120.00 /diem | VRP |
| Mary Gagliardotto<br>(replace PS) | Sub Per Diem | 07/01/19<br>$120.00 /diem | VRP |
| Hannah Reeves<br>(down staff) | Sub Per Diem | 07/01/19<br>$120.00 /diem | VRP |
| Jeff Howlett<br>(down staff) | Sub Per Diem | 07/01/19<br>$120.00 /diem | VRP |

**P48. Valley/TIP/SLICE/Little Tots Substitutes Additions 2019-2020**
That the Board of Education approves the following:

| | | | |
|---|---|---|---|
| Lisa Alfuso | Substitute | 06/01/19<br>Sub Per Diem<br>From: $90.00/diem<br>To: $110.00/diem | VRP |
| Caroline Ventor | Substitute | 06/06/19<br>Rate: $110.00/diem | VRP |

**P49. T.I.P. (Therapeutic Intervention Program) /Valley Student Volunteer Appointments 2019-2020**

That the Board of Education approves the following volunteer appointments:

| | | | |
|---|---|---|---|
| Mia Demler | Student Volunteer | 07/01/19-07/31/19<br>*No remuneration* | TIP |
| Jonah Kalter | Student Volunteer | 07/01/19-07/31/19<br>*No remuneration* | TIP |
| Michelle Lee | Student Volunteer | 07/01/19-07/31/19<br>*No remuneration* | TIP |
| Jake Hasson | Student Volunteer | 07/01/19-07/31/19<br>*No remuneration* | TIP |
| Ryan Griffin | Volunteer | 07/01/19-07/31/19<br>*No remuneration* | TIP |

**P50. Region III/VRP Independent Consultant-Reappointment List 2019-2020**

That the Board of Education approves the following independent consultant re-appointment for the 2019-2020 school year:

| | | | |
|---|---|---|---|
| Fitzmaurice Educational Consultant LLC | Learning-Consultant | $450.00 per case | Region III/VRP |
| Michele McMahon Educational Consultant LLC | Independent-LDTC | $450.00 per case | Region III/VRP |
| Jane A. Petrozzino | Independent-LDTC | $450.00 per case | Region III/VRP |
| Rocco Recchione | Learning-Consultant | $450.00 per case | Region III/VRP |
| Catherine L Sreepada | Learning-Consultant | $450.00 per case | Region III/VRP |
| Ellen H Muhlberg Learning Con LLC | Learning-Consultant | $450.00 per case | Region III/VRP |
| Judith Swanson | Learning-Consultant | $450.00 per case | Region III/VRP |
| William Francis Luderer | Learning-Consultant | $450.00 per case | Region III/VRP |
| Andrew McNulty | Psychologist | $450.00 per case | Region III/VRP |
| Steven Korner, Ph.D. | Psychologist | $450.00 per case | Region III/VRP |
| Karen A. Melin | Psychologist | $450.00 per case | Region III/VRP |
| Joseph J Cafaro | Psychologist | $450.00 per case | Region III/VRP |
| Melissa Sapio, PH.D, LLC | Psychologist | $450.00 per case | Region III/VRP |
| Cassandra Comperatore | Psychologist | $450.00 per case | Region III/VRP |
| Paula Korik & Associates | Speech-Language Therapist | $450.00 per case | Region III/VRP |

| | | | |
|---|---|---|---|
| Sarah Freeman | Speech-Language Therapist | $450.00 per case | Region III/VRP |
| Pamela L. Bern | Speech-Language Therapist | $450.00 per case | Region III/VRP |
| Fitzmaurice Educational Consultant LLC | Learning-Consultant | $450.00 per case | Region III/VRP |
| Michele McMahon Educational Consultant LLC | Independent-LDTC | $450.00 per case | Region III/VRP |
| Jane A. Petrozzino | Independent-LDTC | $450.00 per case | Region III/VRP |

**P51. Region III/VRP Independent Consultant Appointment List 2019-2020**
That the Board of Education approves the following independent consultant appointments for the 2019-2020 school year:

| | | | |
|---|---|---|---|
| Laura Wiseman | Social Worker | 07/01/19-06/30/20<br>$450.00/evaluation | Region III/VRP |

**P52. District Independent Psychiatrists 2019-2020**
That the Board of Education approves the following independent psychiatrist consultant appointments for the 2019-2020 school year

| | | | |
|---|---|---|---|
| Dr. Leslie Nagy | Psychiatrist | $700.00 per case | District |
| Dr. Tulika Srivastava | Psychiatrist | $600.00 per case | District |

**P53. Region III Reappointments 2019-2020**
That the Board of Education approves the following appointments for evaluations:

| | | | |
|---|---|---|---|
| Nicole Adamo | Speech-Language Therapist | $450.00 per evaluation | Region III |
| Elizabeth Hohnecker | Speech-Language Therapist | $450.00 per evaluation | Region III |
| Antonella Scofield | Speech-Language Therapist | $450.00/evaluation | Region III |
| Cathy Slutzky | Speech-Language Therapist | $450.00/evaluation | Region III |
| Pam Yepez | Speech-Language Therapist | $450.00/evaluation | Region III |

**P54. Region III Hourly Employee Appointments 2019-2020**
That the Board of Education approves the following appointments:

| | | | |
|---|---|---|---|
| Hemel Bavalia | Occupational Therapist | $75.00/hour | Region III |
| Brenna Ballan | Speech Therapist | $75.00/hour | Region III |

**P55. Region III/VRP K-8 Summer Programs 2019 – July 1-31, 2019**
That the Board of Education approves the following appointments:

| | | | |
|---|---|---|---|
| Jessica Egan | Teacher – K-8 Summer Program | 4 hours/day X 50.00 X 21 days =4200.00 | VRP |
| Joanne Greco | Teacher – K-8 Summer Program | 4 hours/day X 50.00 X 21 days =4200.00 | VRP |
| Jennifer Madonna | Teacher – K-8 Summer Program | 4 hours/day X 50.00 X 21 days =4200.00 | VRP |
| Patricia Magnani | Teacher – K-8 Summer Program | 4 hours/day X 50.00 X 21 days =4200.00 | VRP |
| Anna Kuzdraj | Teacher – K-8 Social Skills | 4 hours/day X 50.00 X 10 days = 2000.00 | VRP |
| Elyse Asch | Teacher Assistant – K-8 | 4 hours/day X 16.00 X 21 days =1344.00 | VRP |
| Celeste Cohen | Teacher Assistant – K-8 | 4 hours/day X 16.00 X 19 days =1216.00 | VRP |
| Danielle Ruberto | Teacher Assistant – K-8 | 4 hours/day X 16.00 X 21 days =1344.00 | VRP |
| Mia Rutigliano | Teacher Assistant – K-8 | 4 hours/day X 16.00 X 21 days =1344.00 | VRP |
| Lauren Velten | Teacher Assistant – K-8 | 4 hours/day X 16.00 X 21 days =1344.00 | VRP |
| Brianne Zwernemann | Teacher Assistant – K-8 | 4 hours/day X 16.00 X 21 days =1344.00 | VRP |
| Mary Briskin | Teacher Assistant, SLICE/LT | 4 hours/day X 16.00 X 21 days =1344.00 | VRP |
| Patricia Lacey | Teacher Assistant, SLICE/LT | 4 hours/day X 16.00 X 21 days =1344.00 | VRP |
| Joanne Greco | Teacher-Orton-Gillingham | $50.00/ hour | VRP |
| Regina Pesce | Teacher-Orton-Gillingham | $50.00/ hour | VRP |
| Paula Slagle | Teacher-Orton-Gillingham | $50.00/ hour | VRP |
| Danielle Ruberto | Teacher – Sub K-8 Summer | $50.00/ hour | VRP |
| Brenna Ballan | Speech-Language Therapist | $50.00/ hour | VRP |

**P56. VRP III Bus Drivers July 1, 2019-June 30, 2020**
That the Board of Education approves the following bus drivers:

| | | | |
|---|---|---|---|
| Karesten Levi<br>Valley TA | School Bus Driver | 9/1/18-6/30/19<br>From: $4,000.00 stipend<br>To: $4,500.00 stipend ($25.00 per trip per day afterschool hours) | VRP |
| Steve LoPresti<br>Valley TOH | School Bus Driver | 9/1/18-6/30/19<br>From: $4,000.00 stipend<br>To: $4,500.00 stipend<br>($25.00 per trip per day afterschool hours) | VRP |
| ~~Pilar Hanabergh-Sciavone, Valley TA~~ | ~~School Bus Driver~~ | ~~9/1/18-6/30/19 retro to From 4000.00 stipend To 4500.00 stipend ($25.00 per trip per day afterschool hours)~~ | VRP |

**P57. Employee Appointment –2019-2020**
That the Board of Education approves the following employee appointment:

| | | | |
|---|---|---|---|
| Jordan Barry | Music Teacher<br>(replacing Empl. # 3888) | 2019-2020 School Year<br>Salary: BA, Step 5 = $66,691.00<br>*Benefit Eligible* | Demarest |

**P58. Employee Resignations**
That the Board of Education accepts the following employee resignations:

| | | | |
|---|---|---|---|
| Nicole Cowley | Teacher Aide | 07/03/19 | VRP |
| Matthew McClutchy | Facility Aide | 06/21/19 | Old Tappan |

**P59. Valley Program Re-Appointment Modifications 2019-2020**
That the Board of Education approves the following employee appointments modifications:

| | | | |
|---|---|---|---|
| Pilar Schiavone | Substitute | 07/01/19-06/30/20<br>Rate: $110.00/diem | VRP |

On motion by Mr. Eller, seconded by Mrs. Spillane and approved by the Board the Meeting was adjourned at 9:53 p.m.

Respectfully submitted,

Marc A. Capizzi
School Business Administrator/
Board Secretary

**RESOLUTION NO. 1**

**NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT**

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Northern Valley Regional High School District Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Northern Valley Regional High School District Board of Education has determined that ___(insert number) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on 6/24, 2019 at 6:30 P.M, and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

☐ "(1) Any matter which, by express provision of Federal law, State statue or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: _____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____

_____

☐ "(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____

_____

_____

☐ "(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be

disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality _____

_____

_____

_____

_____

☐ "(4) Any collective bargaining agreement, or the terms and condition of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body." The collective bargaining contract(s) discussed between the Board

_____

_____

☐ "(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

_____

_____

_____

☐ "(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure would impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____

_____

☐ "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are _____

_____

_____

_____

_____ and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____

_____

_____

☒ "(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of

any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are **Superintendent Evaluation, Personnel, Legal, Contracts, Negotiations and Student Matters**

☐ "(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____

_____

_____

WHEREAS, the length of the Executive sessions is to be 90 minutes after which the public meeting of the Northern Valley Regional High School District Board of Education shall (select one) ☐ reconvene and immediately adjourn or ■ reconvene and proceed with business where formal action will be taken.

NOW, THEREFORE, BE IT RESOLVED that the Northern Valley Regional High School District Board of Education will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOVLED that the Northern Valley Regional High School District Board of Education hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary):

| Subject of Discussion | Estimated Date | Necessary Occurrence |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

Start date 7/1/2018 Period date 5/1/2019 End date 5/31/2019 Expenditure

Addenda "B"

| | | Original amt | Prior xfer | Period xfer | Adjusted amt | % Chg |
|---|---|---|---|---|---|---|
| **FUND 11 GENERAL CURRENT EXPENSE** | | | | | | |
| 11-000-100-106-000-83-00-00 | **SALARIES-INSTR AIDES** | $0.00 | $21,600.00 | $10,400.00 | $32,000.00 | 0.% |
| 55638 | 11-140-100-101-060-63-00-00 Payroll Transfer | | 05/30/19 | $10,400.00 | | |
| 11-000-100-566-000-83-00-00 | **TUITION- PSD IN STATE** | $1,850,857.00 | ($934,382.66) | ($5,000.00) | $911,474.34 | -50.8% |
| 55518 | 11-000-213-300-050-83-00-00 For Dr. Nagy evals- per TL | | 05/15/19 | ($2,200.00) | | |
| 55518 | 11-000-213-300-060-83-00-00 For Dr. Nagy evals- per TL | | 05/15/19 | ($2,800.00) | | |
| 11-000-213-300-050-21-00-00 | **STUDENT DRUG TESTING - DEM** | $8,653.00 | $6,000.00 | $5,000.00 | $19,653.00 | 127.1% |
| 55502 | 11-000-219-600-000-83-00-83 Additional Student Testing | | 05/10/19 | $5,000.00 | | |
| 11-000-213-300-050-83-00-00 | **OUTSIDE EVALS/RELATED SERVICES** | $9,826.50 | $0.00 | $2,200.00 | $12,026.50 | 22.4% |
| 55518 | 11-000-100-566-000-83-00-00 For Dr. Nagy evals- per TL | | 05/15/19 | $2,200.00 | | |
| 11-000-213-300-060-83-00-00 | **OUTSIDE EVALS/RELATED SERVICES** | $9,826.50 | $3,153.10 | $2,800.00 | $15,779.60 | 60.6% |
| 55518 | 11-000-100-566-000-83-00-00 For Dr. Nagy evals- per TL | | 05/15/19 | $2,800.00 | | |
| 11-000-219-600-000-83-00-00 | **HOME INSTR - ABA** | $0.00 | $2,812.50 | $4,924.50 | $7,737.00 | 0.% |
| 55636 | 11-000-219-600-000-83-00-83 Payroll Transfer | | 05/30/19 | $4,924.50 | | |
| 11-000-219-600-000-83-00-83 | **HOME INSTR - ABA REGION III** | $0.00 | $19,400.00 | ($9,924.50) | $9,475.50 | 0.% |
| 55502 | 11-000-213-300-050-21-00-00 Additional Student Testing | | 05/10/19 | ($5,000.00) | | |
| 55636 | 11-000-219-600-000-83-00-00 Payroll Transfer | | 05/30/19 | ($4,924.50) | | |
| 11-000-223-580-050-69-13-00 | **CO-CURR OVERNIGHT TRAVEL** | $0.00 | $0.00 | $1,225.00 | $1,225.00 | 0.% |
| 55646 | 11-401-100-500-050-21-00-00 N.Lopus DECA Trip hotel | | 05/23/19 | $1,225.00 | | |
| 11-000-230-331-000-20-00-00 | **LEGAL FEES** | $175,000.00 | $118,903.25 | $186.00 | $294,089.25 | 68.1% |
| 55680 | 11-000-230-610-000-92-00-00 Legal Fees | | 05/31/19 | $186.00 | | |
| 11-000-230-610-000-92-00-00 | **SUPPLIES/SUBSCRIPTIONS/DUES** | $42,400.00 | $4,900.00 | ($186.00) | $47,114.00 | 11.1% |
| 55680 | 11-000-230-331-000-20-00-00 Legal Fees | | 05/31/19 | ($186.00) | | |
| 11-000-240-580-050-20-00-00 | **ANNUAL DUES - TRAVEL EXPENSE** | $9,500.00 | $0.00 | ($9,500.00) | $0.00 | -100.% |
| 55522 | 11-000-251-340-000-20-00-00 Summit MGMT | | 05/15/19 | ($9,500.00) | | |
| 11-000-240-580-060-20-00-00 | **ANNUAL DUES - TRAVEL EXPENSE** | $9,500.00 | $0.00 | ($9,500.00) | $0.00 | -100.% |
| 55522 | 11-000-251-340-000-20-00-00 Summit MGMT | | 05/15/19 | ($9,500.00) | | |
| 11-000-240-610-050-20-00-00 | **GEN'L EXP-ADMIN** | $10,650.00 | $0.00 | ($6,953.13) | $3,696.87 | -65.3% |
| 55522 | 11-000-251-340-000-20-00-00 Summit MGMT | | 05/15/19 | ($6,953.13) | | |
| 11-000-240-610-060-20-00-00 | **GEN'L EXP-ADMIN** | $10,650.00 | $0.00 | ($6,953.12) | $3,696.88 | -65.3% |
| 55522 | 11-000-251-340-000-20-00-00 Summit MGMT | | 05/15/19 | ($6,953.12) | | |
| 11-000-251-340-000-20-00-00 | **GEN'L TECH SERVICES** | $15,000.00 | ($307.41) | $32,892.80 | $47,585.39 | 217.2% |
| 55522 | 11-000-240-580-050-20-00-00 Summit MGMT | | 05/15/19 | $9,500.00 | | |
| 55522 | 11-000-240-580-060-20-00-00 Summit MGMT | | 05/15/19 | $9,500.00 | | |
| 55522 | 11-000-240-610-050-20-00-00 Summit MGMT | | 05/15/19 | $6,953.13 | | |
| 55522 | 11-000-240-610-060-20-00-00 Summit MGMT | | 05/15/19 | $6,953.12 | | |
| 55633 | 11-000-251-610-000-91-00-00 Board Office Supplies | | 05/30/19 | ($13.45) | | |
| 11-000-251-610-000-91-00-00 | **OTHER EXP/BD SEC'Y OFFICE** | $13,500.00 | ($3,558.04) | $13.45 | $9,955.41 | -26.3% |
| 55633 | 11-000-251-340-000-20-00-00 Board Office Supplies | | 05/30/19 | $13.45 | | |

| | | | Original amt | Prior xfer | Period xfer | Adjusted amt | % Chg |
|---|---|---|---|---|---|---|---|
| **FUND 11 GENERAL CURRENT EXPENSE** | | | | | | | |
| 11-000-252-340-050-41-00-59 | **NV TECH SERV TECH DEM** | | **$0.00** | **$118,390.80** | **$42.00** | **$118,432.80** | **0.%** |
| 55634 | 11-000-252-610-050-41-00-59 | Erate Services Cat 2 | | 05/30/19 | $42.00 | | |
| 11-000-252-340-060-41-00-59 | **NV TECH SERV OT** | | **$0.00** | **$121,789.70** | **$299.70** | **$122,089.40** | **0.%** |
| 55634 | 11-000-252-610-050-41-00-59 | Erate Services Cat 2 | | 05/30/19 | $299.70 | | |
| 11-000-252-610-050-41-00-59 | **NON-INSTR TECH SUPPLIES- DEM** | | **$0.00** | **$0.00** | **$629.02** | **$629.02** | **0.%** |
| 55528 | 11-000-261-610-050-25-00-00 | NVD Security Booth Tech | | 05/09/19 | $970.72 | | |
| 55634 | 11-000-252-340-050-41-00-59 | Erate Services Cat 2 | | 05/30/19 | ($42.00) | | |
| 55634 | 11-000-252-340-060-41-00-59 | Erate Services Cat 2 | | 05/30/19 | ($299.70) | | |
| 11-000-261-420-000-25-00-00 | **CLEANING,REPAIR,MAINT SERV** | | **$2,000.00** | **$605.85** | **$270.00** | **$2,875.85** | **43.8%** |
| 55546 | 11-212-260-300-000-83-21-00 | Transfer for Alarm Sys Phone | | 05/20/19 | $270.00 | | |
| 11-000-261-420-050-25-00-00 | **CONT SERV/REPR BLDG** | | **$103,000.00** | **($10,354.20)** | **($7,312.77)** | **$85,333.03** | **-17.2%** |
| 55637 | 11-000-262-110-050-25-00-00 | Payroll Transfer | | 05/30/19 | ($7,312.77) | | |
| 11-000-261-610-000-25-00-00 | **GENERAL SUPPLIES** | | **$1,000.00** | **$0.00** | **($435.70)** | **$564.30** | **-43.6%** |
| 55523 | 11-000-261-610-050-25-00-00 | Filters for Board Office | | 05/15/19 | $64.30 | | |
| 55512 | 11-000-261-610-060-25-00-00 | Transfer for shortage | | 05/31/19 | ($500.00) | | |
| 11-000-261-610-050-25-00-00 | **GENERAL SUPPLIES** | | **$36,000.00** | **($28,300.00)** | **($1,035.02)** | **$6,664.98** | **-81.5%** |
| 55528 | 11-000-252-610-050-41-00-59 | NVD Security Booth Tech | | 05/09/19 | ($970.72) | | |
| 55523 | 11-000-261-610-000-25-00-00 | Filters for Board Office | | 05/15/19 | ($64.30) | | |
| 11-000-261-610-060-25-00-00 | **GENERAL SUPPLIES** | | **$56,000.00** | **($55,500.00)** | **$500.00** | **$1,000.00** | **-98.2%** |
| 55512 | 11-000-261-610-000-25-00-00 | Transfer for shortage | | 05/31/19 | $500.00 | | |
| 11-000-262-110-050-25-00-00 | **SAL-CUSTODIAL OVERTIME-DEM** | | **$50,000.00** | **$14,494.43** | **$7,312.77** | **$71,807.20** | **43.6%** |
| 55637 | 11-000-261-420-050-25-00-00 | Payroll Transfer | | 05/30/19 | $7,312.77 | | |
| 11-000-262-300-050-25-00-00 | **PURCH PROF & TECHN SERVICES** | | **$31,500.00** | **($4,419.78)** | **($6,500.00)** | **$20,580.22** | **-34.7%** |
| 55445 | 11-000-266-330-050-25-00-00 | For SPOs and AD coverage | | 05/01/19 | ($6,500.00) | | |
| 11-000-262-300-060-25-00-00 | **PURCH PROF & TECHN SERVICES** | | **$26,000.00** | **($3,480.00)** | **$305.00** | **$22,825.00** | **-12.2%** |
| 55521 | 11-000-262-420-000-25-00-00 | Karl Associates Quote | | 05/15/19 | $305.00 | | |
| 11-000-262-420-000-25-00-00 | **CLEANING,REPAIR,MAINT SERV** | | **$5,500.00** | **($4,680.00)** | **($305.00)** | **$515.00** | **-90.6%** |
| 55521 | 11-000-262-300-060-25-00-00 | Karl Associates Quote | | 05/15/19 | ($305.00) | | |
| 11-000-262-420-060-25-00-00 | **CLEANING,REPAIR,MAINT SERV** | | **$91,000.00** | **$438,960.33** | **$375.00** | **$530,335.33** | **482.8%** |
| 55469 | 11-000-263-420-060-25-00-00 | For Pluming Service | | 05/03/19 | $375.00 | | |
| 11-000-262-610-050-25-00-00 | **GENERAL SUPPLIES** | | **$121,600.00** | **($11,680.20)** | **$129.78** | **$110,049.58** | **-9.5%** |
| 55628 | 11-000-263-610-050-25-00-00 | Copper Electric | | 05/28/19 | $129.78 | | |
| 11-000-262-610-060-25-00-00 | **GENERAL SUPPLIES** | | **$110,800.00** | **($4,243.60)** | **$215.52** | **$106,771.92** | **-3.6%** |
| 55629 | 11-000-263-610-060-25-00-00 | Copper Electric | | 05/28/19 | $215.52 | | |
| 11-000-263-420-060-25-00-00 | **CLEAN, REPAIR & MAINT SERV** | | **$53,600.00** | **$0.00** | **($375.00)** | **$53,225.00** | **-0.7%** |
| 55469 | 11-000-262-420-060-25-00-00 | For Pluming Service | | 05/03/19 | ($375.00) | | |
| 11-000-263-610-050-25-00-00 | **GENERAL SUPPLIES** | | **$28,400.00** | **($6,865.60)** | **($129.78)** | **$21,404.62** | **-24.6%** |
| 55628 | 11-000-262-610-050-25-00-00 | Copper Electric | | 05/28/19 | ($129.78) | | |

| | | | Original amt | Prior xfer | Period xfer | Adjusted amt | % Chg |
|---|---|---|---|---|---|---|---|
| **FUND 11 GENERAL CURRENT EXPENSE** | | | | | | | |
| 11-000-263-610-060-25-00-00 | **GENERAL SUPPLIES** | | $35,400.00 | ($8,297.40) | ($215.52) | $26,887.08 | -24.% |
| 55629 | 11-000-262-610-060-25-00-00 | Copper Electric | | 05/28/19 | ($215.52) | | |
| 11-000-266-330-050-25-00-00 | **SECURITY SERVICES- DEM** | | $199,000.00 | ($133,347.00) | $6,500.00 | $72,153.00 | -63.7% |
| 55445 | 11-000-262-300-050-25-00-00 | For SPOs and AD coverage | | 05/01/19 | $6,500.00 | | |
| 11-000-266-330-060-25-00-00 | **SECURITY SERVICES- OT** | | $175,000.00 | ($170,729.26) | $2,047.73 | $6,318.47 | -96.4% |
| 55601 | 11-190-100-340-060-41-00-59 | Allied Universal | | 05/23/19 | $2,047.73 | | |
| 11-000-270-512-050-69-00-03 | **Soccer Transportation** | | $15,000.00 | $0.00 | ($4,072.80) | $10,927.20 | -27.2% |
| 55503 | - - - - - - - | Athletic transportation | | 05/10/19 | ($3,290.00) | | |
| 55625 | 11-000-270-512-050-69-00-12 | Transfer Correction | | 05/28/19 | ($387.12) | | |
| 55625 | 11-000-270-512-060-69-00-03 | Transfer Correction | | 05/28/19 | ($395.68) | | |
| 11-000-270-512-050-69-00-04 | **X Country Transportation** | | $6,100.00 | $0.00 | ($2,861.90) | $3,238.10 | -46.9% |
| 55503 | - - - - - - - | Athletic transportation | | 05/10/19 | ($2,861.90) | | |
| 11-000-270-512-050-69-00-06 | **Winter Track Transportation** | | $7,000.00 | $281.36 | $944.02 | $8,225.38 | 17.5% |
| 55503 | - - - - - - - | Athletic transportation | | 05/10/19 | $944.02 | | |
| 11-000-270-512-050-69-00-10 | **Wrestling Transportation** | | $5,200.00 | $0.00 | $553.92 | $5,753.92 | 10.7% |
| 55503 | - - - - - - - | Athletic transportation | | 05/10/19 | $553.92 | | |
| 11-000-270-512-050-69-00-12 | **Basketball Transportation** | | $12,800.00 | $0.00 | $2,166.96 | $14,966.96 | 16.9% |
| 55503 | - - - - - - - | Athletic transportation | | 05/10/19 | $1,779.84 | | |
| 55625 | 11-000-270-512-050-69-00-03 | Transfer Correction | | 05/28/19 | $387.12 | | |
| 11-000-270-512-050-69-00-18 | **Ice Hockey Transportation** | | $8,000.00 | $0.00 | ($6.90) | $7,993.10 | -0.1% |
| 55675 | 11-000-270-512-060-22-00-00 | Trans-Cocurricula | | 05/31/19 | ($6.90) | | |
| 11-000-270-512-050-69-00-19 | **Swimming Transportation** | | $14,000.00 | $0.00 | $2,874.12 | $16,874.12 | 20.5% |
| 55503 | - - - - - - - | Athletic transportation | | 05/10/19 | $2,874.12 | | |
| 11-000-270-512-060-22-00-00 | **TRANS-CURRICULAR** | | $51,300.00 | ($3,765.40) | $0.00 | $47,534.60 | -7.3% |
| 55505 | 11-000-270-512-060-64-00-00 | Cover deficit | | 05/10/19 | ($6.90) | | |
| 55675 | 11-000-270-512-050-69-00-18 | Trans-Cocurricula | | 05/31/19 | $6.90 | | |
| 11-000-270-512-060-64-00-00 | **TRANS MUSIC-OLD TAPP** | | $15,100.00 | $3,900.00 | $6.90 | $19,006.90 | 25.9% |
| 55505 | 11-000-270-512-060-22-00-00 | Cover deficit | | 05/10/19 | $6.90 | | |
| 11-000-270-512-060-69-00-01 | **Football Transportation** | | $8,000.00 | $708.00 | ($4.70) | $8,703.30 | 8.8% |
| 55504 | - - - - - - - | Athletic transportation | | 05/10/19 | ($4.70) | | |
| 11-000-270-512-060-69-00-02 | **Cheerleading Transportation** | | $4,000.00 | ($631.16) | $589.16 | $3,958.00 | -1.1% |
| 55504 | - - - - - - - | Athletic transportation | | 05/10/19 | $589.16 | | |
| 11-000-270-512-060-69-00-03 | **Soccer Transportation** | | $13,880.00 | ($2,642.48) | ($52.96) | $11,184.56 | -19.4% |
| 55504 | - - - - - - - | Athletic transportation | | 05/10/19 | ($448.64) | | |
| 55625 | 11-000-270-512-050-69-00-03 | Transfer Correction | | 05/28/19 | $395.68 | | |
| 11-000-270-512-060-69-00-06 | **Winter Track Transportation** | | $9,500.00 | $0.00 | ($281.36) | $9,218.64 | -3.% |
| 55626 | 11-000-270-512-060-69-00-09 | Volleyball Transportation | | 05/28/19 | ($281.36) | | |

| | | | Original amt | Prior xfer | Period xfer | Adjusted amt | % Chg |
|---|---|---|---|---|---|---|---|
| **FUND 11 GENERAL CURRENT EXPENSE** | | | | | | | |
| 11-000-270-512-060-69-00-08 | **Field Hockey Transportation** | | **$3,500.00** | **$475.00** | **($0.04)** | **$3,974.96** | **13.6%** |
| 55504 | - - - - - - - | Athletic transportation | | 05/10/19 | ($0.04) | | |
| 11-000-270-512-060-69-00-09 | **Volleyball Transportation** | | **$6,800.00** | **$0.00** | **($1,206.72)** | **$5,593.28** | **-17.7%** |
| 55504 | - - - - - - - | Athletic transportation | | 05/10/19 | ($1,488.08) | | |
| 55626 | 11-000-270-512-060-69-00-06 | Volleyball Transportation | | 05/28/19 | $281.36 | | |
| 11-000-270-512-060-69-00-10 | **Wrestling Transportation** | | **$7,200.00** | **$0.00** | **$491.52** | **$7,691.52** | **6.8%** |
| 55504 | - - - - - - - | Athletic transportation | | 05/10/19 | $491.52 | | |
| 11-000-270-512-060-69-00-11 | **Bowling Transportation** | | **$5,100.00** | **$1,395.40** | **$1,178.32** | **$7,673.72** | **50.5%** |
| 55504 | - - - - - - - | Athletic transportation | | 05/10/19 | $1,178.32 | | |
| 11-000-270-512-060-69-00-18 | **Ice Hockey Transportation** | | **$8,000.00** | **($256.92)** | **($598.90)** | **$7,144.18** | **-10.7%** |
| 55504 | - - - - - - - | Athletic transportation | | 05/10/19 | ($598.90) | | |
| 11-000-270-512-060-69-00-19 | **Swimming Transportation** | | **$9,100.00** | **$3,219.48** | **$281.36** | **$12,600.84** | **38.5%** |
| 55504 | - - - - - - - | Athletic transportation | | 05/10/19 | $281.36 | | |
| 11-000-291-260-000-20-00-00 | **WORKER COMPENSATION INS.** | | **$421,000.00** | **$0.00** | **($213,629.39)** | **$207,370.61** | **-50.7%** |
| 55644 | 11-000-291-270-000-20-00-00 | June Insurance | | 05/30/19 | ($169,991.89) | | |
| 55645 | 11-000-291-299-000-20-00-00 | Unused Sick Day Payout | | 05/30/19 | ($43,637.50) | | |
| 11-000-291-270-000-20-00-00 | **EMPLOYEE INSURANCE** | | **$6,448,216.43** | **($534,500.00)** | **$169,991.89** | **$6,083,708.32** | **-5.7%** |
| 55644 | 11-000-291-260-000-20-00-00 | June Insurance | | 05/30/19 | $169,991.89 | | |
| 11-000-291-299-000-20-00-00 | **UNUSED SICK PAYMENT** | | **$100,000.00** | **$0.00** | **$43,637.50** | **$143,637.50** | **43.6%** |
| 55645 | 11-000-291-260-000-20-00-00 | Unused Sick Day Payout | | 05/30/19 | $43,637.50 | | |
| 11-140-100-101-050-39-00-00 | **TECH COACHES** | | **$23,096.59** | **$0.00** | **($741.99)** | **$22,354.60** | **-3.2%** |
| 55643 | 11-140-100-101-050-59-00-00 | Payroll Transfer | | 05/30/19 | ($741.99) | | |
| 11-140-100-101-050-54-00-00 | **SAL-TEACHER/VISUAL ARTS-DEM** | | **$241,953.00** | **$0.00** | **($2,542.40)** | **$239,410.60** | **-1.1%** |
| 55643 | 11-140-100-101-050-59-00-00 | Payroll Transfer | | 05/30/19 | ($2,542.40) | | |
| 11-140-100-101-050-55-00-00 | **SAL-TEACHER/WORLD LANG-DEM** | | **$1,357,388.60** | **($125.00)** | **($2,799.85)** | **$1,354,463.75** | **-0.2%** |
| 55643 | 11-140-100-101-050-59-00-00 | Payroll Transfer | | 05/30/19 | ($2,799.85) | | |
| 11-140-100-101-050-59-00-00 | **SAL-TEACHER/TECH ED - DEM** | | **$208,024.83** | **$58,054.00** | **$32,965.00** | **$299,043.83** | **43.8%** |
| 55643 | 11-140-100-101-050-39-00-00 | Payroll Transfer | | 05/30/19 | $741.99 | | |
| 55643 | 11-140-100-101-050-54-00-00 | Payroll Transfer | | 05/30/19 | $2,542.40 | | |
| 55643 | 11-140-100-101-050-55-00-00 | Payroll Transfer | | 05/30/19 | $2,799.85 | | |
| 55643 | 11-140-100-101-050-63-00-00 | Payroll Transfer | | 05/30/19 | $4,475.90 | | |
| 55643 | 11-140-100-101-050-64-00-00 | Payroll Transfer | | 05/30/19 | $4,578.00 | | |
| 55643 | 11-140-100-101-050-68-00-00 | Payroll Transfer | | 05/30/19 | $4,993.80 | | |
| 55643 | 11-140-100-101-060-39-00-00 | Payroll Transfer | | 05/30/19 | $398.47 | | |
| 55643 | 11-140-100-101-060-54-00-00 | Payroll Transfer | | 05/30/19 | $7,922.60 | | |
| 55643 | 11-140-100-101-060-58-00-00 | Payroll Transfer | | 05/30/19 | $4,511.99 | | |
| 11-140-100-101-050-63-00-00 | **SAL-TEACHER/MATH-DEM** | | **$1,499,339.00** | **($10,179.50)** | **($4,475.90)** | **$1,484,683.60** | **-1.%** |
| 55643 | 11-140-100-101-050-59-00-00 | Payroll Transfer | | 05/30/19 | ($4,475.90) | | |

Start date 7/1/2018 Period date 5/1/2019 End date 5/31/2019 Expenditure

| | | Original amt | Prior xfer | Period xfer | Adjusted amt | % Chg |
|---|---|---|---|---|---|---|
| **FUND 11 GENERAL CURRENT EXPENSE** | | | | | | |
| 11-140-100-101-050-64-00-00 | **SAL-TEACHER/MUSIC-DEM** | $146,823.00 | $0.00 | ($4,578.00) | $142,245.00 | -3.1% |
| 55643 | 11-140-100-101-050-59-00-00 Payroll Transfer | | 05/30/19 | ($4,578.00) | | |
| 11-140-100-101-050-68-00-00 | **SAL-TEACHER/SOC STUDIES-DEM** | $1,310,738.60 | ($16,169.50) | ($4,993.80) | $1,289,575.30 | -1.6% |
| 55643 | 11-140-100-101-050-59-00-00 Payroll Transfer | | 05/30/19 | ($4,993.80) | | |
| 11-140-100-101-060-39-00-00 | **TECH COACHES** | $23,096.58 | $0.00 | ($398.47) | $22,698.11 | -1.7% |
| 55643 | 11-140-100-101-050-59-00-00 Payroll Transfer | | 05/30/19 | ($398.47) | | |
| 11-140-100-101-060-54-00-00 | **SAL-TEACHER/VISUAL ARTS-OT** | $578,516.00 | $0.00 | ($7,922.60) | $570,593.40 | -1.4% |
| 55643 | 11-140-100-101-050-59-00-00 Payroll Transfer | | 05/30/19 | ($7,922.60) | | |
| 11-140-100-101-060-58-00-00 | **SAL-TEACHER/FACS-OT** | $231,572.40 | $0.00 | ($4,511.99) | $227,060.41 | -1.9% |
| 55643 | 11-140-100-101-050-59-00-00 Payroll Transfer | | 05/30/19 | ($4,511.99) | | |
| 11-140-100-101-060-63-00-00 | **SAL-TEACHER/MATH-OT** | $1,502,271.00 | $0.00 | ($10,400.00) | $1,491,871.00 | -0.7% |
| 55638 | 11-000-100-106-000-83-00-00 Payroll Transfer | | 05/30/19 | ($10,400.00) | | |
| 11-190-100-340-050-41-00-59 | **NV TECH SERV ED SERV** | $16,215.50 | $1,741.25 | $616.00 | $18,572.75 | 14.5% |
| 55472 | - - - - - - - NOCTI online testing | | 05/03/19 | $616.00 | | |
| 11-190-100-340-060-41-00-59 | **NV TECH SERV ED SERV** | $16,215.50 | $1,741.25 | ($1,633.58) | $16,323.17 | 0.7% |
| 55472 | - - - - - - - NOCTI online testing | | 05/03/19 | $220.00 | | |
| 55471 | 11-190-100-610-060-52-00-00 Typing Club.Com | | 05/03/19 | $194.15 | | |
| 55601 | 11-000-266-330-060-25-00-00 Allied Universal | | 05/23/19 | ($2,047.73) | | |
| 11-190-100-610-050-59-00-00 | **SUPPLIES-TECH ED -D** | $18,050.00 | ($246.00) | ($616.00) | $17,188.00 | -4.8% |
| 55472 | - - - - - - - NOCTI online testing | | 05/03/19 | ($616.00) | | |
| 11-190-100-610-060-52-00-00 | **SUPPLIES-BE-OT** | $1,000.00 | $0.00 | ($194.15) | $805.85 | -19.4% |
| 55471 | 11-190-100-340-060-41-00-59 Typing Club.Com | | 05/03/19 | ($194.15) | | |
| 11-190-100-610-060-53-00-00 | **SUPPLIES-EN-OT** | $75.00 | $0.00 | $176.26 | $251.26 | 235.% |
| 55470 | 11-190-100-640-060-53-00-00 For Film Class Posters | | 05/03/19 | $176.26 | | |
| 11-190-100-610-060-59-00-00 | **SUPPLIES-TECH ED-OT** | $12,000.00 | $0.00 | ($220.00) | $11,780.00 | -1.8% |
| 55472 | - - - - - - - NOCTI online testing | | 05/03/19 | ($220.00) | | |
| 11-190-100-640-060-53-00-00 | **TEXTBOOK-EN-OT** | $10,000.00 | ($3,833.21) | ($176.26) | $5,990.53 | -40.1% |
| 55470 | 11-190-100-610-060-53-00-00 For Film Class Posters | | 05/03/19 | ($176.26) | | |
| 11-202-100-101-060-83-08-26 | **TEACHERS SAL-STEP 4 - CMO** | $103,266.00 | ($199.50) | ($19,194.00) | $83,872.50 | -18.8% |
| 55450 | 11-402-100-110-060-69-00-00 N. Pellegrino Coach Stipend | | 05/01/19 | ($5,714.00) | | |
| 55491 | 11-207-100-320-000-83-00-00 For Auditory Prof Srvcs | | 05/07/19 | ($13,480.00) | | |
| 11-207-100-320-000-83-00-00 | **AUDITORY IMPAIR- PRCH PROF SVC** | $0.00 | $0.00 | $13,480.00 | $13,480.00 | 0.% |
| 55491 | 11-202-100-101-060-83-08-26 For Auditory Prof Srvcs | | 05/07/19 | $13,480.00 | | |
| 11-212-260-300-000-83-21-00 | **SUMMIT SUCCESS SECURITY SERVIC** | $0.00 | $22,000.00 | ($270.00) | $21,730.00 | 0.% |
| 55546 | 11-000-261-420-000-25-00-00 Transfer for Alarm Sys Phone | | 05/20/19 | ($270.00) | | |
| 11-213-100-106-000-83-17-86 | **RESOURSE ROOM - LUNCH SUPPORT** | $0.00 | $3,450.00 | $1,100.00 | $4,550.00 | 0.% |
| 55639 | 11-213-100-106-060-83-17-86 Payroll Transfer | | 05/30/19 | $1,100.00 | | |

Start date 7/1/2018 Period date 5/1/2019 End date 5/31/2019 Expenditure

| | | | Original amt | Prior xfer | Period xfer | Adjusted amt | % Chg |
|---|---|---|---|---|---|---|---|
| **FUND 11 GENERAL CURRENT EXPENSE** | | | | | | | |
| 11-213-100-106-060-83-17-86 | **RESRS RM-LNCH SPPT/EVNNG WRKSP** | | $5,000.00 | ($400.00) | ($1,100.00) | $3,500.00 | -30.% |
| 55639 | 11-213-100-106-000-83-17-86 | Payroll Transfer | | 05/30/19 | ($1,100.00) | | |
| 11-401-100-500-050-21-00-00 | **CO-CURR/PURCH SRV** | | $1,600.00 | $1,450.00 | ($1,225.00) | $1,825.00 | 14.1% |
| 55646 | 11-000-223-580-050-69-13-00 | N.Lopus DECA Trip hotel | | 05/23/19 | ($1,225.00) | | |
| 11-402-100-105-060-69-11-00 | **SAL-OFFICE PROF/ATHL - OT** | | $0.00 | $34,388.00 | $4,037.90 | $38,425.90 | 0.% |
| 55640 | 11-402-100-110-060-69-00-00 | Payroll Transfer | | 05/30/19 | $4,037.90 | | |
| 11-402-100-110-060-69-00-00 | **SAL-ATHL-OT** | | $0.00 | $574,345.00 | $1,676.10 | $576,021.10 | 0.% |
| 55450 | 11-202-100-101-060-83-08-26 | N. Pellegrino Coach Stipend | | 05/01/19 | $5,714.00 | | |
| 55640 | 11-402-100-105-060-69-11-00 | Payroll Transfer | | 05/30/19 | ($4,037.90) | | |
| 11-402-100-320-060-69-40-18 | **Purchased Prof Services** | | $0.00 | $2,000.00 | $595.00 | $2,595.00 | 0.% |
| 55544 | 11-402-100-890-060-69-40-10 | OT-ATHL >2019-05-20 | | 05/20/19 | $207.00 | | |
| 55544 | 11-402-100-890-060-69-40-18 | OT-ATHL >2019-05-20 | | 05/20/19 | $388.00 | | |
| 11-402-100-600-060-69-00-00 | **Athletic Supplies - General** | | $156,540.00 | ($154,578.22) | $213.40 | $2,175.18 | -98.6% |
| 55631 | 11-402-100-610-060-69-39-14 | OT-ATHL >2019-05-29 | | 05/29/19 | $213.40 | | |
| 11-402-100-610-050-69-15-10 | **Wrestling Equipment** | | $0.00 | $0.00 | $1,378.00 | $1,378.00 | 0.% |
| 55554 | 12-402-100-730-050-69-15-10 | Return unused $ to fund 11 | | 05/21/19 | $1,378.00 | | |
| 11-402-100-610-060-69-15-09 | **Volleyball Equipment** | | $0.00 | $200.00 | $19.55 | $219.55 | 0.% |
| 55681 | 11-402-100-610-060-69-39-14 | Volleyball Equipment | | 05/31/19 | $19.55 | | |
| 11-402-100-610-060-69-39-14 | **LaCrosse Uniforms** | | $0.00 | $2,367.12 | ($232.95) | $2,134.17 | 0.% |
| 55631 | 11-402-100-600-060-69-00-00 | OT-ATHL >2019-05-29 | | 05/29/19 | ($213.40) | | |
| 55681 | 11-402-100-610-060-69-15-09 | Volleyball Equipment | | 05/31/19 | ($19.55) | | |
| 11-402-100-890-060-69-40-10 | **Wrstlng Entry Fees/Misc/Police** | | $0.00 | $2,539.20 | ($207.00) | $2,332.20 | 0.% |
| 55544 | 11-402-100-320-060-69-40-18 | OT-ATHL >2019-05-20 | | 05/20/19 | ($207.00) | | |
| 11-402-100-890-060-69-40-13 | **Track Entry Fees/Misc/Police** | | $0.00 | $2,990.00 | $307.00 | $3,297.00 | 0.% |
| 55449 | 11-402-100-890-060-69-40-18 | OT-ATHL >2019-05-02 | | 05/02/19 | $307.00 | | |
| 11-402-100-890-060-69-40-18 | **Ice Hky Entry Fees/Misc/Police** | | $0.00 | $1,770.00 | ($695.00) | $1,075.00 | 0.% |
| 55449 | 11-402-100-890-060-69-40-13 | OT-ATHL >2019-05-02 | | 05/02/19 | ($307.00) | | |
| 55544 | 11-402-100-320-060-69-40-18 | OT-ATHL >2019-05-20 | | 05/20/19 | ($388.00) | | |
| | **Total for Just Accounts Listed** | | $17,932,741.03 | ($517,647.02) | $1,378.00 | $17,416,472.01 | -3% |

Start date 7/1/2018 Period date 5/1/2019 End date 5/31/2019 Expenditure

| | | Original amt | Prior xfer | Period xfer | Adjusted amt | % Chg |
|---|---|---|---|---|---|---|
| **FUND 12 CAPITAL OUTLAY** | | | | | | |
| 12-000-400-450-060-25-00-00 | **CONSTRUCTION SERVICES** | $0.00 | $0.00 | $168,000.00 | $168,000.00 | 0.% |
| 55555 | 12-000-400-931-000-20-00-00 OT Roof E | | 05/21/19 | $168,000.00 | | |
| 12-000-400-931-000-20-00-00 | **CAP RESERVE TRNSF TO CAP PROJ** | $760,000.00 | ($2,600.00) | ($168,000.00) | $589,400.00 | -22.4% |
| 55555 | 12-000-400-450-060-25-00-00 OT Roof E | | 05/21/19 | ($168,000.00) | | |
| 12-402-100-730-050-69-15-10 | **EQUIPMENT- WRESTLING** | $0.00 | $10,000.00 | ($1,378.00) | $8,622.00 | 0.% |
| 55554 | 11-402-100-610-050-69-15-10 Return unused $ to fund 11 | | 05/21/19 | ($1,378.00) | | |
| | **Total for Just Accounts Listed** | $760,000.00 | $7,400.00 | ($1,378.00) | $766,022.00 | 1% |

| | | | Original amt | Prior xfer | Period xfer | Adjusted amt | % Chg |
|---|---|---|---|---|---|---|---|
| **FUND 20 SPECIAL REVENUE FUNDS** | | | | | | | |
| 20-090-222-600-050-62-00-10 | **NVD PTSO MEDIA CENTER&SECURITY** | | **$0.00** | **$10,000.00** | **($10,000.00)** | **$0.00** | **0.%** |
| 55619 | 20-090-266-300-050-21-00-00 | Security Grant Redistrib Funds | | 05/28/19 | ($3,556.00) | | |
| 55619 | 20-090-266-610-050-21-00-00 | Security Grant Redistrib Funds | | 05/28/19 | ($6,444.00) | | |
| 20-090-266-300-050-21-00-00 | **NVD SECURITY GRNT- PURCH SRVCS** | | **$0.00** | **$0.00** | **$3,556.00** | **$3,556.00** | **0.%** |
| 55619 | 20-090-222-600-050-62-00-10 | Security Grant Redistrib Funds | | 05/28/19 | $3,556.00 | | |
| 20-090-266-610-050-21-00-00 | **NVD SECURITY GRNT- SUPPLIES** | | **$0.00** | **$0.00** | **$6,444.00** | **$6,444.00** | **0.%** |
| 55619 | 20-090-222-600-050-62-00-10 | Security Grant Redistrib Funds | | 05/28/19 | $6,444.00 | | |
| 20-093-100-300-050-55-00-00 | **KOREAN LANG CLASS- PURCH SVCS** | | **$0.00** | **$300.00** | **($300.00)** | **$0.00** | **0.%** |
| 55486 | - - - - - - - | Keyboards and Curr Wri Sal | | 05/03/19 | ($300.00) | | |
| 20-093-100-600-050-55-00-00 | **KOREAN LANG CLASS- INST SUPPLY** | | **$0.00** | **$1,878.00** | **$313.32** | **$2,191.32** | **0.%** |
| 55486 | - - - - - - - | Keyboards and Curr Wri Sal | | 05/03/19 | $313.32 | | |
| 20-093-100-600-060-55-00-00 | **KOREAN LANG CLASS- INST SUPPLY** | | **$0.00** | **$2,875.58** | **$65.84** | **$2,941.42** | **0.%** |
| 55485 | 20-093-200-100-060-55-00-00 | Inst Supplies- Keyboards | | 05/03/19 | $65.84 | | |
| 20-093-200-100-050-55-00-00 | **KOREAN LANG CLASS- SALARIES** | | **$0.00** | **$0.00** | **$161.00** | **$161.00** | **0.%** |
| 55486 | - - - - - - - | Keyboards and Curr Wri Sal | | 05/03/19 | $161.00 | | |
| 20-093-200-100-060-55-00-00 | **KOREAN LANG CLASS- SALARIES** | | **$0.00** | **$226.84** | **($65.84)** | **$161.00** | **0.%** |
| 55485 | 20-093-100-600-060-55-00-00 | Inst Supplies- Keyboards | | 05/03/19 | ($65.84) | | |
| 20-093-200-600-050-55-00-00 | **KOREAN LANG CLASS- SUPPLIES** | | **$0.00** | **$158.00** | **($32.00)** | **$126.00** | **0.%** |
| 55486 | - - - - - - - | Keyboards and Curr Wri Sal | | 05/03/19 | ($32.00) | | |
| 20-093-200-800-050-55-00-00 | **KOREAN LANG CLASS- OTHER OBJ** | | **$0.00** | **$217.32** | **($142.32)** | **$75.00** | **0.%** |
| 55486 | - - - - - - - | Keyboards and Curr Wri Sal | | 05/03/19 | ($142.32) | | |
| 20-235-200-200-060-95-00-00 | **Title I Emp Benefits- HS** | | **$0.00** | **$7,190.96** | **$106.13** | **$7,297.09** | **0.%** |
| 55545 | 20-242-100-600-999-01-00-00 | Reverse temp xfer- rec $ fr CL | | 05/20/19 | $4.84 | | |
| 55545 | 20-242-200-600-999-01-00-00 | Reverse temp xfer- rec $ fr CL | | 05/20/19 | $0.01 | | |
| 55627 | 20-280-100-600-999-04-00-00 | Reverse Temp Xfer- Rec$fr HW | | 05/28/19 | $82.18 | | |
| 55635 | 20-242-100-600-999-05-00-00 | Reverse xfer covering deficit | | 05/31/19 | $19.10 | | |
| 20-242-100-600-999-01-00-00 | **Title III Inst Supplies- CL** | | **$0.00** | **$4,451.49** | **($4.84)** | **$4,446.65** | **0.%** |
| 55545 | 20-235-200-200-060-95-00-00 | Reverse temp xfer- rec $ fr CL | | 05/20/19 | ($4.84) | | |
| 20-242-100-600-999-05-00-00 | **Title III Inst Supplies- NV** | | **$0.00** | **$1,683.35** | **($19.20)** | **$1,664.15** | **0.%** |
| 55606 | 20-250-200-300-000-83-00-00 | Title III | | 05/23/19 | ($0.10) | | |
| 55635 | 20-235-200-200-060-95-00-00 | Reverse xfer covering deficit | | 05/31/19 | ($19.10) | | |
| 20-242-200-600-999-01-00-00 | **Title III Supplies & Mat- CL** | | **$0.00** | **$462.41** | **($0.01)** | **$462.40** | **0.%** |
| 55545 | 20-235-200-200-060-95-00-00 | Reverse temp xfer- rec $ fr CL | | 05/20/19 | ($0.01) | | |
| 20-250-200-300-000-83-00-00 | **IDEA-PROF&TECH SVCS-NON PUBLIC** | | **$0.00** | **$32,206.90** | **$0.10** | **$32,207.00** | **0.%** |
| 55606 | 20-242-100-600-999-05-00-00 | Title III | | 05/23/19 | $0.10 | | |
| 20-280-100-600-999-04-00-00 | **Title IV Inst Supplies- HW** | | **$0.00** | **$5,133.40** | **($82.18)** | **$5,051.22** | **0.%** |
| 55627 | 20-235-200-200-060-95-00-00 | Reverse Temp Xfer- Rec$fr HW | | 05/28/19 | ($82.18) | | |

Start date 7/1/2018 Period date 5/1/2019 End date 5/31/2019 Expenditure

| | | Original amt | Prior xfer | Period xfer | Adjusted amt | % Chg |
|---|---|---|---|---|---|---|
| FUND 20 SPECIAL REVENUE FUNDS | | | | | | |
| 20-504-200-320-000-95-00-00 | NON PUBLIC HOME INSTRUCTION | $0.00 | $850.89 | $1,779.91 | $2,630.80 | 0.% |
| 55571 | - - - - - - - - April Home Instruction | | 05/31/19 | $1,779.91 | | |
| | Total for Just Accounts Listed | $0.00 | $67,635.14 | $1,779.91 | $69,415.05 | 0% |

| | | | Original amt | Prior xfer | Period xfer | Adjusted amt | % Chg |
|---|---|---|---|---|---|---|---|
| FUND 55 REGION III | | | | | | | |
| 55-220-100-420-000-96-00-00 | EQUIPMENT REPAIR | | $400.00 | $0.00 | ($100.00) | $300.00 | -25.% |
| 55524 | 55-220-100-610-000-96-00-00 | Per DG for speech testing book | | 05/16/19 | ($100.00) | | |
| 55-220-100-610-000-96-00-00 | SUPPLIES | | $1,000.00 | $0.00 | $100.00 | $1,100.00 | 10.% |
| 55524 | 55-220-100-420-000-96-00-00 | Per DG for speech testing book | | 05/16/19 | $100.00 | | |
| 55-408-221-110-000-96-00-00 | WORKSHOP FACILITATORS- HS EEs | | $0.00 | $8,550.00 | $496.32 | $9,046.32 | 0.% |
| 55620 | 55-408-221-320-000-96-00-00 | To balance budget | | 05/28/19 | $496.32 | | |
| 55-408-221-290-000-96-00-00 | EMPLOYYEE BENEFITS | | $29,710.00 | $1,779.98 | $147.58 | $31,637.56 | 6.5% |
| 55620 | 55-408-221-320-000-96-00-00 | To balance budget | | 05/28/19 | $147.58 | | |
| 55-408-221-320-000-96-00-00 | PROF. CONSULTANTS | | $120,969.37 | ($8,550.00) | ($643.90) | $111,775.47 | -7.6% |
| 55620 | 55-408-221-110-000-96-00-00 | To balance budget | | 05/28/19 | ($496.32) | | |
| 55620 | 55-408-221-290-000-96-00-00 | To balance budget | | 05/28/19 | ($147.58) | | |
| | Total for Just Accounts Listed | | $152,079.37 | $1,779.98 | $0.00 | $153,859.35 | 1% |

Start date 7/1/2018 Period date 5/1/2019 End date 5/31/2019 Expenditure

| | | | Original amt | Prior xfer | Period xfer | Adjusted amt | % Chg |
|---|---|---|---|---|---|---|---|
| FUND 57 FUND 57 | | | | | | | |
| 57-212-100-101-000-47-00-00 | Salary-Teachers TIP Program | | $361,947.00 | $0.00 | $45,165.76 | $407,112.76 | 12.5% |
| | | | | 05/30/19 | $45,165.76 | | |
| 55641 | 57-214-100-101-000-47-00-00 | Payroll Transfer | | | | | |
| 57-212-100-320-000-47-00-00 | PURCHASED PROF. SERVICES | | $2,500.00 | $10,534.15 | $2,227.64 | $15,261.79 | 510.5% |
| | | | | 05/13/19 | $688.64 | | |
| 55507 | 57-212-290-240-000-47-00-00 | Per DG to cover Delta-T | | | | | |
| | | | | 05/28/19 | $1,539.00 | | |
| 55623 | 57-212-290-240-000-47-00-00 | To cover Delta-T R92532 | | | | | |
| 57-212-100-730-000-47-00-00 | EQUIPMENT - TIP PROGRAM | | $2,500.00 | ($1,794.01) | ($672.98) | $33.01 | -98.7% |
| | | | | 05/07/19 | ($100.00) | | |
| 55484 | 57-212-200-610-000-47-00-00 | Per BM for extra curricular | | | | | |
| | | | | 05/23/19 | ($572.98) | | |
| 55599 | 57-212-221-610-000-47-00-00 | Per BM for color toner | | | | | |
| 57-212-100-890-000-47-00-00 | MISCELL. INSTRUCTIONAL EXPEND. | | $0.00 | $0.00 | $100.00 | $100.00 | 0.% |
| | | | | 05/09/19 | $100.00 | | |
| 55501 | 57-212-200-610-000-47-00-00 | To correct R92464 account | | | | | |
| 57-212-200-610-000-47-00-00 | EXTRA CURR - TIP PRGM | | $1,500.00 | $250.00 | $0.00 | $1,750.00 | 16.7% |
| | | | | 05/07/19 | $100.00 | | |
| 55484 | 57-212-100-730-000-47-00-00 | Per BM for extra curricular | | | | | |
| | | | | 05/09/19 | ($100.00) | | |
| 55501 | 57-212-100-890-000-47-00-00 | To correct R92464 account | | | | | |
| 57-212-221-610-000-47-00-00 | OFFICE ITEMS - TIP PRGM | | $2,500.00 | $0.00 | $572.98 | $3,072.98 | 22.9% |
| | | | | 05/23/19 | $572.98 | | |
| 55599 | 57-212-100-730-000-47-00-00 | Per BM for color toner | | | | | |
| 57-212-290-240-000-47-00-00 | EMPLOYEE BENEFITS - TIP PRGRM | | $330,721.40 | $184,033.55 | ($2,227.64) | $512,527.31 | 55.% |
| | | | | 05/13/19 | ($688.64) | | |
| 55507 | 57-212-100-320-000-47-00-00 | Per DG to cover Delta-T | | | | | |
| | | | | 05/28/19 | ($1,539.00) | | |
| 55623 | 57-212-100-320-000-47-00-00 | To cover Delta-T R92532 | | | | | |
| 57-214-100-101-000-47-00-00 | SALARY-TEACHERS | | $5,440,774.00 | ($209,179.89) | ($45,165.76) | $5,186,428.35 | -4.7% |
| | | | | 05/30/19 | ($45,165.76) | | |
| 55641 | 57-212-100-101-000-47-00-00 | Payroll Transfer | | | | | |
| 57-214-100-106-000-47-00-00 | SALARY-TEACHERS AIDES | | $3,644,807.00 | ($126,083.11) | ($1,600.00) | $3,517,123.89 | -3.5% |
| | | | | 05/30/19 | ($1,600.00) | | |
| 55642 | 57-290-100-101-000-47-00-15 | Payroll Transfer | | | | | |
| 57-214-100-320-000-47-00-00 | PURCHASED PROF. SVCS. | | $30,000.00 | $17,141.05 | $1,036.01 | $48,177.06 | 60.6% |
| | | | | 05/09/19 | ($750.00) | | |
| 55500 | 57-214-240-890-000-47-00-00 | To correct R92462 account | | | | | |
| | | | | 05/13/19 | $247.01 | | |
| 55508 | 57-214-290-291-000-47-00-00 | Per DG to cover Delta-T | | | | | |
| | | | | 05/28/19 | $1,539.00 | | |
| 55624 | 57-214-290-291-000-47-00-00 | To cover Delta-T R92532 | | | | | |
| 57-214-100-340-000-47-00-00 | PURCHASED TECHNICAL SERVICES | | $0.00 | $190.00 | $545.62 | $735.62 | 0.% |
| | | | | 05/09/19 | $545.62 | | |
| 55498 | 57-214-100-610-000-47-00-00 | To correct R92452 account | | | | | |
| 57-214-100-610-000-47-00-00 | INSTRUCTIONAL SUPPLIES | | $60,000.00 | ($23,779.49) | ($1,230.62) | $34,989.89 | -41.7% |
| | | | | 05/09/19 | ($545.62) | | |
| 55498 | 57-214-100-340-000-47-00-00 | To correct R92452 account | | | | | |
| | | | | 05/17/19 | ($685.00) | | |
| 55543 | 57-214-221-610-000-47-00-00 | Per DG for ink | | | | | |
| 57-214-100-610-000-47-36-00 | EXTRA CURRICULAR | | $15,000.00 | $0.00 | ($2,000.00) | $13,000.00 | -13.3% |
| | | | | 05/01/19 | ($2,000.00) | | |
| 55448 | 57-214-260-440-000-47-00-00 | For ICS utilities | | | | | |
| 57-214-100-730-000-47-00-00 | EQUIPMENT | | $20,000.00 | ($4,418.40) | ($1,399.37) | $14,182.23 | -29.1% |
| | | | | 05/07/19 | ($207.00) | | |
| 55489 | 57-214-221-610-000-47-00-00 | Per BM for supplies | | | | | |
| | | | | 05/23/19 | ($711.25) | | |
| 55600 | 57-214-221-610-000-47-00-00 | Per BM for color toner | | | | | |
| | | | | 05/29/19 | ($481.12) | | |
| 55632 | 57-214-221-610-000-47-00-00 | Per BM for Pitney,lanyards,etc | | | | | |
| 57-214-221-610-000-47-00-00 | OFFICE ITEMS/SUPPLIES | | $34,000.00 | $2,958.67 | $2,084.37 | $39,043.04 | 14.8% |
| | | | | 05/07/19 | $207.00 | | |
| 55489 | 57-214-100-730-000-47-00-00 | Per BM for supplies | | | | | |

| | | | Original amt | Prior xfer | Period xfer | Adjusted amt | % Chg |
|---|---|---|---|---|---|---|---|
| FUND 57 FUND 57 | | | | | | | |
| 57-214-221-610-000-47-00-00 | OFFICE ITEMS/SUPPLIES | | $34,000.00 | $2,958.67 | $2,084.37 | $39,043.04 | 14.8% |
| 55543 | 57-214-100-610-000-47-00-00 | Per DG for ink | | 05/17/19 | $685.00 | | |
| 55600 | 57-214-100-730-000-47-00-00 | Per BM for color toner | | 05/23/19 | $711.25 | | |
| 55632 | 57-214-100-730-000-47-00-00 | Per BM for Pitney,lanyards,etc | | 05/29/19 | $481.12 | | |
| 57-214-240-890-000-47-00-00 | MISCELLANEOUS EXPENDITURES | | $0.00 | $0.00 | $750.00 | $750.00 | 0.% |
| 55500 | 57-214-100-320-000-47-00-00 | To correct R92462 account | | 05/09/19 | $750.00 | | |
| 57-214-260-440-000-47-00-00 | RENT | | $888,750.00 | ($245.45) | $2,000.00 | $890,504.55 | 0.2% |
| 55448 | 57-214-100-610-000-47-36-00 | For ICS utilities | | 05/01/19 | $2,000.00 | | |
| 57-214-262-300-000-47-11-57 | PROF SERVC - VALLEY MOVE | | $0.00 | $7,028.50 | $428.50 | $7,457.00 | 0.% |
| 55510 | 57-214-290-291-000-47-00-00 | To cover purchase paperwork | | 05/13/19 | $428.50 | | |
| 57-214-290-291-000-47-00-00 | EMPLOYEE BENEFITS | | $3,834,264.00 | ($149,631.41) | ($2,214.51) | $3,682,418.08 | -4.% |
| 55508 | 57-214-100-320-000-47-00-00 | Per DG to cover Delta-T | | 05/13/19 | ($247.01) | | |
| 55510 | 57-214-262-300-000-47-11-57 | To cover purchase paperwork | | 05/13/19 | ($428.50) | | |
| 55624 | 57-214-100-320-000-47-00-00 | To cover Delta-T R92532 | | 05/28/19 | ($1,539.00) | | |
| 57-219-100-106-000-47-00-00 | SUMMER K-8 TEACHER AIDES | | $6,080.00 | $728.00 | $448.00 | $7,256.00 | 19.3% |
| 55630 | 57-219-200-610-000-47-36-00 | K8-Teacher Aides | | 05/28/19 | $448.00 | | |
| 57-219-200-610-000-47-36-00 | SUMMER K-8 EXTRA CURRICULAR | | $600.00 | $509.00 | ($448.00) | $661.00 | 10.2% |
| 55630 | 57-219-100-106-000-47-00-00 | K8-Teacher Aides | | 05/28/19 | ($448.00) | | |
| 57-290-100-101-000-47-00-15 | REGION III HOME CONSULTING | | $0.00 | $1,050.00 | $8,901.20 | $9,951.20 | 0.% |
| 55621 | - - - - - - - | To reflect revenue | | 05/28/19 | $7,301.20 | | |
| 55642 | 57-214-100-106-000-47-00-00 | Payroll Transfer | | 05/30/19 | $1,600.00 | | |
| 57-290-100-106-000-47-00-15 | REGION III HOME CONSULTING | | $0.00 | $13,692.50 | $30,151.30 | $43,843.80 | 0.% |
| 55621 | - - - - - - - | To reflect revenue | | 05/28/19 | $30,151.30 | | |
| 57-416-100-320-000-47-00-00 | OT/PT CONSULTANTS | | $0.00 | $0.00 | $9,603.00 | $9,603.00 | 0.% |
| 55487 | 57-416-290-291-000-47-00-00 | Per BM for Region II OT/PT | | 05/07/19 | $9,603.00 | | |
| 57-416-290-291-000-47-00-00 | EMPLOYEE BENEFITS | | $128,314.00 | ($1,300.00) | ($9,603.00) | $117,411.00 | -8.5% |
| 55487 | 57-416-100-320-000-47-00-00 | Per BM for Region II OT/PT | | 05/07/19 | ($9,603.00) | | |
| | | Total for Just Accounts Listed | $14,804,257.40 | ($278,316.34) | $37,452.50 | $14,563,393.56 | -2% |

Start date 7/1/2018 Period date 5/1/2019 End date 5/31/2019 Expenditure

| | | Original amt | Prior xfer | Period xfer | Adjusted amt | % Chg |
|---|---|---|---|---|---|---|
| FUND 59 TECHNICAL SERVICES | | | | | | |
| 59-200-251-105-000-47-11-00 | SALARIES - TECH MAINT | $0.00 | $167,369.76 | $177,099.16 | $344,468.92 | 0.% |
| | | | 05/30/19 | $177,099.16 | | |
| 55647 | - - - - - - - Increase Approp for Revenue | | | | | |
| | Total for Just Accounts Listed | $0.00 | $167,369.76 | $177,099.16 | $344,468.92 | 0% |

| | | | Original amt | Prior xfer | Period xfer | Adjusted amt | % Chg |
|---|---|---|---|---|---|---|---|
| FUND 65 FUND 65 | | | | | | | |
| 65-000-540-950-000-65-00-00 | SCHOLARSHIPS | | $0.00 | $0.00 | $1,700.00 | $1,700.00 | 0.% |
| 55577 | - - - - - - - | 18-19 Scholarships | | 05/22/19 | $1,700.00 | | |
| | Total for Just Accounts Listed | | $0.00 | $0.00 | $1,700.00 | $1,700.00 | 0% |

**2019-2020**
**AGREEMENT FOR**

**CONTINUING DISCLOSURE AND**
**INDEPENDENT REGISTERED MUNICIPAL ADVISOR SERVICES**

**THIS AGREEMENT,** made and entered into for the school fiscal year beginning July 1, 2019 (the "Agreement") by and between Northern Valley Regional High School District, 162 Knickerbocker Road, Demarest, NJ 07627 (the "Issuer") and Phoenix Advisors, LLC, 625 Farnsworth Avenue, Bordentown, New Jersey 08505 ("Phoenix Advisors") for the provision of professional services as more fully described in the accompanying Scope of Service documents.

**WITNESSETH:**

**WHEREAS,** the Issuer has heretofore agreed through the execution of Continuing Disclosure Agreements ("CDAs") in connection with one or more bond issuances to provide certain financial and other information and notices, within specified timeframes, to the marketplace in a manner prescribed by the regulators of the underwriter that purchased said bond issues; and

**WHEREAS,** Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") governs the many aspects of continuing disclosure; and

**WHEREAS,** Phoenix Advisors provides continuing disclosure agent services, has expertise as Continuing Disclosure Agent ("Disclosure Agent"), and has heretofore been appointed by the Issuer to serve as its Disclosure Agent until the expiration of this Agreement, as defined in Section 4 herein; and

**WHEREAS,** the Issuer has the need for advisory services in connection with the issuance of bonds, notes, leases and other aspects of financial management; and

**WHEREAS,** Phoenix Advisors, being duly registered as a Municipal Advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), provides professional municipal advisory services and has heretofore been appointed by the Issuer to be its Independent Registered Municipal Advisor ("IRMA") and to provide such municipal advisory services as may be requested until the expiration of this Agreement, as defined in Section 4 herein; and

**WHEREAS,** the Issuer has engaged Phoenix Advisors to perform, individually, Continuing Disclosure services and Municipal Advisory services, it is understood that the engagement of Phoenix to perform one of these services is separate and without any contingency requiring the engagement of Phoenix Advisors for the other service, or any other service made available by or through Phoenix Advisors.

**WHEREAS,** the parties desire to set forth herein the terms and conditions under which Phoenix Advisors will provide such services to the Issuer.

NOW, THEREFORE, THE PARTIES HERETO, IN CONSIDERATION OF MUTUAL COVENANTS HEREIN CONTAINED AND OTHER GOOD AND VALUABLE CONSIDERATION, EACH INTENDING TO BE LEGALLY BOUND, HEREBY AGREE AS FOLLOWS:

## SCOPE OF SERVICES - CONTINUING DISCLOSURE

Phoenix Advisors, LLC (the" Disclosure Agent") will assist the Issuer in meeting the secondary market disclosure obligations delineated in its relevant CDAs as specified under Rule 15c2-12 (the "Rule"), including the required filing of certain events requiring an event notice ("Event Notice(s)").

The Issuer understands and acknowledges that its full and complete cooperation is requisite to the Disclosure Agent's success in assisting the Issuer to maintain compliance with its CDAs and requirements of the Rule.

I. Issuer's Responsibilities

a. Make all documents required to be filed under its CDAs available, if available, to the Disclosure Agent at least 48 hours prior to the deadline in their CDAs.
b. Notify the Disclosure Agent, within 10 calendar days, of the occurrence of any event requiring the filing of an Event Notice under the Rule or its CDAs of such event. The events requiring such notification are:

i. Principal and interest payment delinquencies;
ii. Non-payment related defaults, if material;
iii. Unscheduled draws on debt service reserves reflecting financial difficulties;
iv. Unscheduled draws on credit enhancements reflecting financial difficulties;
v. Substitution of credit or liquidity providers, or their failure to perform;
vi. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
vii. Modifications to rights of security holders, if material;
viii. Bond calls, if material, and tender offers;
ix. Defeasances;
x. Release, substitution, or sale of property securing repayment of the securities, if material;
xi. Rating changes;
xii. Bankruptcy, insolvency, receivership or similar event of the obligated person;
xiii. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
xiv. Appointment of a successor or additional trustee or the change of name of a trustee, if material;
xv. Incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; and
xvi. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

## I. CONTINUING DISCLOSURE SERVICE

The Issuer's Disclosure Agent will assist the Issuer in meeting the secondary market disclosure obligations delineated in its relevant CDAs as specified under the Rule, including the required posting of certain material event ("Event") notices.

The Issuer understands and acknowledges that its full and complete cooperation is requisite to the Disclosure Agent's success assisting the Issuer in maintaining compliance with its CDAs and requirements of the Rule. The Issuer agrees that it will:

a. Make all documents required to be filed under its CDAs available, if available, to the Disclosure Agent at least 48 hours prior to the deadline stipulated in their CDAs.

b. Notify the Disclosure Agent immediately of any Event requiring the filing of a notice under the Rule or its CDAs within 10 calendar days of the occurrence of such Event. The Events requiring such notification are:

i. Principal and interest payment delinquencies;
ii. Non-payment related defaults, if material;
iii. Unscheduled draws on debt service reserves reflecting financial difficulties;
iv. Unscheduled draws on credit enhancements reflecting financial difficulties;
v. Substitution of credit or liquidity providers, or their failure to perform;
vi. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
vii. Modifications to rights of security holders, if material;
viii. Bond calls, if material, and tender offers;
ix. Defeasances;
x. Release, substitution, or sale of property securing repayment of the securities, if material;
xi. Rating changes;
xii. Bankruptcy, insolvency, receivership or similar event of the obligated person;
xiii. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
xiv. Appointment of a successor or additional trustee or the change of name of a trustee, if material;
xv. Incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; and
xvi. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

c. This Agreement applies to securities issued since the effective date of the secondary market disclosure requirements of the Rule and which are subject to the Rule.

d. Phoenix Advisors will perform such services relating to its role as the Issuer's Disclosure Agent to a professional standard. The scope of the Disclosure Agent service and methodology are described in the attached Scope of Service which is herein incorporated by reference.

## II. CONTINUING DISCLOSURE SERVICE COMPENSATION

The Issuer will compensate Phoenix Advisors for its service as Disclosure Agent, as set forth below:

a. Disclosure Agent Service:

$1,000 – base fee

b. A setup fee will be charged for each new long-term obligation of the Issuer. The setup fee will be $200 for an issue on which Phoenix Advisors acts as Municipal Advisor, or $450 if Phoenix Advisor is not engaged as Municipal Advisor on the issue. The setup fee will be invoiced at the time of the new issue.

c. An amendment made to the Rule, effective February 27, 2019, increases the number of material events ("Events") which must be posted through the MSRB's Electronic Municipal Market Access Data Port ("EMMA"). Phoenix Advisors will not charge for such Event filing made under the Rule's new Events during the 2019/2020 School Fiscal Year.

## III. INDEPENDENT REGISTERED MUNICIPAL ADVISOR

Under the Dodd-Frank law, the SEC requires that any person or entity that provides advice to an issuer of municipal securities be licensed and regulated by the SEC and the MSRB to provide any such advice. Further,

a. Professionals providing advice to the Issuer must hold a Series 50 securities license.

b. Phoenix Advisors professionals are Series 50 licensed and are also subject to a continuing education protocol.

c. Under the SEC and MSRB regulations, the Municipal Advisor owes a "fiduciary obligation" to the Issuer.

d. **There is no fee, financial cost or obligation with regard to the Issuer's appointment of Phoenix Advisors as the Issuer's Independent Registered Municipal Advisor ("IRMA" or "Municipal Advisor").** As the Issuer's IRMA, we will be available to answer general questions concerning outstanding debt issues, market conditions, prepare a preliminary project analysis, or preliminarily review financing proposals received by the Issuer on an as requested basis.

e. By designating the IRMA, the Issuer allows third parties, which may be prohibited from doing so, primarily broker-dealer underwriting firms, but also other professional disciplines, to submit proposals and ideas concerning financings which may be worthwhile to the Issuer.

f. The Issuer is not obligated to seek advice from the Municipal Advisor, however, failure to seek advice from a Municipal Advisor means there is no one on the Issuer's side appropriately licensed to advise the Issuer concerning the issuance or structure of municipal obligations, including bonds, notes, leases or bank loans the Issuer may embark upon.

g. When and if the Issuer requests the Municipal Advisor's involvement in a debt issuance, the undertaking of a financial obligation, an in-depth evaluation of a proposal or project, perform a consultant service, or assist with rating agency surveillance, a separate Fee Addendum to this Agreement, together with a scope of service, will be provided for the Issuer's acknowledgement. A typical Scope of Service relating to a debt issuance is attached and is herein incorporated by reference.

## IV. AGREEMENT TERM AND CONDITIONS

a. Neither Phoenix Advisors nor any individual representing Phoenix Advisors possesses any authority with respect to any decision of the Issuer, or any official of the Issuer, beyond the rendition of information or advice. Phoenix Advisors is not legal counsel nor an accountant and is not providing legal or accounting guidance. None of the services contemplated in this Agreement shall be construed as legal services or a substitute for legal services. The Issuer hereby acknowledges its responsibility with respect to federal securities laws and represents its intention to comply in all respects with federal securities laws.

b. This Agreement, as to continuing disclosure services and municipal advisory services, is subject to annual renewal, and may be terminated by either the Issuer or Phoenix Advisors upon thirty (30) days' prior written notice.

c. This Agreement shall be construed in accordance with and governed by the laws of the State of New Jersey.

**IN WITNESS WHEREOF,** the Issuer and Phoenix Advisors have caused this Agreement to be duly executed by its authorized representative, as of the day and year first above written.

| **NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT** | **PHOENIX ADVISORS, LLC** |
|---|---|
| By: _____ | By: _____ |
| Marc A. Capizzi, Business Administrator | David B. Thompson, CEO |

II. Disclosure Agent's Services

a. Codify Issues That Are Subject to Continuing Disclosure
   i. Disclosure Agent when initially engaged will obtain and examine the Issuer's Official Statements relating to its outstanding bond issues to research the requirements found in the CDAs.
   ii. Review the Issuer's financial statements for information concerning debt and lease obligations and other relevant obligations.
   iii. Discuss with the Issuer its filing and or reporting obligations.

b. Security Setup
   i. Enter into our proprietary database details of each outstanding bond issue and financial obligation with filing requirements.
   ii. All database functions will be applied to each outstanding bond issue and financial obligation with filing requirements.
   iii. An initial Required Filing Report will be provided to the Issuer to review and confirm for accuracy.
   iv. On an ongoing basis, enter into our database new issues and obligations of which we are made aware by the Issuer.

c. Monitor, React, and Meet Filing Deadlines
   i. Actively monitor the Issuers unique deadlines to ensure timely filing of required documents.
   ii. The Disclosure Agent will endeavor to gather required documents from public sources, e.g., state and local websites.
   iii. Our database will produce messages to alert the Issuer sufficiently in advance of approaching filing deadlines of documents required to satisfy filing obligations.
   iv. The Disclosure Agent will follow up telephonically with the Issuer regarding missing documents.

d. File Financial and Operating Data to Meet Your Obligations
   i. File Operating Data in addition to filing Audited Financial information.
   ii. The Disclosure Agent will work with the Issuer to assure that Operating Data filed meets the requirements of the Issuers CDAs.
   iii. If this process requires collaboration with other of the Issuer's retained professionals any fees of those professionals are solely the responsibility of the Issuer.

e. Confirm Filings to Client
   i. MSRB provides submission confirmations for all disclosure filings made on EMMA. These are forwarded electronically to the Issuer.
   ii. It is the responsibility of the Issuer to review for accuracy and completeness and retain copies of submission confirmations in its files.
   iii. The Disclosure Agent records EMMA filings in its database.

f. File Documents Uniformly, Accurately, and Promptly
   i. The Disclosure Agent uses consistent naming conventions and descriptive titles on EMMA filings to create a uniform and logical chronology of data.
   ii. Filings are associated with the appropriate CUSIP numbers on EMMA.
   iii. The Disclosure Agent files documents on EMMA within forty-eight (48) hours of receipt.

g. Coordinate and Submit Voluntary Information
   i. The Disclosure Agent will in concert with the Issuer identify relevant documents not required to be filed under the Issuer's CDAs and file them as voluntary submissions on EMMA.
   ii. These may include, among others: budgets, debt statements, and unaudited financials.

h. Material Events and Timely Filing of Notices.
   i. The Rule requires the Issuer to file on EMMA certain Event Notices on EMMA of events delineated in the Rule. It is the Issuer's responsibility to make the Disclosure Agent aware of the of any such event within ten (10) calendar days of the event.
   ii. The occurrence of an event may not be apparent to the Disclosure Agent. It is the Issuer's responsibility to notify the Disclosure Agent of any reportable event.

i. Issuer Rating Changes
   i. Rating changes are events which require notice to be filed on EMMA.
   ii. Proactively, the Disclosure Agent s monitors rating agency news and web sites for rating changes that affect the Issuer and the appropriate Event Notices are filed on EMMA.
   iii. Issuers are always notified by the rating agencies when their ratings are adjusted. It is incumbent upon the Issuer to notify the Disclosure Agent when it is so notified by the rating agencies.

j. Monitor Bond Insurer and Program Rating Changes
   i. If a municipal bond carries bond insurance or is supported by a state program, e.g., a school bond enhancement program, a rating change applied to such insurer or program requires an Event Notice be filed for all bonds that are supported by that insurance or program.
   ii. These types of rating changes are monitored by the Disclosure Agent to determine which, if any, of our clients' bonds are affected based on the original offering documents, and the appropriate Event Notices are filed. It is also incumbent upon the Issuer to notify the Disclosure Agent of such rating changes.



k. Provide a Comprehensive Report of Filings
   i. The Disclosure Agent prepares a continuing disclosure report ("CD Report") each year that shows every issue on which there is a continuing disclosure obligation, every required filing, and every Event Notice filed on the Issuer's behalf during the year.
   ii. The CD Report recaps a five (5) year history of the Issuer's filings.
   iii. The CD Report is separate from the filing confirmation sent to the Issuer when each filing is made by the Disclosure Agent on EMMA.
   iv. The Issuer must carefully review said CD Report and relay to the Disclosure within ten (10) calendar days, any error, discrepancy, omission, or concern relating to the accuracy or completeness of the CD Report. It is agreed hereby that after ten (10) calendar days, and absent notice from the Issuer, the CD Report is accepted by the Issuer as accurate and complete.
   v. Prior to the publication of an offering document relating to municipal securities, the Disclosure Agent, if made aware of such offering, will prepare an interim CD Report, for the Issuer to review and acknowledge as complete and accurate.
   vi. Such CD Report will provide the basis for certain disclosures in the offering document. The Disclosure Agent, bond counsel and other interested parties are entitled to rely on such acknowledgement.
   vii. An accurate record relating to the 5-year timeframe is important to the Issuer when it prepares Official Statements since a misstatement in such a document could have serious legal consequences.

# MSRB-REQUIRED DISCLOSURES

- The MSRB's website is www.msrb.org, and the link for the Municipal Advisor Client Brochure is www.msrb.org/Rules-and-Interpretations/MSRB-Rules/General/~/media/34C3F2794313495AA2B0251D6DB8311A.ashx

- SEC forms MA and MA-I are available for inspection on the SEC's EDGAR website at: www.sec.gov/edgar/searchedgar/companysearch.html

- There are no legal or disciplinary events concerning Phoenix Advisors, LLC, our management, or advisors filed on any Form MA or Form MA-I filed with the SEC

Phoenix Advisors, LLC, a municipal advisor duly registered with the Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"), is aware of no conflict(s) of interest that would preclude us from fulfilling our responsibilities, including our fiduciary duty, our duty of loyalty, and our duty of care as your municipal advisor on any transaction for which Phoenix Advisors is engaged. Should we become aware of any conflict, we would immediately inform the affected parties.

Phoenix Advisors, LLC, offers a variety of services, including but not limited to Municipal Advisor services, Consulting and Post-Issuance Compliance services. There could be the appearance of a potential conflict of interest in cross-selling services. Phoenix Advisors mitigates the potential for this perceived conflict by adhering to a high standard of suitability for any service rendered to our clients, and by clearly disclosing that there is no contingency requiring a client to accept multiple services.

Phoenix Advisors has a fiduciary obligation to put your interests ahead of ours, and we take this obligation seriously. We maintain policies and procedures to uphold our standards. Our internal compliance protocol dictates regular reviews of client transactions for compliance with all applicable MSRB rules. Under the same applicable MSRB rules, all municipal advisors are required to provide to clients written documentation of their municipal advisory relationships with clients. You have received a written agreement that includes, among other details, the scope of services to be provided by Phoenix Advisors, and details concerning the fees for these services.

The MSRB believes that certain forms of compensation may create the potential for a conflict of interest. Forms of compensation, of course, may vary depending upon the nature of the engagement and requirements of the client. The MSRB requires that we provide information concerning compensation and its potential to cause a conflict of interest. Various forms of compensation are:

**Fixed fee.** Under a fixed fee form of compensation, the municipal advisor is paid a fixed amount established at the outset of the transaction. The amount is typically based upon an analysis by the client and the advisor of the expected duration and complexity of the transaction and the agreed upon scope of work that the advisor will perform. This form of compensation, in the view of the MSRB, presents a potential conflict of interest because the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives.

**Hourly fee.** Under an hourly fee form of compensation, the municipal advisor's fee is based upon the number of hours worked by the advisor. This form of compensation presents a potential conflict of interest if the client and the advisor do not agree on a reasonable maximum number of hours at the outset of the engagement, because the advisor does not have a financial incentive to recommend alternatives that might result in fewer hours worked.

**Fee contingent upon the completion of a financing or other transaction.** Under a contingent fee form of compensation, payment of an advisor's fee is dependent upon the successful completion of a financing or other transaction. Although this form of compensation may be customary for the client, it presents a potential conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client.

**Fee paid under a retainer agreement.** Under a retainer agreement, fees are paid to a municipal advisor periodically, e.g., monthly, and are not contingent upon the completion of a financing or other transaction. Fees paid under a retainer agreement may be calculated on a fixed fee basis, e.g., a fixed fee per month regardless of the number of hours worked, or an hourly basis, e.g., a minimum monthly payment, with additional amounts payable if a certain number of hours worked is exceeded. A retainer agreement does not present the conflicts associated with the type of contingent fee arrangement described above.

**Fee based upon principal transaction.** Under this form of compensation, the municipal advisor's fee is based upon a percentage of the principal amount of an issue of securities, e.g., bonds. This form of compensation may potentially incent the municipal advisor to recommend that the client increase the amount of the issue unnecessarily to increase the advisor's fee.

**If you have any questions about your relationship with Phoenix Advisors, call your Municipal Advisor professional at 866-291-8180.**

## Technology Consortium
## Fund 59

Fund 59 has been created for the purpose of strategically making technology purchases in bulk to lower the cost of the consortium participants. This is also used for the leasing of Technology Employees to member districts.

The FY 18/19 consortium purchases include Cablevision Lightpath Inc purchased as a group with the central internet being terminated in The Northern Valley Regional High School District's Administration Building.

The total cost of the Cable Vision is spilt according to the billing contracts between CableVision and each consortium member and is updated as contracts are renewed.

### FY18/19 Rates

| | |
|---|---|
| Closter | $34,576 |
| Demarest | $51,851 |
| Harrington Park | $22,399 |
| Haworth | $22,399 |
| Northvale | $22,399 |
| Norwood | $32,588 |
| Region III | $22,399 |

# TEENS-N-TOTS

## PROGRAM GUIDE

## 2018-2019



**Northern Valley Regional High School**

**Family and Consumer Sciences Department**

**Old Tappan/Demarest**

**201-660-8095/201-768-8156**

# TEENS-n-TOTS
# NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT

## FAMILY AND CONSUMER SCIENCES DEPARTMENT
## EARLY LEARNING LAB PROGRAM 2018-2019

### INTRODUCTION:

Welcome to "Teens-n-Tots." This program has been designed to provide for the social, emotional, and academic development of all "Teens-n-Tots" participants. Please follow all rules and regulations presented in this manual.

### PHILOSOPHY:

"Teens-n-Tots" is a unique educational program combining a quality and varied learning environment for preschoolers with an opportunity for teenagers to learn through practical experience. The preschooler is provided with the opportunity to associate with other children in both free play and regularly scheduled creative activities that are planned, prepared, and conducted by both staff and high school students. Activities include music, art, crafts, games, math and reading readiness, science, language arts, computers, physical education, library, and story-time.

### HIGH SCHOOL INTERACTION:

Child Development courses are part of the high school Family and Consumer Sciences curriculum. In these courses, high school students observe, work with, learn to teach and care for preschool children. By combining regularly scheduled class sessions with the tots, the teenagers are given the opportunity to study the physical, intellectual, social and emotional development of the preschool child. All courses are taught by full-time, certified teachers.

### STAFF:

The program operates under Board of Education policies and procedures and is administered through the Family and Consumer Sciences Department at Demarest and Old Tappan.

Each classroom is staffed by a full-time certified teacher as well as classroom aides. All staff is appointed by the Board of Education and must meet all of the Board's hiring and employment requirements.

### OTHER REQUIREMENTS:

Teens-N-Tots applications for the 2018-2019 school year will be accepted starting December 4, 2017. Children who will be 3 years old by August 1, 2018 and are **FULLY** toilet trained are eligible as applicants for the program.

**TEENS-n-TOTS**

**PROGRAM OPERATION:**

A. Location: The program is offered at both Northern Valley Regional High School at Old Tappan and Northern Valley Regional High School at Demarest.

B. Facilities: The Tots class is conducted in a pleasant, well-lit, well-ventilated ground floor room in each building. The room is equipped with child size tables, chairs, and age-appropriate play equipment. A safe, enclosed outside area has been especially designed for the preschoolers' use. Toilet facilities are located in the classroom.

C. Schedule: The program operates every day that the high school is in session, from September until the start of exams in mid-June. The school calendar is available at http://www.nvnet.org/studentcalendars/. Hours are 7:30 a.m. until 5:00 p.m.

D. Emergency Closing: The "Teens-n-Tots" program will not operate when school is closed because of inclement weather or other emergency situations. The "Teens-n-Tots" teachers/aides or our "Honeywell" automated telephone system will notify parents of school closings. Infrequently, due to weather or other unanticipated circumstances, the school will close early. In this event, parents will be notified by telephone. Parents will be asked to provide emergency "pick up" options for their children.

E. Fees/Tuition Rates: "Teens-n-Tots" makes every effort to provide a quality program while maintaining reasonable fees.

The tuition rates are as follows based on the September-June school calendar:

| 5 days per week | 4 days per week | 3 days per week |
|---|---|---|
| $870 per month | $740 per month | $610 per month |

At the time of notification of acceptance into the program, a payment of $200 will be due. $50 will constitute a non-refundable registration fee. The remainder will be applied to the one-month security deposit, which will be due in full by May 1, 2018. Those currently in the program and eligible to return will not have to pay the $50 registration fee, but will be required to pay the $150 fee which will be applied to their security deposit. The remainder of the one-month security deposit is due by May 1, 2018 to secure placement in the program. This fee is standard regardless of the number of hours per day your child is in attendance. This security deposit will be applied to the June 2019 tuition payment. September tuition will be due on August 1st, 2018 and subsequent monthly payments beginning in October will be due on the 1st of each month. Tuition payments are non-refundable.

Once a child begins the school year, parents are responsible for all tuition payments until the end of the school year, or withdrawal from the program, regardless of attendance.

Parents with multiple children enrolled in the program simultaneously will receive a 10% discount on their entire monthly bill.

F. Drop Off Day: If you would like your child to attend school an additional day during the week, the daily rate is $48. This payment must be paid directly to the teacher by check on the "drop off" day. Please contact the teacher for availability.

G. Late Fees: A late fee will be charged when children are not picked up by 5:00 p.m. The fee will be $5.00/5-minute intervals after 5:00 p.m. Our intention in this policy is to guarantee that all children will be picked up promptly.

H. Enrollment/Registration: Enrollment is offered on a space available basis with the following priorities.

For payment rates and policy, please see section E. above. Checks should be made payable to: NVRHS – Board of Education. There will be no refunds for withdrawal or absence during any month. Thirty days notice will be required prior to withdrawal. Therefore, once enrolled, payment is expected regardless of whether or not the child is in attendance. Parents who wish to change the enrollment status (number of days, etc.) of their child during the year must submit a request directly to the director of the program.

A late fee of $50.00 will be charged for payments received after the 10th of the month. Tuition not paid at the end of the current month will result in your child's withdrawal from the program. Checks returned unpaid by your bank will be subject to a $50.00 fee.

Registration fee and security deposit should be mailed to:
Teens-N-Tots Program
Attn: Meg Eno
Northern Valley Regional High School at Old Tappan
150 Central Avenue
Old Tappan, NJ 07675

Or

Teens-N-Tots Program
Attn: Soci Kayserian
Northern Valley Regional High School at Demarest
150 Knickerbocker Road
Demarest, NJ 07627

Payments can also be made on-line. Access the NVRHS home page (www.nvnet.org) and click on 'on-line payments on the lower left hand corner.
You should see the following two links:
Teens-N-Tots Security/Registration- Demarest HS
Teens-N-Tots Security/Registration- Old Tappan HS

No spaces will be held for a child without payments.

I. Arrival/Departure: Parents are required to log their child in and out each day upon arrival and departure. Parents are required to tell us specifically who may pick up their child in writing on the "Escort Authorization" form in this packet. Your child will not be released to any unauthorized person. Parents and escorts will be required to show an ID card issued by the school upon entering the building. Pictures for IDs will be taken at the orientation program in late August or early September. It is the responsibility of the parent(s) to provide photos for anyone listed on the 'Escort Authorization' who is not present at orientation. Parents can send photos that are 'head shots" essentially from the shoulder up for authorized escorts directly to eno@nvnet.org (NVOT) or kayserians@nvnet.org (NVD). Photos can be taken with a digital camera or cell phone camera. Please clearly identify the name of the person in the photo in your e-mail.

J. Lunches and Snacks: "Teens-n-Tots" will provide nutritious snacks and a healthy beverage daily. Parents are responsible for providing nutritious lunches each day. These should be sent in an appropriate container with all necessary utensils and labeled with the child's name. A microwave oven and refrigerator are available for warming and storing lunches. Please do not send soda, gum, candy or junk food.

K. Clothing: All clothing should be labeled with your child's name. Children should be dressed appropriately for active play and daily weather conditions. Each child will be required to have a complete extra set of clothing in case emergencies arise. Such clothing should be kept seasonal and in a sealed plastic bag at the bottom of the child's knapsack.

L. Rest: Children will have a supervised "rest time" each day. The center will provide a mat but parents must supply two thin blankets. All items should be labeled with your child's name. **(Please do not send large blankets, pillows or sleeping bags.)**

M. Toys: Please do not send your child to school with any books or toys from home, except for use during Show and Tell.

N. Discipline: The purpose of discipline is to encourage appropriate behavior. "Teens-n-Tots" uses positive guidance techniques to enhance a child's self-esteem. The interaction between the teachers, tots, and teenagers is very unique. Our carefully planned program encourages appropriate behavior.

HEALTH POLICY:

A. Illness: It is necessary to protect the health of all school children and teachers. Therefore, the center will not admit a child who has any of the following illnesses or symptoms of the illness:

1. An oral morning temperature of 100 degrees or more. A child must be fever free for 24 hours after medication has ceased.
2. Conjunctivitis (pink eye).
3. Sore throat, strep throat or severe coughing.
4. Upper respiratory infection and/or bronchitis.
5. Diarrhea/Vomiting.
6. Impetigo or any undiagnosed or contagious rash.
7. Contagious diseases such as measles, chickenpox, mumps, roseola, head lice. For these conditions, readmission to the program requires a physician's written statement certifying that the child no longer presents a health risk.

B. Medication: All medication will be kept in a secured area in the nurse's office. The Northern Valley Regional High School District requires that all students/children who need medication during program hours do the following:

1) Present the district with medication permission request form (request a copy from school nurse) completed by the prescribing physician and signed by the parent or legal guardian.

2) Bring the medication in the original container or prescription bottle, properly labeled by a registered pharmacist as prescribed by law.

3) Verbally inform the school nurse and present medication.

C. In School Illness/Emergency: "Teens-n-Tots" has a school nurse available in each high school. However, a sick child may not remain in school. Arrangements must be made to pick up the child immediately upon notification any time he or she is ill. Please have a realistic alternate plan for your child in case you are unavailable.

D. Notification of Absence: Please call the school in the morning if your child will be absent.

E. Medical Forms: Proof of immunizations and a doctor's report on the health of your child are required by the State of New Jersey. These forms will be distributed in April for completion.

ORIENTATION:

Orientation programs will be held at each school prior to the start of the school year. Important information is distributed at the orientation so please make every effort to attend. Notification of that date will be sent to you if accepted to the program.

**TO APPLY FOR ENROLLMENT:**

COMPLETE AND RETURN IMMEDIATELY:

REGISTRATION FORM – please go to the online link:
NVOT: https://goo.gl/forms/PQDKdHysyBwLmHhB3

NVD: https://goo.gl/forms/ETIft5Stl3JioVbp2

UPON NOTIFICATION OF ACCEPTANCE INTO THE PROGRAM

1. $200 REGISTRATION FEE ($150 for returning children)

COMPLETE AND RETURN BY MAY 1, 2018

1. EMERGENCY FORM
2. EMERGENCY CARE FORM
3. ESCORT AUTHORIZATION FORM
4. MEDICAL FORM (DISTRIBUTED APRIL, 2018)
5. PAYMENT POLICY FORM
6. YOUR DEPOSIT CHECK FOR APPROPRIATE AMOUNT MADE OUT TO "NORTHERN VALLEY REGIONAL HIGH SCHOOL - BOARD OF EDUCATION." THIS DEPOSIT WILL BE APPLIED TOWARDS JUNE 2019 TUITION.

SEND ALL TO:

TEENS-n-TOTS PROGRAM
Attn: Meg Eno
NORTHERN VALLEY REGIONAL HIGH SCHOOL AT OLD TAPPAN
150 Central Avenue
Old Tappan, NJ 07675

or

TEENS-n-TOTS PROGRAM
Attn: Soci Kayserian
NORTHERN VALLEY REGIONAL HIGH SCHOOL AT DEMAREST
150 Knickerbocker Road
Demarest, NJ 07627

For More Information
Please contact the schools directly:
Demarest: 201-768-8156
Old Tappan: 201-660-8095
Jonathan Harris, Director
201-768-3200, x13536

TEENS-n-TOTS
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
FAMILY AND CONSUMER SCIENCES DEPARTMENT
PRESCHOOL PROGRAM
2018-2019

# EMERGENCY FORM

CHILD'S NAME _____ DATE OF BIRTH_____

ADDRESS: _____

(Street) (City) (State) (Zip)

FATHER'S NAME_____ MOTHER'S NAME_____

HOME ADDRESS_____HOME ADDRESS_____

HOME PHONE #_____HOME PHONE #_____

CELL PHONE #_____CELL PHONE # _____

WHERE TO REACH PARENT:

FATHER'S OCCUPATION_____MOTHER'S OCCUPATION_____

PLACE OF BUSINESS_____ PLACE OF BUSINESS_____

BUSINESS ADDRESS_____BUSINESS ADDRESS_____

BUSINESS PHONE #_____ BUSINESS PHONE #_____

Persons to contact in case of emergency if neither parent is available:

Name_____ Name_____

Relationship_____ Relationship_____

Address_____ Address_____

Phone_____ Phone_____

Child's Doctor_____

Address_____ Phone_____

Hospital Preference:_____

TEENS-n-TOTS

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
FAMILY AND CONSUMER SCIENCES DEPARTMENT
PRESCHOOL PROGRAM
2018-2019
ESCORT AUTHORIZATION FORM

Below please list all individuals authorized to pick up your child. Please include parents first. All individuals listed below will be required to obtain a Northern Valley Regional High School District issued picture identification card. (Pictures should be emailed to eno@nvnet.org ( NVOT) or kayserians@nvnet.org (NVD) ) This card must be shown upon entering the building and again to the teacher and/or aide before a child will be released. A parent will be contacted first in case of an emergency. In the event that a person not listed on this form is being sent to pick up your child, both verbal and written confirmation by the parent signing this form must be received in advance. These steps are necessary to insure the safety of the children in the program.

**(1)**
Name_____

Relationship_____

Address_____

Phone_____

**(2)**
Name_____

Relationship_____

Address_____

Phone_____

**(3)**
Name_____

Relationship_____

Address_____

Phone_____

**(4)**
Name_____

Relationship_____

Address_____

Phone_____

**(5)**
Name_____

Relationship_____

Address_____

Phone_____

**(6)**
Name_____

Relationship_____

Address_____

Phone_____

Parent/Guardian Signature_____

Date_____

TEENS-n-TOTS

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
FAMILY AND CONSUMER SCIENCES DEPARTMENT
PRESCHOOL PROGRAM
2018-2019

# EMERGENCY CARE FORM

Name of Child_____

In the event that I am unable to be reached, I give my permission for emergency care to be initiated.

Date_____ Print Name in Full_____

Parent/Guardian Signature_____

In absence of parent, this original form will accompany child to doctor's office or hospital.

TEENS-n-TOTS

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
FAMILY AND CONSUMER SCIENCES DEPARTMENT
PRESCHOOL PROGRAM
2018-2019

# PARENT GUIDE FORM

AFTER CAREFULLY READING THE ENCLOSED INFORMATION, PLEASE SIGN AND DATE BELOW AND RETURN WITH MEDICAL EMERGENCY AND ESCORT AUTHORIZATION FORMS AND PAYMENT.

I verify that I have read and understand the enclosed information.

Parent/Guardian Signature_____

Date_____

TEENS-n-TOTS

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
FAMILY AND CONSUMER SCIENCES DEPARTMENT
PRESCHOOL PROGRAM
2018-2019

# PAYMENT POLICY

Child's Name: _____

Address: _____

_____

The Northern Valley Regional High School District's Teens-N-Tots programs have adopted the following policy for the 2018-2019 school year:

"The September Teens-N-Tots tuition payment is due by August 1, 2018. All subsequent tuition payments are due by the 1st of the month. Any payment received after the 10th day of each month will be charged a $50.00 late fee. If payment is not received by the last day of the month, the district maintains the right to remove the student from our program."

Please sign and return this form prior to your child's first day. Failure to return this form by that date may result in rescheduling your child's first day.

I have read the above policy and it is my intention to comply.

Parent/Guardian Signature: _____

Date: _____

# NVCC One-sheets defining department work

## Departmental Overview with Biographies

### Departmental Outline of Tasks

- Write Curriculum K-12
- Professional Development School K-12
- Catalog/Consultants/Customer Districts
- CRT – VFA projects
- V.I.A. – K-12
- NCLB Consolidated Grant
- New Teacher Academy
- Coaching Academy
- Marshall Evaluation Support and PD
- Mentoring
- PARCC ELC resources support
- NVCC website
- NVPA/NVEC
- RPDB
- Valley Curriculum Supervisors
- Essential Learning Booklets for K-8
- New Textbook Protocol
- 1:1
- HS Coaches
- HS. Program of Study
- CPR Course Proposal Revision Committee
- Door Management
- Other Projects

**Revised September 26, 2017**

## Department Statement

**NVCC: Who We Are**
**Purpose, Beliefs & Priorities**

**Vision:** Excellent teaching and learning everyday

**Mission:**
The mission of the Northern Valley Curriculum Center is to provide professional learning opportunities that enhance the professional practices of all stakeholders. The Center recognizes and supports the philosophy that all professional learning is directed to the goal of increasing student achievement.

NVCC builds the capacity of educators to establish and sustain highly effective instructional practices.

**Beliefs:**

- Effective professional learning is fundamental to student learning.
- All educators have an obligation to improve their practice.
- More students achieve when educators assume collective responsibility for student learning.
- Successful leaders create, model, and sustain a culture of learning.
- Improving student learning and professional practice requires ongoing systemic and organizational change.

**Strategic Priorities Overview**
NVCC works to address the needs of the learning community through support in three distinct yet overlapping areas. The NVCC's strategic plan is designed to advance the successful integration of an effective curriculum. Working to support the necessary growth in continuous learning the areas of focus fall into the categories of Curriculum writing and revision, Professional Development for all school stakeholders, and special projects that are planned to meet unexpected challenges that affect the curriculum.

## 2018-2019 Budget Portion

| District | C&I Budget | SD Budget |
|---|---|---|
| Closter | $52,551 | $37,167 |
| Demarest | $30,175 | $21,342 |
| Harrington Park | $27,055 | $19,135 |
| Haworth | $18,676 | $13,209 |
| Northvale | $23,044 | $16,298 |
| Norwood | $26,431 | $18,694 |
| *Old Tappan* | $29,239 | $20,680 |
| NVRHS Total | $100,020 | $70,741 |
| **Total in NV** | $307,192 | $217,267 |

**Northern Valley Curriculum Center (mission, vision, values –outline)**

| NVCC Task: Curriculum Writing K-12 |
|---|
| **Rationale (Why):** In order to maintain coherence throughout the Northern Valley the subject area curriculum documents will be written by teams of educators representing members of each of the 8 Valley school districts. This process will consist of full day meetings for curriculum writing teams that will take place under the direction of the Northern Valley Curriculum Center. Using an agreed upon set of protocols, forms and documentation, curriculum guides will be aligned to approved NJ DOE standards and will meet all the requirement set forth by NJ DOE that are reflected in the QSAC review process.<br><br>At completion the curriculum guides will be sent to all districts for BOE approval. |
| **Stakeholders (Who):**<br>The curriculum writing team will consist of experienced teachers, representatives from each Valley school, subject area high school supervisor, the Director of Curriculum, and professionals from the Office of Curriculum and Instruction.<br><br>Regular reports on the progress of the writing team will be presented to the members of the NVEC and the NVPA throughout the writing process. |
| **Timeline (When/How):**<br>Curriculum writing begins with a half-day meeting in the spring prior to the initial writing year. Starting in September of the initial writing year monthly meeting will be planned to complete the process by the spring of that school year for BOE approval in June. |
| **Other Resources:** Workshop material, handbooks, web resources<br>As part of the process time will be allotted for textbook/resource review. All recommendations of the committee will be delivered to the individual districts through the online Resource/Textbook Protocol Review document which is available at the NVCC. |
| **Example of completed work:** All BOE approved curriculum guides can be found on the Curriculum and Instruction NVCC Guides website: https://sites.google.com/nvnet.org/nvguides. |
| **Future Planning: (~3 years out)**<br>Curriculum will be reviewed regularly for updated NJ DOE mandates and as part of a review of effective resources. Presently the NVCC maintains a 5 year cycle for extensive review. |

| NVCC Task: Professional Development School |
| --- |
| **Rationale (Why):** The vision of the NVCC is, Excellent teaching and learning every day. With this in mind the development of high quality, effective, and engaging professional learning experiences is at the core of the work of the NVCC. The expectation is that teachers will continue to grow as educators throughout their careers. The Northern Valley Schools Consortium continues to support the idea that local embedded professional learning across the Valley is the most effective way to bring innovation, coherence and systemic support to all educators. With the larger goal of improving student achievement a professional development school has been established to offer teachers learning opportunities across a continuum of best practices. |
| **Stakeholders (Who):** Who attends, role of NVEC/NVPA/Supervisors/Teacher/etc.<br>The staff of the NVCC along with a cadre of classroom educators make up the main faculty of the professional learning workshops offered by the NVCC. These workshops are offered to all Valley faculty as part of the consortium. Additionally, teachers and administrators from outside the Valley can attend workshops for a fee paid to the NVCC.<br><br>Each year a catalog of offerings is developed based on data collected from a Valley-wide survey and the evaluations of all previous year workshops. The catalog of workshops is presented to the NVEC and the NVPA for review and approval. |
| **Timeline (When/How):**<br>The catalog offerings are presented to the NVEC/NVPA in February for approval. The final design of the catalog is completed in March. The catalog is promoted to all Valley teachers in early April and the offered to outside districts in May. All participant lists, workshop locations, facilitator scheduling is planned in the summer with workshops beginning in September of each school year. |
| **Other Resources:** Workshop material, handbooks, web resources<br>The catalog and all registration input is done online through the NVCC website and associated Google forms. All facilitator biographies are available on the website along with outside district registration materials. |
| **Example of completed work:** The yearly offerings can be found at https://sites.google.com/nvnet.org/nvcc in the Professional Learning tab. |
| **Future Planning: (~3 years out)**<br>The planning of workshops involves changes in the needs of the Valley districts, however, technology is predicted to be of ongoing importance. |

## CRT and Via Rates 2018-2019

| District | CRT | VIA |
|---|---|---|
| Closter | $1,600 | $800 |
| Demarest | $1,600 | $800 |
| Harrington Park | $1,600 | $800 |
| Haworth | $1,600 | $800 |
| Northvale | $1,600 | $800 |
| Norwood | $1,600 | $800 |
| *Old Tappan* | $1,600 | $800 |
| *NVRHS* | $1,600 | $800 |
| **Total** | $12,800 | $6,400 |

| NVCC Task: CRT/VFA Projects |
| --- |
| **Rationale (Why): In** order to maintain a coherence and consistency of instruction, the NVCC will develop, revise, distribute, and score assessments to Valley schools at various grade levels in several content areas. Individual school score data along with Valley averages will be given to each participating district. |
| **Stakeholders (Who):** These assessments are relevant to teachers of grade 2, 5, 6, and 8. Beyond instructional staff results are delivered to K-8 Supervisors, Principals and Superintendents. The assessments are developed by educational experts representing the Valley schools. |
| **Timeline (When/How):**<br>• Grade 2 Science: June<br>• Grade 5 Social Studies: June<br>• Grade 6 Health: June<br>• Grade 6 Math Placement: June<br>• Grade 7 Science: June<br>• Grade 8 Algebra I: February |
| **Other Resources:** Local districts and the NVCC hold data from previous years for longitudinal information. |
| **Example of completed work:** All results of CRTs and the upcoming Valley Formative Assessment are housed at the NVCC. |
| **Future Planning:** The NVCC has moved criterion referenced tests to a digital format in an effort to maximize efficiency while providing each sending district with data to drive instruction. |

| NVCC Task: V.I.A. (K-12) |
| --- |
| **Rationale (Why):** The Valley Interdisciplinary Approach (VIA) was developed to give students associated with the "gifted and talented" programs, and opportunity to meet in a forum to solve complex problems. This allows for interscholastic collaboration that will extend from the primary schools to the secondary schools. |
| **Stakeholders (Who):** The VIA committee is made up of the Gifted and Talented teachers representing all Valley School districts. The student participants include identified students from district schools in grades 7, 8, and 9. |
| **Timeline (When/How):** The event takes place at the Demarest Middle School on a scheduled date in October. |
| **Other Resources:** A brochure is developed each year and a press release is prepared for local newspapers. |
| **Example of completed work:** A full report is prepared and distributed to all districts. |
| **Future Planning: (~3 years out)**<br>A rotating schedule of challenges has been prepared so each year is different for participating 7, 8, and 9th graders. The committee reviews challenges and adapts to meet the needs of the students and the recent literature related to this peer group. |

**BOARD OF EDUCATION**
**NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT**
**Budget of the Office of Special Education - Region III**
**DRAFT**
**2018-2019**
REVISED 3.5.18

| Account Number | Item of Expenditure | Actual 16-17 | Approved 17-18 | 3/14/18 with 3 behaviorists 1 social skills |
|---|---|---|---|---|
| 55 220 100 101 03 96 | Salary Director (.15) | $49,947.00 | $50,143.50 | $25,475.25 |
| 55 220 100 101 06 47 | Salaries 4.0 FTE Behaviorists/FBA/Social Skills | 327,581 | $332,596.00 | $397,829.00 |
| 55 220 100 101 06 47 | Social Skills Counselors-After School (5) x 20 hrs X 35.00 per hour | | $3,500.00 | $3,500.00 |
| 55 220 100 105 03 96 | Salary-Admin Secty | | $37,297.20 | $37,670.00 |
| 55 220 100 105 03 96 | Salary-Secretary | | $24,884.00 | $0.00 |
| | Total Salaries | 61,139 | | |
| 55 220 100 420 03 96 | Equipment Repair | | $400.00 | $400.00 |
| 55 220 100 580 03 96 | Travel | $1,088.00 | $4,000.00 | $3,000.00 |
| 55 220 100 610 03 96 | Supplies | $166.60 | $1,000.00 | $1,000.00 |
| 55 220 100 320 06 47 | LDTC/Psych/Speech Independent Consults | $71,150.00 | $78,400.00 | $78,400.00 |
| 55 220 223 800 03 96 | Inservice Programs/Inter-Regional Staff Development | $9,500.00 | $11,157.00 | $11,157.00 |
| 55 220 230 332 03 96 | Auditor's Fees | $1,000.00 | $1,000.00 | $1,000.00 |
| 55 220 240 610 03 96 | Office Supplies/ Testing Materials | $1,717.00 | $6,000.00 | $4,000.00 |
| | Fixed Charges/ Employee Benefits | $71,507.00 | $84,687.00 | $80,872.00 |
| | PERS 12.7% | $7,742.00 | $7,897.00 | $4,784.00 |
| 55 220 290 890 03 96 | Prior Year | | | |
| | **TOTAL** | **$602,538** | **$642,962** | **$649,087** |
| | **Percentage Change over FY18** | | | **1.0%** |

**REVISED**
**October 15, 2017 Count**

| District | Percentage Share FY19 | Enrollment 10-15-17 | FY18 Share | Revised 3 Behaviorists (removed PG) |
|---|---|---|---|---|
| Alpine | 2.1% | 148 | 22,504 | $13,593.45 |
| Closter | 16.5% | 1167 | 96,444 | $107,186.19 |
| Demarest | 9.6% | 675 | 62,367 | $61,997.15 |
| Harrington Park | 8.6% | 606 | 53,366 | $55,659.67 |
| Haworth | 5.9% | 419 | 38,578 | $38,484.16 |
| Northvale | 7.3% | 516 | 42,435 | $47,393.38 |
| Norwood | 8.5% | 599 | 60,438 | $55,016.73 |
| NVRHSD | 32.3% | 2281 | 207,677 | $209,504.46 |
| Old Tappan | 9.3% | 656 | 59,152 | $60,252.05 |
| | 100% | **7,067** | 642,962 | **$649,087** |

| | |
|---|---|
| **Fund Balance 16-17** | 175,077.03 |
| **Less Reserve** | 25,000.00 |
| **Total** | 150,077.03 |
| **Return over 3 years** | **50,025.68** |

**Percentage Share 2017-2018**

| District | Percentage Share FY18 | Year 1, 2, 3 Return |
|---|---|---|
| Alpine | 3.5% | 1,750.90 |
| Closter | 15.0% | 7,503.85 |
| Demarest | 9.7% | 4,852.49 |
| Harrington Park | 8.3% | 4,152.13 |
| Haworth | 6.0% | 3,001.54 |
| Northvale | 6.6% | 3,301.69 |
| Norwood | 9.4% | 4,702.41 |
| NVRHSD | 32.3% | 16,158.29 |
| Old Tappan | 9.2% | 4,602.36 |
| | 100% | **50,025.68** |

3-5-18
2-27-18
2-14-18

# VALLEY REGIONAL PROGRAMS
# TUITION SCHEDULE/FEES 2018-2019

| School Program | Annual Tuition/Rate July 1, 2018-June 30, 2019 |
|---|---|
| Valley Program (11-month program) (no August) | $75,019 |
| 1:1 Teacher Assistant (11-month) | $46,800 |

**Valley Tuition Notes:**

- Speech is included in the tuition as per the attached sheet.
- Additional speech sessions (IEP driven) that exceed what is provided within the tuition will be billed at the $65.00 rate per 30-minute session.
- Social skills is provided one time a week in a group setting and is included in the tuition.
- Adaptive physical education is provided 1-2 times per week based on the grade level.
- Valley Home Parent Training workshops are provided monthly as part of the program.
- All new Valley students receive five parent training hours in their home which is included in the tuition.
- Additional parent training is provided throughout the year in the school-based setting at no cost.
- Valley Home/School Parent Training is provided and coordinated by a BCBA.
- New tuition students that begin the program after the start of the school year, districts will be charged prorated tuition.

| School Program | Annual Tuition/Rate July 1, 2018-June 30, 2019 |
|---|---|
| Summit Success (18-21-year-old) (11-month program) (no August) | $75,019 |
| 1:1 Teacher Assistant (11-month) | $46,800 |

**Summit Success Tuition Notes:**

- Social skills is provided one time a week in a group setting and is included in the tuition.
- Students in the program are provided with jobs outside the school setting and work 4 days per week / at least 2 hours per day.
- Transportation is provided to and from the work site. Job coaches shadow the students.
- Community Experience trips 1x per week.

| School Program | Annual Tuition/Rate |
|---|---|
| **TIP (Therapeutic Intervention Program) (11-month program) (no August)** | **$46,227.00** |
| **1:1 Teacher Assistant (11-month)** | **$46,800.00** |

**TIP Tuition Notes:**

- A full time school psychologist is on staff and provides 1 group and 1 individual counseling session per week that is provided as part of the tuition. The psychologist is on call for additional counseling as needed.
- Speech is provided as per the attached sheet.
- New tuition students that begin the program after the start of the school year, districts will be charged prorated tuition.

| School Program | Annual Tuition/Rate September-June 30, 2019 |
|---|---|
| **SLICE of PIE (ages 3-5)** (Serving Less Involved Children's Environment-Preschool Instruction for the Exceptional) – **(10-month with 1-month summer program option based on district recommendation)** **Integrated preschool classes** | **$10,050.00 (10-months)** **$1,005.00 (1-month)** (July Summer Program) |
| **1:1 Teacher Assistant (10-month)** | **$21,272.73 (10-months)** **$2,127.27 (1-month)** |

**SLICE of PIE Tuition Notes:**

- Speech is included in the tuition as per the attached sheet.
- Additional speech sessions (IEP driven) that exceed what is provided within the tuition will be billed at the $65.00 rate per 30-minute session.
- Social skills is provided one time a week in a group setting and is included in the tuition.

## Weekly Therapy Services (Included in Tuition)

**The following list represent typical therapies and services which are provided on a weekly basis to students as indicated in the programs listed below. An additional $65.00 per half-hour session will be charged to districts when they request additional services and/or therapies for their students based on their IEP's.**

**Occupational and Physical Therapy is provided based on the IEP and billed separately at the rate of $65.00 per 30-minute session.**

**The Valley, TIP & SLICE Programs utilize a 3:1 service delivery model, with direct service provided 3 out of 4 weeks of the month. Once week each month, the Speech Therapists, Occupational Therapists, and Physical Therapists will offer indirect services. This model provides for greater carry over for functional growth, for the benefit of students, classrooms, staff, and families.**

| School Program | Maximum Service/Therapy Levels |
|---|---|
| **Valley Program – Pre-K** | 4x30 speech per week<br>1x a week social skills<br>2x week adaptive physical education |
| **Valley Program – K-8th** | 3x30 speech per week<br>1x week social skills<br>1-2x week adaptive physical education<br>1x week community experience |
| **Valley Program – 9th-12th** | 2-3x30 speech per week based on needs<br>1x week social skills<br>1-2x week adaptive physical education<br>1x week community experience<br>Students ages 14-16 are provided jobs in the program<br>Students ages 16-18 are provided outside job placements with a job coach shadow weekly |
| **Summit Success (18-21 year old)** | 1x week social skills<br>Job 4 days per week/at least 2 hours per day<br>Community experience 1x week |
| **TIP Program** | 2-3x30 speech per week based on needs<br>1 group and 1 individual counseling session per week and additional counseling is provided as needed |
| **SLICE Program** | 2x30 small group speech per week<br>1x a week social skills<br>2x week adaptive physical education per week |

**Stand Alone Therapy Fees**

| Related Services Fee(s) | Hourly Rates/Per Case |
|---|---|
| **Speech Language Therapy** | $65.00 per 30-minute session |
| **Occupational Therapy** | $65.00 per 30-minute session<br>$350.00 initial evaluation |
| **Physical Therapy** | $65.00 per 30-minute session<br>$350.00 initial evaluation<br>*(a travel fee will be added for times when the PTs have to travel to a school district for fewer than 3 (30-minute sessions) (1.5 hours) i.e. if a PT has to travel to a district for one session the cost will be $95.00* |
| **ABA Home Parent Training** | Regional BCBA - $80.00 per hour<br>Regional TOH Consult - $55.00 per hour<br>Regional Home Consultant - $40.00 per hour |
| **Functional Behavioral Assessment** | $450.00 per case |
| **Independent LDTC-Consult** | $450.00 per case |
| **Independent Psychology Consult** | $450.00 per case |
| **Independent Speech-Language Consult** | $450.00 per case |

**The Valley Program**

**200 Summit Street**

**Norwood, NJ 07648**

**(201) 767-7224 (telephone)**

**(201) 501-7074 (fax)**

**The TIP Program**

**177 Summit Street**

**Norwood, NJ 07648**

**(201) 767-7224 (telephone)**

**(201) 501-7074 (fax)**

**Kathleen Vuoncino, M.Ed., BCBA**

**Director/Principal**

**April 1, 2018**

**Dear Child Study Team Supervisor:**

**Announcement Valley & TIP Regional Programs**

The Valley Program for students with autism and the TIP (Therapeutic Intervention Program) a behavior disabilities program are approved public school programs administered through Northern Valley Regional High School District. Both the Valley & TIP Programs are 11-month tuition based programs.

This year our summer program will run from July 1-31, 2019 (off July 4 & 5) with **summer hours from 8:30-2:30 pm daily.** The **tuition** for the **11-month Valley Program** is **$46,227.** We pride ourselves on doing everything possible to maintain a quality program while at the same time maintaining tuition at a relatively little or no increase.

Both programs have many requests for enrollment. However, our goal is to serve the students presently enrolled. We cannot maintain the appropriate groupings and staff to student ratios and maintain budgetary obligations without the 11-month tuition commitment. Therefore, staffing is based on the 11-month program both for our staff and our students. It is our policy that districts pay the 11-month tuition regardless of whether they elect to send the student in July or not.

**The challenges of providing the staffing and financial commitments do not permit us to run the program in any other way. We will no longer hold spots left vacant by students during the month of July.**

For your convenience, I have attached a list of our tuition policy, please do not hesitate to contact me at 201-768-2200 ext. 5521.0.

Sincerely,

Kathleen M. Vuoncino, M.ED.,BCBA

Director of Special Education/Principal

Little Tots
200 Summit Street
Norwood, NJ 07648

# IMPORTANT INFORMATION FOR 2018-2019

To All Parents of Preschool Children:

We would like to offer our Little Tots Preschool classes for the 2018-2019 school year. Our program continues to be an integrated classroom, taught by a dual-certified teacher, with opportunities for our Valley Program preschoolers to be included.

The program will be available from 8:00 am to 4:00 pm with the actual teaching time starting 8:45 am and ending at 3:30 pm. Before and after school care is available for 45 minutes in the morning and afternoon. **Only full day students may utilize these extended hours.** Lunch should be provided by the parents if the students are attending the full-day program. Refrigerators are available to keep lunches cold and microwaves and toaster ovens are available to warm food as needed. The PTO provides options for purchasing lunch throughout the school year.

We will also offer a half-day program with options in our morning class (8:45 – 11:15 am) and afternoon class (1:00 – 3:30 pm). We offer Lunch Bunch, where students can stay until 12:30 and eat lunch with their friends (for an additional cost). These classes are designed to teach kindergarten readiness skills in a play based/ language-enriched environment.

All students will be screened by our staff based on the following criteria:

- ✓ Child must be 3 years old by September 1, 2018.
- ✓ Child must be toilet trained.
- ✓ Child has reached the age-appropriate developmental milestones.

Tuition costs for the 2018-2019 school year are listed below:

- ✓ Full day program- $820 per month for 5 full days - $640 per month for 3 full days
- ✓ Half day program- $410 per month for 5 ½ days - $280 per month for 3 ½ days
- ✓ Lunch Bunch is offered for students enrolled in the half day morning session and may stay for lunch for an additional $125 per month (students are dismissed at 12:30 pm)

If you are interested in more information or would like to schedule a screening in February, please contact Barbara Masterson, Regional Programs Secretary at 201-767-7224 ext.2 or email her at masterson@nvnet.org.

Sincerely,

Kathy Vuoncino, M.Ed., BCBA
Director – Region III Council for Special Education
Principal – Regional Programs – Valley/Little Tots/TIP

---

Please complete and return this portion to Little Tots

**I am interested in the 2018-2019 Little Tots Program:**

**_____ Full time** **_____ Part time (AM or PM)**

**Name of Student:** _____ **Date of Birth:** _____

**Parent Name:** _____

**Parent Address:** _____

**Contact Phone Number:** _____ **Contact email:** _____

Little Tots

155 Parkway
Harrington Park, NJ 07640
201-767-7224
201-750-4722 (fax)

# SUMMER 2018 LITTLE TOTS CLASSES

April 26, 2018

To Little Tots Families:

## Last Chance! We need to know!!

Please indicate if you are interested in sending your child to our Little Tots Program in July by completing this form.

The program would be available July 5 – 31st. Full time between the hours of 9:00 am – 3:00 pm. Part time morning students will attend from 9:00 am– 12:00 pm and afternoon students from 12:00 pm – 3:00 pm. Optional child care available from 8:00 - 9:00 a.m. and 3:00 – 4:00 p.m. (at an additional cost).

The cost for half day program is $400, the cost for full day program is $800. If you require child care morning or afternoon it will be $50 per session for the month.

We will only be able to hold a class if we get enough interest. If you are **interested, please send in a $100 (non-refundable deposit – will be used toward the July tuition).** Please make check payable to "Board of Education – NVRHS."

Please send the completed form back to your teacher **as soon as possible if you haven't done so already!**

Name: _____

Phone number: _____

| | | |
|---|---|---|
| | ☐ | am or pm |
| | ☐ | Full day |
| AM | ☐ | Child Care |
| PM | ☐ | |

Thank you!
Kathy Vuoncino

**2018-2019**

| | Tuition |
|---|---|
| **Summer K-8** | $960.00 |
| **Orton Gillingham** | $675.00 |

## Technology Consortium
## Fund 59

Fund 59 has been created for the purpose of strategically making technology purchases in bulk to lower the cost of the consortium participants. This is also used for the leasing of Technology Employees to member districts.

The FY 19/20 consortium purchases include Cablevision Lightpath Inc purchased as a group with the central internet being terminated in The Northern Valley Regional High School District's Administration Building.

The total cost of the Cable Vision is spilt according to the billing contracts between CableVision and each consortium member and is updated as contracts are renewed.

### FY19/20 Rates

| | |
|---|---|
| Closter | $34,576 |
| Demarest | $51,851 |
| Harrington Park | $22,399 |
| Haworth | $22,399 |
| Northvale | $22,399 |
| Norwood | $32,588 |
| Region III | $22,399 |

# TEENS-N-TOTS

## PROGRAM GUIDE

## 2019-2020



**Northern Valley Regional High School**

**Family and Consumer Sciences Department**

**Old Tappan/Demarest**

**201-660-8095/201-768-8156**

# TEENS-N-TOTS
# NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT

## FAMILY AND CONSUMER SCIENCES DEPARTMENT
## EARLY LEARNING LAB PROGRAM 2019-2020

### INTRODUCTION:

Welcome to "Teens-N-Tots." This program has been designed to provide for the social, emotional, and academic development of all "Teens-N-Tots" participants. Please follow all rules and regulations presented in this manual.

### PHILOSOPHY:

Teens-N-Tots is a unique educational program combining a quality and varied learning environment for preschoolers with an opportunity for teenagers to learn about child development and early childhood education through practical experience. The preschooler is provided with the opportunity to associate with other children in both free play and regularly scheduled creative activities that are planned, prepared, and conducted by both staff and high school students. Activities include literacy, math, science, social studies, art, cooperative games, library, music, physical education, technology and world languages.

### HIGH SCHOOL INTERACTION:

Child Development courses are part of the high school Family and Consumer Sciences curriculum. In these courses, high school students observe and develop age appropriate lessons to implement within the tot classroom under the supervision of our certified teachers. During regularly scheduled class sessions with the tots, the teenagers are given the opportunity to study the physical, intellectual, social and emotional development of the preschool child. All courses are taught by full-time, certified teachers.

### STAFF:

The program operates under Board of Education policies and procedures and is administered through the Family and Consumer Sciences Department at Demarest and Old Tappan.

Each classroom is staffed by a full-time certified teacher and certified classroom aides. All staff is appointed by the Board of Education and must meet all of the Board's hiring and employment requirements.

### OTHER REQUIREMENTS:

Teens-N-Tots applications for the 2019-2020 school year will be accepted starting January 7, 2019. Children who will be 3 years old by August 1, 2019 and are **FULLY** toilet trained are eligible as applicants for the program.

**TEENS-N-TOTS**

**PROGRAM OPERATION:**

A. Location: The program is offered at both Northern Valley Regional High School at Old Tappan and Northern Valley Regional High School at Demarest.

B. Facilities: The Tots class is conducted in a pleasant, well-lit, well-ventilated ground floor room in each building. The room is equipped with child size tables, chairs, and age-appropriate play equipment. A safe, enclosed outside area has been especially designed for the preschoolers' use. Toilet facilities are located in the classroom.

C. Schedule: The program operates every day that the high school is in session, from September until the start of exams in mid-June. The school calendar is available at http://www.nvnet.org/studentcalendars/. Hours are 7:30 a.m. until 5:00 p.m. Please call the classroom phone number if you are going to be absent or will be arriving after 8:30 a.m.

D. Emergency Closing: The Teens-N-Tots Program will not operate when school is closed because of inclement weather or other emergency situations. The "Teens-N-Tots" teachers/aides or our automated telephone system will notify parents of school closings. Infrequently, due to weather or other unanticipated circumstances, the school will close early. In this event, parents will be notified by telephone. Parents will be asked to provide emergency "pick up" options for their children.

E. Fees/Tuition Rates: Teens-N-Tots makes every effort to provide a quality program while maintaining reasonable fees. The tuition fee is standard regardless of the number of hours per day your child is in attendance.

The tuition rates are as follows based on the September-June school calendar:

| 5 days per week | 4 days per week |
|---|---|
| $900 per month | $775 per month |

The June tuition payment is collected in advance as a security deposit. Additionally, new tots will be charged a one time $50 registration fee.

For new tots, a non-refundable security deposit payment of $250 will be due to reserve your spot in the program at the time of notification of acceptance. The balance of the June deposit will be due in full by May 1, 2019 with a nonrefundable date of July 1, 2019.

Those currently in the program and eligible to return will have to pay their full June tuition/security by May 1, 2019 with a nonrefundable date of July 1, 2019.

September's tuition will be due by September 1, 2019 and subsequent monthly payments will be due on the 1st of each month. Tuition payments are non-refundable.

Once a child begins the school year, parents are responsible for all tuition payments until the end of the school year, or withdrawal from the program, regardless of attendance.

Parents with multiple children enrolled in the program simultaneously will receive a 10% discount on their entire monthly bill.

F. Drop Off Day: If you would like your child to attend school an additional day during the week, the daily rate is $50. This payment must be paid directly to the teacher by check on the "drop off" day. Please contact the teacher for availability.

G. Late Fees: A late fee will be charged when children are not picked up by 5:00 p.m. The fee will be $5.00/5-minute intervals after 5:00 p.m. Our intention in this policy is to guarantee that all children will be picked up promptly.

H. Enrollment/Registration: Enrollment is offered on a space available basis with the following priorities.

For payment rates and policy, please see section E. above. Checks should be made payable to: NVRHS – Board of Education. There will be no refunds for withdrawal or absence during any month. Thirty days notice will be required prior to withdrawal. Therefore, once enrolled, payment is expected regardless of whether or not the child is in attendance. Parents who wish to change the enrollment status (number of days, etc.) of their child during the year must submit a request directly to the director of the program.

A late fee of $50.00 will be charged for payments received after the 10th of the month. Tuition not paid at the end of the current month will result in your child's withdrawal from the program. Checks returned unpaid by your bank will be subject to a $50.00 fee.

Registration fee and security deposit should be mailed to:
Teens-N-Tots Program
Attn: Meg Eno
Northern Valley Regional High School at Old Tappan
150 Central Avenue
Old Tappan, NJ 07675

Or

Teens-N-Tots Program
Attn: Michele Luparello
Northern Valley Regional High School at Demarest
150 Knickerbocker Road
Demarest, NJ 07627

Payments can also be made on-line. Access the NVRHS home page (www.nvnet.org) and click on 'on-line payments on the lower left hand corner.
You should see the following two links:

## 2019-20 Proposed Budget

| | C&I Budget | SD Budget |
|---|---|---|
| Closter | $54,515 | $38,556 |
| Demarest | $31,171 | $22,046 |
| Harrington Park | $27,555 | $19,489 |
| Haworth | $18,080 | $12,787 |
| Northvale | $23,298 | $16,478 |
| Norwood | $27,051 | $19,133 |
| Old Tappan | $29,294 | $20,719 |
| NVRHS Total | $100,836 | $71,318 |
| **Total in NV** | **$311,800** | **$220,526** |

Northern Valley Schools
Office of Curriculum and Instruction

162 Knickerbocker Road•Demarest, NJ 07627 201•768•2200

Closter • Demarest • Harrington Park • Haworth • Northvale • Norwood • Old Tappan • Northern Valley Regional High School District

May 2, 2019

Dear Maureen,

We are eager to share our 2019-2020 Professional Learning Catalog of over 130 course offerings. Student learning and achievement increase when educators engage in effective professional learning. For teachers and school leaders to be as effective as possible, it's vital that they continually expand their knowledge and skills to implement the best educational practices.

- **Our Professional Learning Catalog:** The NVCC offers a variety of learning opportunities on educationally relevant topics, strategies, and methodologies that support learning and growth. It's worth noting that again this year we have workshops that will satisfy requirements for BCBA and ASHA continuing education units. This could be quite appealing to your special education staff members. We are confident you will find this catalog to have an interesting mix of topics and areas of learning for **all** school staff.

- **Registration info:** Please use the following link to register your educators for workshops: https://tinyurl.com/NVCC19-20. Similar to past practice, we are asking for *only* how many teachers you will be registering in any given workshop. Participant names and email addresses etc. will be gathered at a future date. Please note the fee for workshops for next year will be $200/day per participant. We are requesting all registrations be completed by **May 24, 2019**.

We would be happy to schedule a visit and/or phone call regarding our workshops and online registration format, if helpful. The members of our Professional Learning Team look forward to working with educators from Alpine!

Sincerely,

Virginia I. Senande
Supervisor of Professional Learning

Kathleen O'Flynn
Director of Curriculum and Instruction

**Northern Valley Curriculum Center (mission, vision, values –outline)**

| NVCC Task: Curriculum Writing K-12 |
|---|
| **Rationale (Why):** In order to maintain coherence throughout the Northern Valley the subject area curriculum documents will be written by teams of educators representing members of each of the 8 Valley school districts. This process will consist of full day meetings for curriculum writing teams that will take place under the direction of the Northern Valley Curriculum Center. Using an agreed upon set of protocols, forms and documentation, curriculum guides will be aligned to approved NJ DOE standards and will meet all the requirement set forth by NJ DOE that are reflected in the QSAC review process.<br><br>At completion the curriculum guides will be sent to all districts for BOE approval. |
| **Stakeholders (Who):**<br>The curriculum writing team will consist of experienced teachers, representatives from each Valley school, subject area high school supervisor, the Director of Curriculum, and professionals from the Office of Curriculum and Instruction.<br><br>Regular reports on the progress of the writing team will be presented to the members of the NVEC and the NVPA throughout the writing process. |
| **Timeline (When/How):**<br>Curriculum writing begins with a half-day meeting in the spring prior to the initial writing year. Starting in September of the initial writing year monthly meeting will be planned to complete the process by the spring of that school year for BOE approval in June. |
| **Other Resources:** Workshop material, handbooks, web resources<br>As part of the process time will be allotted for textbook/resource review. All recommendations of the committee will be delivered to the individual districts through the online Resource/Textbook Protocol Review document which is available at the NVCC. |
| **Example of completed work:** All BOE approved curriculum guides can be found on the Curriculum and Instruction NVCC Guides website: https://sites.google.com/nvnet.org/nvguides. |
| **Future Planning: (~3 years out)**<br>Curriculum will be reviewed regularly for updated NJ DOE mandates and as part of a review of effective resources. Presently the NVCC maintains a 5 year cycle for extensive review. |

| NVCC Task: Professional Development School |
| --- |
| **Rationale (Why):** The vision of the NVCC is, Excellent teaching and learning every day. With this in mind the development of high quality, effective, and engaging professional learning experiences is at the core of the work of the NVCC. The expectation is that teachers will continue to grow as educators throughout their careers. The Northern Valley Schools Consortium continues to support the idea that local embedded professional learning across the Valley is the most effective way to bring innovation, coherence and systemic support to all educators. With the larger goal of improving student achievement a professional development school has been established to offer teachers learning opportunities across a continuum of best practices. |
| **Stakeholders (Who):** Who attends, role of NVEC/NVPA/Supervisors/Teacher/etc.<br>The staff of the NVCC along with a cadre of classroom educators make up the main faculty of the professional learning workshops offered by the NVCC. These workshops are offered to all Valley faculty as part of the consortium. Additionally, teachers and administrators from outside the Valley can attend workshops for a fee paid to the NVCC.<br><br>Each year a catalog of offerings is developed based on data collected from a Valley-wide survey and the evaluations of all previous year workshops. The catalog of workshops is presented to the NVEC and the NVPA for review and approval. |
| **Timeline (When/How):**<br>The catalog offerings are presented to the NVEC/NVPA in February for approval. The final design of the catalog is completed in March. The catalog is promoted to all Valley teachers in early April and the offered to outside districts in May. All participant lists, workshop locations, facilitator scheduling is planned in the summer with workshops beginning in September of each school year. |
| **Other Resources:** Workshop material, handbooks, web resources<br>The catalog and all registration input is done online through the NVCC website and associated Google forms. All facilitator biographies are available on the website along with outside district registration materials. |
| **Example of completed work:** The yearly offerings can be found at https://sites.google.com/nvnet.org/nvcc in the Professional Learning tab. |
| **Future Planning: (~3 years out)**<br>The planning of workshops involves changes in the needs of the Valley districts, however, technology is predicted to be of ongoing importance. |

## CRT and Via Rates 2019-2020

| District | CRT | VIA |
|---|---|---|
| Closter | $1,600 | $800 |
| Demarest | $1,600 | $800 |
| Harrington Park | $1,600 | $800 |
| Haworth | $1,600 | $800 |
| Northvale | $1,600 | $800 |
| Norwood | $1,600 | $800 |
| *Old Tappan* | $1,600 | $800 |
| *NVRHS* | $1,600 | $800 |
| **Total** | $12,800 | $6,400 |

| NVCC Task: CRT/VFA Projects |
| --- |
| **Rationale (Why): In** order to maintain a coherence and consistency of instruction, the NVCC will develop, revise, distribute, and score assessments to Valley schools at various grade levels in several content areas. Individual school score data along with Valley averages will be given to each participating district. |
| **Stakeholders (Who):** These assessments are relevant to teachers of grade 2, 5, 6, and 8. Beyond instructional staff results are delivered to K-8 Supervisors, Principals and Superintendents. The assessments are developed by educational experts representing the Valley schools. |
| **Timeline (When/How):**<br>• Grade 2 Science: June<br>• Grade 5 Social Studies: June<br>• Grade 6 Health: June<br>• Grade 6 Math Placement: June<br>• Grade 7 Science: June<br>• Grade 8 Algebra I: February |
| **Other Resources:** Local districts and the NVCC hold data from previous years for longitudinal information. |
| **Example of completed work:** All results of CRTs and the upcoming Valley Formative Assessment are housed at the NVCC. |
| **Future Planning:** The NVCC has moved criterion referenced tests to a digital format in an effort to maximize efficiency while providing each sending district with data to drive instruction. |

| NVCC Task: V.I.A. (K-12) |
| --- |
| **Rationale (Why):** The Valley Interdisciplinary Approach (VIA) was developed to give students associated with the "gifted and talented" programs, and opportunity to meet in a forum to solve complex problems. This allows for interscholastic collaboration that will extend from the primary schools to the secondary schools. |
| **Stakeholders (Who):** The VIA committee is made up of the Gifted and Talented teachers representing all Valley School districts. The student participants include identified students from district schools in grades 7, 8, and 9. |
| **Timeline (When/How):** The event takes place at the Demarest Middle School on a scheduled date in October. |
| **Other Resources:** A brochure is developed each year and a press release is prepared for local newspapers. |
| **Example of completed work:** A full report is prepared and distributed to all districts. |
| **Future Planning: (~3 years out)**<br>A rotating schedule of challenges has been prepared so each year is different for participating 7, 8, and 9th graders. The committee reviews challenges and adapts to meet the needs of the students and the recent literature related to this peer group. |

**BOARD OF EDUCATION**
**NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT**

# Budget of the Office of Special Education - Region III

# DRAFT

## 2019-2020

| Account Number | Item of Expenditure | Approved 18-19 | Requested 19-20 Draft | |
|---|---|---|---|---|
| 55 220 100 101 03 96 | Salary Director (.15) | $25,475.25 | $26,242.00 | 1 |
| 55 220 100 101 06 47 | Salaries 4.0 FTE Behaviorists/FBA/Social | $397,829.00 | $416,485.00 | 2 |
| 55 220 100 101 06 47 | Social Skills Counselors-After School (5) x 20 hrs X 35.00 per hour | $3,500.00 | $3,500.00 | 3 |
| 55 220 100 105 03 96 | Salary-Admin Secty | $37,670.00 | $38,749.00 | 4 |
| 55 220 100 105 03 96 | Salary-Secretary | $0.00 | | 5 |
| | Total Salaries | | | 6 |
| 55 220 100 420 03 96 | Equipment Repair | $400.00 | $400.00 | 7 |
| 55 220 100 580 03 96 | Travel | $3,000.00 | $3,000.00 | 8 |
| 55 220 100 610 03 96 | Supplies | $1,000.00 | $1,000.00 | 9 |
| 55 220 100 320 06 47 | LDTC/Psych/Speech Independent Consults | $78,400.00 | $78,400.00 | 10 |
| 55 220 223 800 03 96 | Inservice Programs/Inter-Regional Staff Development | $11,157.00 | $11,157.00 | 11 |
| 55 220 230 332 03 96 | Auditor's Fees | $1,000.00 | $1,000.00 | 12 |
| 55 220 240 610 03 96 | Office Supplies/ Testing Materials | $4,000.00 | $4,000.00 | 13 |
| | Fixed Charges/ Employee Benefits | $80,872.00 | $92,738.00 | 14 |
| | PERS 14.5% | $4,784.00 | $5,619.00 | 15 |
| 55 220 290 890 03 96 | Prior Year | | | 19 |
| | **TOTAL** | **$649,087** | **$682,290** | 20 |
| | **Percentage Change over FY18** | | **5%** | 21 |

| Return (Years 1,2,3) (FY19, FY20 & FY21) | District | FY19 Percentage Share | Enrollment 10/15/18 | FY20 Percentage Share | FY20 District Share |
|---|---|---|---|---|---|
| $1,750.90 | Alpine | 2.1% | 141 | 2% | $13,836.17 |
| $7,503.85 | Closter | 16.5% | 1191 | 17% | $116,871.48 |
| $4,852.49 | Demarest | 9.6% | 681 | 10% | $66,825.76 |
| $4,152.13 | Harrington Park | 8.6% | 602 | 9% | $59,073.58 |
| $3,001.54 | Haworth | 5.9% | 395 | 6% | $38,760.90 |
| $3,301.69 | Northvale | 7.3% | 509 | 7% | $49,947.59 |
| $4,702.41 | Norwood | 8.5% | 591 | 8% | $57,994.16 |
| $16,158.29 | NVRHSD | 32.3% | 2203 | 32% | $216,177.89 |
| $4,602.36 | Old Tappan | 9.3% | 640 | 9% | $62,802.47 |
| **$50,025.68** | | **100%** | **6953** | **100%** | **$682,290.** |

| | |
|---|---|
| **Fund Balance 16-17** | 175,077.03 |
| **Less Reserve** | 25,000.00 |
| **Total** | 150,077.03 |
| **Return over 3 years** | **50,025.68** |

2-4-19 sk

Northern Valley
Regional High School District
Administrative Offices • 162 Knickerbocker Road • P.O. Box 270 • Demarest, New Jersey 07627 • 201-768-2200

***The Valley Program***
200 Summit Street
Norwood, NJ 07648
(201) 767-7224 (telephone)
(201) 501-7074 (fax)

***The TIP Program***
177 Summit Street
Norwood, NJ 07648
(201) 767-7224 (telephone)
(201) 501-7074 (fax)

Kathleen Vuoncino, M.Ed., BCBA
Director/Principal

April 1, 2019

**Dear Child Study Team Supervisor:**

**Announcement Valley & TIP Regional Programs**

The Valley Program for students with autism and the TIP (Therapeutic Intervention Program) a behavior disabilities program are approved public school programs administered through Northern Valley Regional High School District. Both the Valley & TIP Programs are 11-month tuition based programs.

This year our **summer program** will run from **July 1-31, 2019** (off July 4 &5) with **summer hours from 8:30-2:30 pm daily**. The **tuition** for the **11-month Valley Program** is **$76,519** and the **11-month TIP Program is $47,152**. We pride ourselves on doing everything possible to maintain a quality program while at the same time maintaining tuition at a relatively little or no increase.

Both programs have many requests for enrollment. However, our goal is to serve the students presently enrolled. We cannot maintain the appropriate groupings and staff to student ratios and maintain budgetary obligations without the 11-month tuition commitment. Therefore, staffing is based on the 11-month program both for our staff and our students. It is our policy that districts pay the 11-month tuition regardless of whether they elect to send the student in July or not.

**The challenges of providing the staffing and financial commitments do not permit us to run the program in any other way. We will no longer hold spots left vacant by students during the month of July.**

For your convenience, I have attached a list of our tuition and fee schedule for the 2019/2020 school year.

If you have any question regarding our tuition policy, please do not hesitate to contact me at 201-768-2200 ext. 55210.

Sincerely,

Kathleen M. Vuoncino

Kathleen M. Vuoncino, M.Ed., BCBA
Director of Special Education/Principal

Northern Valley
Regional High School District
Administrative Offices • 162 Knickerbocker Road • P.O. Box 270 • Demarest, New Jersey 07627 • 201-768-2200

# VALLEY REGIONAL PROGRAMS
# TUITION SCHEDULE/FEES 2019-2020

| School Program | Annual Tuition/Rate July 1, 2019-June 30, 2020 |
|---|---|
| Valley Program (11-month program) (no August) | $76,519 |
| 1:1 Teacher Assistant (11-month) | $46,800 |

**Valley Tuition Notes:**

- Speech is included in the tuition as per the attached sheet.
- Additional speech sessions (IEP driven) that exceed what is provided within the tuition will be billed at the $65.00 rate per 30-minute session.
- Social skills is provided one time a week in a group setting and is included in the tuition.
- Adaptive physical education is provided 1-2 times per week based on the grade level.
- Valley Home Parent Training workshops are provided monthly as part of the program.
- All new Valley students receive five parent training hours in their home which is included in the tuition.
- Additional parent training is provided throughout the year in the school-based setting at no cost.
- Valley Home/School Parent Training is provided and coordinated by a BCBA.
- New tuition students that begin the program after the start of the school year, districts will be charged prorated tuition.

| School Program | Annual Tuition/Rate July 1, 2019-June 30, 2020 |
|---|---|
| Summit Success (18-21-year-old) (11-month program) (no August) | $76,519 |
| 1:1 Teacher Assistant (11-month) | $46,800 |

**Summit Success Tuition Notes:**

- Social skills is provided one time a week in a group setting and is included in the tuition.
- Students in the program are provided with jobs outside the school setting and work 4 days per week / at least 2 hours per day.
- Transportation is provided to and from the work site. Job coaches shadow the students.
- Community Experience trips 1x per week.

| School Program | Annual Tuition/Rate<br>July 1, 2019-June 30, 2020 |
|---|---|
| **TIP (Therapeutic Intervention Program) (11-month program) (no August)** | **$47,152.00** |
| **1:1 Teacher Assistant (11-month)** | **$46,800.00** |

**TIP Tuition Notes:**

- A full time school psychologist is on staff and provides 1 group and 1 individual counseling session per week that is provided as part of the tuition. The psychologist is on call for additional counseling as needed.
- Speech is provided as per the attached sheet.
- New tuition students that begin the program after the start of the school year, districts will be charged prorated tuition.

| School Program | Annual Tuition/Rate<br>September-June 30, 2020 |
|---|---|
| **SLICE of PIE (ages 3-5)**<br>(Serving Less Involved Children's Environment-Preschool Instruction for the Exceptional) – **(10-month with 1-month summer program option based on district recommendation)**<br>**Integrated preschool classes** | **$10,251.00 (10-months)**<br>**$1,025.00 (1-month)** (July Summer Program) |
| **1:1 Teacher Assistant (10-month)** | **$21,273.00 (10-months)**<br>**$2,127.00 (1-month)** |

**SLICE of PIE Tuition Notes:**

- Speech is included in the tuition as per the attached sheet.
- Additional speech sessions (IEP driven) that exceed what is provided within the tuition will be billed at the $65.00 rate per 30-minute session.
- Social skills is provided one time a week in a group setting and is included in the tuition.

## Weekly Therapy Services (Included in Tuition)

**The following list represent typical therapies and services which are provided on a weekly basis to students as indicated in the programs listed below. An additional $65.00 per half-hour session will be charged to districts when they request additional services and/or therapies for their students based on their IEP's.**

**Occupational and Physical Therapy is provided based on the IEP and billed separately at the rate of $65.00 per 30-minute session.**

**The Valley, TIP & SLICE Programs utilize a 3:1 service delivery model, with direct service provided 3 out of 4 weeks of the month. Once week each month, the Speech Therapists, Occupational Therapists, and Physical Therapists will offer indirect services. This model provides for greater carry over for functional growth, for the benefit of students, classrooms, staff, and families.**

| School Program | Maximum Service/Therapy Levels |
|---|---|
| **Valley Program – Pre-K** | 4x30 speech per week<br>1x a week social skills<br>2x week adaptive physical education |
| **Valley Program – K-8th** | 3x30 speech per week<br>1x week social skills<br>1-2x week adaptive physical education<br>1x week community experience |
| **Valley Program – 9th-12th** | 2-3x30 speech per week based on needs<br>1x week social skills<br>1-2x week adaptive physical education<br>1x week community experience<br>Students ages 14-16 are provided jobs in the program<br>Students ages 16-18 are provided outside job placements with a job coach shadow weekly |
| **Summit Success (18-21 year old)** | 1x week social skills<br>Job 4 days per week/at least 2 hours per day<br>Community experience 1x week |
| **TIP Program** | 2-3x30 speech per week based on needs<br>1 group and 1 individual counseling session per week and additional counseling is provided as needed |
| **SLICE Program** | 2x30 small group speech per week<br>1x a week social skills<br>2x week adaptive physical education per week |

**Stand Alone Therapy Fees**

| Related Services Fee(s) | Hourly Rates/Per Case |
|---|---|
| **Speech Language Therapy** | $65.00 per 30-minute session |
| **Occupational Therapy** | $65.00 per 30-minute session<br>$350.00 initial evaluation |
| **Physical Therapy** | $65.00 per 30-minute session<br>$350.00 initial evaluation<br>*(a travel fee will be added for times when the PTs have to travel to a school district for fewer than 3 (30-minute sessions) (1.5 hours) i.e. if a PT has to travel to a district for one session the cost will be $95.00* |
| **ABA Home Parent Training** | Regional BCBA - $80.00 per hour<br>Regional TOH Consult - $55.00 per hour<br>Regional Home Consultant - $40.00 per hour |
| **Functional Behavioral Assessment** | $450.00 per case |
| **Independent LDTC-Consult** | $450.00 per case |
| **Independent Psychology Consult** | $450.00 per case |
| **Independent Speech-Language Consult** | $450.00 per case |

Little Tots
200 Summit Street
Norwood, NJ 07648

# IMPORTANT INFORMATION FOR 2019-2020

To All Parents of Preschool Children:

We would like to offer our Little Tots Preschool classes for the 2019-2020 school year. Our program continues to be an integrated classroom, taught by a dual-certified teacher, with opportunities for our Valley Program preschoolers to be included.

The program will be available from 8:00 am to 4:00 pm with the actual teaching time starting 8:45 am and ending at 3:30 pm. Before and after school care is available for 45 minutes in the morning and afternoon. **Only full day students may utilize these extended hours.** Lunch should be provided by the parents if the students are attending the full-day program. Refrigerators are available to keep lunches cold and microwaves and toaster ovens are available to warm food as needed. The PTO provides options for purchasing lunch throughout the school year.

We will also offer a half-day program with options in our morning class (8:45 – 11:15 am) and afternoon class (1:00 – 3:30 pm). We offer Lunch Bunch, where students can stay until 12:30 and eat lunch with their friends (for an additional cost). These classes are designed to teach kindergarten readiness skills in a play based/ language-enriched environment.

All students will be screened by our staff based on the following criteria:

- ✓ Child must be 3 years old by September 1, 2019.
- ✓ Child must be toilet trained.
- ✓ Child has reached the age-appropriate developmental milestones.

Tuition costs for the 2018-2019 school year are listed below:

- ✓ Full day program- $836 per month for 5 full days - $653 per month for 3 full days
- ✓ Half day program- $418 per month for 5 ½ days - $286 per month for 3 ½ days
- ✓ Lunch Bunch is offered for students enrolled in the half day morning session and may stay for lunch for an additional $125 per month (students are dismissed at 12:30 pm)

If you are interested in more information or would like to schedule a screening in February, please contact Barbara Masterson, Regional Programs Secretary at 201-767-7224 ext.2 or email her at masterson@nvnet.org.

Sincerely,

Kathy Vuoncino, M.Ed., BCBA
Director – Region III Council for Special Education
Principal – Regional Programs – Valley/Little Tots/TIP

---

Please complete and return this portion to Little Tots

**I am interested in the 2019-2020 Little Tots Program:**

**_____ Full time** **_____ Part time (AM or PM)**

**Name of Student:** _____ **Date of Birth:** _____

**Parent Name:** _____

**Parent Address:** _____

**Contact Phone Number:** _____ **Contact email:** _____

**2019-2020**

| | Tuition |
|---|---|
| **Summer K-8** | $1,100.00 |
| **Orton Gillingham** | $650.00 |

Tuition subject to change based on enrollment

**Summer Dates:**

**July 1-31, 2019 (off July 4 & 5)**

**The July dates are scheduled in conjunction with other Region III Summer Programs.**

**Times:**

**8:30 am – 11:30 am**

**Location:**

**Norwood Public School**
**177 Summit Street**
**Norwood, NJ 07648**

**Students must be available to attend the entire length of the program.**

**Transportation is not included**



# Region III Council for Special Education

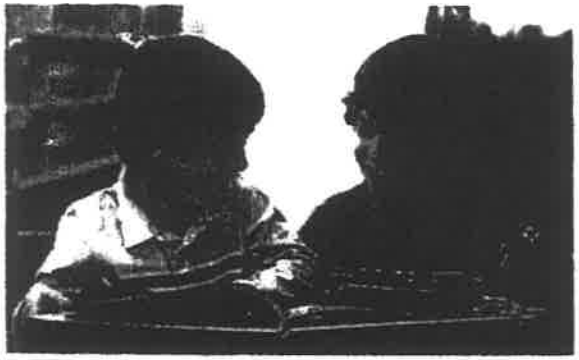
**Alpine – Closter – Demarest – Harrington Park – Haworth – Northvale – Norwood – Old Tappan**

**Summer Enrichment Programs**
**Grades Kindergarten - 8**


**For further information, please contact**
**Ms. Kathleen Vuoncino**
**Director of Special Education**
**Region III Office of Special Education**
**Northern Valley Regional HS District**
**162 Knickerbocker Road**
**Demarest, NJ 07627**

***REGION III***
***Office of Special Education***

**phone: 201-768-2200 x 12250**
**fax: 201-768-5481**
**www.nvnet.org**



# Region III Summer Programs

## Program Description K-8:

[redacted]

The Region III Summer Program is designed to help maintain academic and social skills for classified students. The focus is on reading/language arts and mathematics.

It is a review/maintenance of the curriculum material from the student's current grade level that the student may need more reinforcement. The program is individualized to your child's needs and follows the goals and objectives sent to us through the home district child study team.

The students must be recommended by their district child study team to be enrolled in the summer enrichment program.

[redacted]

We provide social skills lessons weekly by a certified school psychologist or certified school social worker. The social skills instructor works collaboratively with each classroom teacher to design and implement a theme-based social skills program to meet the needs of the students. Skills taught through the social skills lessons are maintained by the classroom teacher throughout each week of the program.

STAFFING

Summer program teachers are all special education certified, who are creative in designing lessons that are fun and beneficial to all students. The student's classroom teacher/child study team case manager provides a brief summary and specific goals and objectives for each student. These goals enable the summer teacher to design and implement an appropriate program for every student.

CLASS SIZE

Class size depends on the number of students enrolled each year. Historically, class sizes have ranged from 8-12 students per class. Students are placed according to grade level and individualized needs.

[redacted]

We include extra-curricular activities throughout the program to enhance the student's learning, which may include Mrs. Wonder-Why Science Program, Outragehiss Pets, Tenafly Nature Center Program, Colors the Clown and the highly desired end of the summer program carnival designed and put together by our middle school students.

RELATED SERVICES

Speech, Occupational and Physical Therapy sessions are available to students as needed. Recommendations come from the student's child study team case manager and are scheduled by the therapist.

## Program Description Orton-Gillingham Reading:

[redacted]

The Orton-Gillingham Reading Program is a one on one multi-sensory reading program. All of the instructors hold certification in Orton-Gillingham through IMSLEC. The program consists of a 50-minute period of one on one instruction. The teachers use the Language Tool Kit lesson plan for multi-sensory instruction. Each lesson consists of two parts of review, (card pack, letter dictation, word list reading and word and sentence dictation) and an introduction of a new sound (introduction of a new sound, multi-sensory reinforcement of the sound, word reading, word dictation, and a controlled reading passage). At the end of the lesson the student will spend time reading a book based on their DRA reading level. Each lesson is developed based on a child's individual needs. The information provided by the child's school enables the multi-sensory teachers to develop a program.

[redacted]

Orton Gillingham services will be provided in 50 minute slots (8:30 am-11:30 am) twice a week during the summer program July 1-31, 2019 (off July 4 & 5) at Norwood Public School.

Students must be able to attend during the slots scheduled. Unfortunately, we are unable to accommodate individual schedules and needs. The Orton Specialist will contact you with your child's schedule.

| Check Number | date_chk | amt_pay_text |
|---|---|---|
| 131261 | 1/23/2017 | $577.96 |
| 131295 | 1/23/2017 | $57.04 |
| 132167 | 6/26/2017 | $94.38 |
| 132444 | 7/17/2017 | $92.11 |
| 132530 | 8/2/2017 | $184.21 |
| 132865 | 9/25/2017 | $200.00 |
| 133167 | 9/25/2017 | $187.82 |
| 133844 | 2/12/2018 | $80.00 |
| 133932 | 2/12/2018 | $31.46 |
| 133989 | 2/12/2018 | $87.05 |
| 134122 | 3/26/2018 | $225.00 |
| 134780 | 6/25/2018 | $58.47 |
| 134828 | 6/29/2018 | $139.01 |
| 708895 | 2/8/2017 | $442.00 |
| 709146 | 5/22/2017 | $100.00 |
| 709238 | 6/15/2017 | $442.00 |
| 709267 | 6/15/2017 | $442.00 |
| 709291 | 6/15/2017 | $884.00 |
| 709604 | 10/16/2017 | $450.00 |
| 709948 | 1/22/2018 | $335.00 |
| 709961 | 1/22/2018 | $250.00 |
| 710315 | 6/11/2018 | $500.00 |
| 710349 | 6/11/2018 | $1,000.00 |
| 20763 | 2/26/18 | $375.00 |
| 21048 | 5/16/18 | $10 |
| 21116 | 6/5/18 | $29.99 |
| 18178 | 9/16/16 | $15.98 |
| 18340 | 12/22/16 | $175.00 |
| 18392 | 1/27/17 | $60.00 |
| 18473 | 3/16/17 | $50.00 |
| 18489 | 3/22/17 | $70.49 |
| 18582 | 4/16/17 | $150.00 |
| 18583 | 4/26/17 | $150.00 |
| 18598 | 5/4/17 | $210.00 |
| 18698 | 6/1/17 | $78.00 |
| 18842 | 10/11/17 | $15.00 |
| 18863 | 10/18/17 | $25.00 |
| 19161 | 3/9/18 | $29.33 |
| 19339 | 5/3/18 | $3,012.65 |
| 19355 | 5/3/18 | $3,300.00 |
| 19363 | 5/3/18 | $733.00 |

| | | |
|---|---|---|
| 19383 | 5/9/18 | $450.00 |
| 19483 | 6/13/18 | $22.00 |
| | | |
| 26745 | 1/4/17 | $116.00 |
| 26805 | 2/1/17 | $126.00 |
| 26845 | 2/13/17 | $79.00 |
| 26916 | 4/3/17 | $60.00 |
| 27465 | 12/1/17 | $121.50 |
| 27681 | 3/26/18 | $58.00 |
| 27881 | 5/7/18 | $77.00 |
| 27882 | 5/7/18 | $77.00 |
| | | |
| 36582 | 1/13/17 | $125.00 |
| 36702 | 2/28/17 | $67.00 |
| 36771 | 4/4/17 | $85.00 |
| 36776 | 4/5/17 | $60.00 |
| 36777 | 4/5/17 | $60.00 |
| 37078 | 9/20/17 | $58.00 |
| 37229 | 11/20/17 | $80.00 |
| 37250 | 11/29/17 | $75.00 |
| 37341 | 1/12/18 | $81.00 |
| 37342 | 1/12/18 | $81.00 |
| 37343 | 1/12/18 | $81.00 |
| 37351 | 1/16/18 | $100.00 |
| 37354 | 1/16/18 | $58.00 |
| 37423 | 2/2/18 | $67.00 |
| 37523 | 3/26/28 | $150.00 |
| 37656 | 4/27/18 | $60.00 |
| 37657 | 4/27/18 | $60.00 |
| 37707 | 5/9/18 | $35.00 |
| 37713 | 5/10/18 | $145.00 |
| | **Total** | **$11,203.94** |

## Team Schedule

**9/5/2019 to 11/23/2019**

**Northern Valley - Demarest**
**150 Knickerbocker Rd**
**Demarest, NJ 07627**

**Greg Butler**
**School Phone: 201-768-3200 x24370**
**Fax: 201-750-2249**
**butler@nvnet.org**

## Football

### *Boys Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| **Friday** | **09/06/19** | **Lincoln High School** | **Home** | **7:00 PM** |
| Friday | 09/13/19 | Pascack Hills High School | Away | 6:00 PM |
| **Friday** | **09/20/19** | **River Dell High School** | **Home** | **6:00 PM** |
| Saturday | 09/28/19 | Pascack Valley High School | Away | 1:00 PM |
| **Friday** | **10/04/19** | **Dwight Morrow High School (Senior Night/Community Night)** | **Home** | **7:00 PM** |
| Friday | 10/11/19 | Cliffside Park High School | Away | 6:00 PM |
| **Friday** | **10/18/19** | **Paramus High School** | **Home** | **6:00 PM** |
| Saturday | 10/26/19 | Ridgefield Park High School | Away | 1:00 PM |
| **Friday** | **11/01/19** | **Westwood Regional Sr High School** | **Home** | **6:00 PM** |

### *Boys Junior Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| Monday | 09/09/19 | Lincoln High School | Away | 4:15 PM |
| **Monday** | **09/16/19** | **Pascack Hills High School** | **Home** | **4:15 PM** |
| Monday | 09/23/19 | River Dell High School | Away | 4:15 PM |
| **Monday** | **09/30/19** | **Pascack Valley High School** | **Home** | **4:15 PM** |
| Monday | 10/07/19 | Dwight Morrow High School | Away | 4:15 PM |
| **Monday** | **10/14/19** | **Cliffside Park High School** | **Home** | **4:15 PM** |
| Monday | 10/21/19 | Paramus High School | Away | 4:15 PM |
| **Monday** | **10/28/19** | **Ridgefield Park High School** | **Home** | **4:15 PM** |
| Monday | 11/04/19 | Westwood Regional Sr High School | Away | 4:15 PM |

### *Boys Freshman*

| | | | Place | Time |
|---|---|---|---|---|
| Saturday | 09/07/19 | Lincoln High School | Away | 9:00 AM |
| **Saturday** | **09/14/19** | **Pascack Hills High School** | **Home** | **9:30AM** |
| Saturday | 09/21/19 | River Dell High School | Away | 9:00 AM |
| **Saturday** | **09/28/19** | **Pascack Valley High School** | **Home** | **9:30AM** |
| Saturday | 10/05/19 | Dwight Morrow High School | Away | 9:00 AM |
| **Saturday** | **10/12/19** | **Cliffside Park High School** | **Home** | **9:30AM** |
| Saturday | 10/19/19 | Paramus High School | Away | 9:00 AM |
| **Saturday** | **10/26/19** | **Ridgefield Park High School** | **Home** | **9:30AM** |
| Saturday | 11/02/19 | Westwood Regional Sr High School | Away | 9:00 AM |

## Soccer

### *Boys Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| Saturday | 09/07/19 | Fair Lawn High School | Away | 11:00 AM |

| Superintendent | Principal | Vice Principal | Athletic Director |
|---|---|---|---|
| Mr. James Santana | Dr. Timothy Gouraige | Ms. Luisella Marolda | Greg Butler |

## Team Schedule

9/5/2019 to 11/23/2019

Northern Valley - Demarest
150 Knickerbocker Rd
Demarest, NJ 07627

Greg Butler
School Phone: 201-768-3200 x24370
Fax: 201-750-2249
butler@nvnet.org

## Soccer

### *Boys Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| **Monday** | **09/09/19** | **Northern Highlands** | **Home** | **4:15 PM** |
| Friday | 09/13/19 | Indian Hills High School | Away | 5:00 PM |
| **Tuesday** | **09/17/19** | **Pascack Valley High School** | **Home** | **4:15 PM** |
| Thursday | 09/19/19 | Pascack Hills High School | Away | 4:15 PM |
| Saturday | 09/21/19 | Bergenfield High School | Away | TBA |
| **Tuesday** | **09/24/19** | **Tenafly High School** | **Home** | **4:15 PM** |
| **Saturday** | **09/28/19** | **Teaneck High School** | **Home** | **12:00 PM** |
| Wednesday | 10/02/19 | St. Joseph Regional HS | Away | 4:15 PM |
| Thursday | 10/10/19 | Dumont High School | Away | 4:15 PM |
| **Monday** | **10/14/19** | **Dwight Morrow High School** | **Home** | **4:15 PM** |
| Thursday | 10/17/19 | River Dell High School | Away | 4:15 PM |
| **Tuesday** | **10/22/19** | **Ramapo High School** | **Home** | **4:15 PM** |
| Friday | 10/25/19 | Wayne Hills High School | Away | 4:15 PM |

### *Boys Junior Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| Saturday | 09/07/19 | Fair Lawn High School | Away | 11:00 AM |
| Monday | 09/09/19 | Northern Highlands | Away | 4:15 PM |
| **Saturday** | **09/14/19** | **Indian Hills High School** | **Home** | **2:00 PM** |
| Tuesday | 09/17/19 | Pascack Valley High School | Away | 4:15 PM |
| **Thursday** | **09/19/19** | **Pascack Hills High School** | **Home** | **4:15PM** |
| **Saturday** | **09/21/19** | **Bergenfield High School** | **Home** | **11:00 AM** |
| Tuesday | 09/24/19 | Tenafly High School | Away | 4:15 PM |
| Saturday | 09/28/19 | Teaneck High School | Away | 12:00 PM |
| Wednesday | 10/02/19 | St. Joseph Regional HS | Away | 4:15 PM |
| **Thursday** | **10/10/19** | **Dumont High School** | **Home** | **4:15PM** |
| Monday | 10/14/19 | Dwight Morrow High School | Away | 4:15 PM |
| **Thursday** | **10/17/19** | **River Dell High School** | **Home** | **4:15PM** |
| Tuesday | 10/22/19 | Ramapo High School | Away | 4:15 PM |
| **Friday** | **10/25/19** | **Wayne Hills High School** | **Home** | **4:15PM** |

### *Boys Freshman*

| | | | Place | Time |
|---|---|---|---|---|
| **Saturday** | **09/07/19** | **Fair Lawn High School** | **Home** | **10:00 AM** |
| **Monday** | **09/09/19** | **Northern Highlands** | **Home** | **4:15 PM** |
| Saturday | 09/14/19 | Indian Hills High School | Away | 2:30 PM |
| **Tuesday** | **09/17/19** | **Pascack Valley High School** | **Home** | **4:15** |

| Superintendent | Principal | Vice Principal | Athletic Director |
|---|---|---|---|
| Mr. James Santana | Dr. Timothy Gouraige | Ms. Luisella Marolda | Greg Butler |

## Team Schedule

**9/5/2019 to 11/23/2019**

**Northern Valley - Demarest**
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**Greg Butler**
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**Fax: 201-750-2249**
**butler@nvnet.org**

# Soccer

### *Boys Freshman*

| | | | Place | Time |
|---|---|---|---|---|
| Thursday | 09/19/19 | Pascack Hills High School | Away | 4:15 PM |
| Saturday | 09/21/19 | Bergenfield High School | Away | TBA |
| **Tuesday** | **09/24/19** | **Tenafly High School** | **Home** | **4:15 PM** |
| **Saturday** | **09/28/19** | **Teaneck High School** | **Home** | **12:00 PM** |
| **Wednesday** | **10/02/19** | **St. Joseph Regional HS (TENTATIVE GAME)** | **Home** | **4:15 PM** |
| Thursday | 10/10/19 | Dumont High School | Away | 4:15 PM |
| **Monday** | **10/14/19** | **Dwight Morrow High School** | **Home** | **4:15 PM** |
| Thursday | 10/17/19 | River Dell High School | Away | 4:15 PM |
| **Tuesday** | **10/22/19** | **Ramapo High School** | **Home** | **4:15 PM** |
| Friday | 10/25/19 | Wayne Hills High School | Away | 4:15 PM |

### *Girls Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| Thursday | 09/05/19 | Ridgewood H.S. | Away | 4:15 PM |
| **Saturday** | **09/07/19** | **Fair Lawn High School** | **Home** | **10:00 AM** |
| Tuesday | 09/10/19 | Northern Highlands | Away | 4:15 PM |
| **Saturday** | **09/14/19** | **Indian Hills High School** | **Home** | **2:00 PM** |
| Monday | 09/16/19 | Pascack Valley High School | Away | 7:00 PM |
| **Wednesday** | **09/18/19** | **Pascack Hills High School** | **Home** | **4:15 PM** |
| **Friday** | **09/20/19** | **Bergenfield High School** | **Home** | **4:15 PM** |
| Monday | 09/23/19 | Tenafly High School (Tenafly Middle School/Geissinger Field (Turf)) | Away | 7:00 PM |
| **Wednesday** | **09/25/19** | **Academy of the Holy Angels** | **Home** | **4:15 PM** |
| Friday | 10/04/19 | Teaneck High School | Away | 4:15 PM |
| **Thursday** | **10/10/19** | **Dumont High School** | **Home** | **4:15 PM** |
| Tuesday | 10/15/19 | Dwight Morrow High School | Away | 4:15 PM |
| **Saturday** | **10/19/19** | **River Dell High School** | **Home** | **11:00 AM** |
| Monday | 10/21/19 | Ramapo High School | Away | 4:15 PM |
| **Thursday** | **10/24/19** | **Wayne Hills High School** | **Home** | **4:15 PM** |

### *Girls Junior Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| **Thursday** | **09/05/19** | **Ridgewood H.S.** | **Home** | **4:15 PM** |
| **Saturday** | **09/07/19** | **Fair Lawn High School** | **Home** | **10:00 AM** |
| **Tuesday** | **09/10/19** | **Northern Highlands** | **Home** | **4:15 PM** |
| Saturday | 09/14/19 | Indian Hills High School | Away | 2:00 PM |

**Superintendent**
Mr. James Santana

**Principal**
Dr. Timothy Gouraige

**Vice Principal**
Ms. Luisella Marolda

**Athletic Director**
Greg Butler

## Team Schedule

9/5/2019 to 11/23/2019

Northern Valley - Demarest
150 Knickerbocker Rd
Demarest, NJ 07627

Greg Butler
School Phone: 201-768-3200 x24370
Fax: 201-750-2249
butler@nvnet.org

## Soccer

### *Girls Junior Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| **Monday** | **09/16/19** | **Pascack Valley High School** | **Home** | **4:15 PM** |
| Wednesday | 09/18/19 | Pascack Hills High School | Away | 4:15 PM |
| Friday | 09/20/19 | Bergenfield High School | Away | 4:15 PM |
| **Monday** | **09/23/19** | **Tenafly High School** | **Home** | **4:15 PM** |
| Wednesday | 09/25/19 | Academy of the Holy Angels | Away | 4:15 PM |
| **Friday** | **10/04/19** | **Teaneck High School** | **Home** | **4:15 PM** |
| Thursday | 10/10/19 | Dumont High School | Away | 4:15 PM |
| **Tuesday** | **10/15/19** | **Dwight Morrow High School** | **Home** | **4:15 PM** |
| Saturday | 10/19/19 | River Dell High School | Away | 11:00 AM |
| **Monday** | **10/21/19** | **Ramapo High School** | **Home** | **4:15 PM** |
| Thursday | 10/24/19 | Wayne Hills High School | Away | 4:15 PM |

## Tennis

### *Girls Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| **Friday** | **09/06/19** | **Glen Rock MS/HS** | **Home** | **4:00 PM** |
| Tuesday | 09/10/19 | Bergenfield High School | Away | 4:00 PM |
| Wednesday | 09/11/19 | Wayne Hills High School | Away | 4:00 PM |
| **Thursday** | **09/12/19** | **Pascack Valley High School** | **Home** | **4:00 PM** |
| Friday | 09/13/19 | Mahwah High School | Away | 4:00 PM |
| **Monday** | **09/16/19** | **River Dell High School** | **Home** | **4:00 PM** |
| Wednesday | 09/18/19 | Tenafly High School | Away | 4:00 PM |
| **Friday** | **09/20/19** | **Indian Hills High School** | **Home** | **4:00 PM** |
| **Friday** | **09/27/19** | **Dwight Morrow High School** | **Home** | **4:00 PM** |
| **Wednesday** | **10/02/19** | **Academy of the Holy Angels** | **Home** | **4:00 PM** |
| **Friday** | **10/04/19** | **Bergenfield High School** | **Home** | **4:00 PM** |
| Monday | 10/07/19 | Pascack Valley High School | Away | 4:00 PM |
| Thursday | 10/10/19 | River Dell High School | Away | 4:00 PM |
| **Friday** | **10/11/19** | **Tenafly High School** | **Home** | **4:00 PM** |
| Tuesday | 10/15/19 | Indian Hills High School | Away | 4:00 PM |

### *Girls Junior Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| **Friday** | **09/06/19** | **Glen Rock MS/HS** | **Home** | **4:00 PM** |
| **Tuesday** | **09/10/19** | **Bergenfield High School** | **Home** | **4:00 PM** |
| **Wednesday** | **09/11/19** | **Wayne Hills High School** | **Home** | **4:00 PM** |
| **Thursday** | **09/12/19** | **Pascack Valley High School** | **Home** | **4:00 PM** |
| **Friday** | **09/13/19** | **Mahwah High School** | **Home** | **4:00 PM** |

**Superintendent**
Mr. James Santana

**Principal**
Dr. Timothy Gouraige

**Vice Principal**
Ms. Luisella Marolda

**Athletic Director**
Greg Butler

**Team Schedule**

9/5/2019 to 11/23/2019

Northern Valley - Demarest
150 Knickerbocker Rd
Demarest, NJ 07627

Greg Butler
School Phone: 201-768-3200 x24370
Fax: 201-750-2249
butler@nvnet.org

## Tennis

### *Girls Junior Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| **Monday** | **09/16/19** | **River Dell High School** | **Home** | **4:00 PM** |
| **Wednesday** | **09/18/19** | **Tenafly High School** | **Home** | **4:00 PM** |
| **Friday** | **09/20/19** | **Indian Hills High School** | **Home** | **4:00 PM** |
| **Friday** | **09/27/19** | **Dwight Morrow High School** | **Home** | **4:00 PM** |
| **Wednesday** | **10/02/19** | **Academy of the Holy Angels** | **Home** | **4:00 PM** |
| **Friday** | **10/04/19** | **Bergenfield High School** | **Home** | **4:00 PM** |
| **Monday** | **10/07/19** | **Pascack Valley High School** | **Home** | **4:00 PM** |
| **Thursday** | **10/10/19** | **River Dell High School** | **Home** | **4:00 PM** |
| **Friday** | **10/11/19** | **Tenafly High School** | **Home** | **3:00 PM** |
| **Tuesday** | **10/15/19** | **Indian Hills High School** | **Home** | **4:00 PM** |

## Field Hockey

### *Boys Junior Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| **Tuesday** | **10/15/19** | **Northern Valley - Old Tappan** | **Home** | **4:15 PM** |

### *Girls Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| Saturday | 09/07/19 | Dwight Englewood School | Away | TBA |
| **Monday** | **09/09/19** | **Hackensack High School** | **Home** | **6:00 PM** |
| Wednesday | 09/11/19 | Lakeland High School | Away | 4:15 PM |
| **Friday** | **09/13/19** | **Passaic Valley High School** | **Home** | **4:15 PM** |
| Monday | 09/16/19 | Pompton Lakes High School (Lakeside Middle School) | Away | 4:15 PM |
| **Tuesday** | **09/17/19** | **Northern Highlands** | **Home** | **6:00 PM** |
| Saturday | 09/21/19 | Northern Valley - Old Tappan (NV-OT Turf Field) | Away | 1:30 PM |
| **Tuesday** | **09/24/19** | **Ramsey High School** | **Home** | **6:00 PM** |
| Thursday | 09/26/19 | River Dell High School | Away | 6:30 PM |
| **Wednesday** | **10/02/19** | **Wayne Hills High School** | **Home** | **4:15 PM** |
| Friday | 10/04/19 | Wayne Valley High School | Away | 4:15 PM |
| **Monday** | **10/07/19** | **Westwood Regional Sr High School** | **Home** | **4:15 PM** |
| Friday | 10/11/19 | West Milford High School (Kilgallen Field) | Away | 4:15 PM |
| **Monday** | **10/14/19** | **Lakeland High School** | **Home** | **4:15 PM** |
| **Tuesday** | **10/15/19** | **Northern Valley - Old Tappan** | **Home** | **6:00 PM** |
| Friday | 10/18/19 | Northern Highlands | Away | 6:00 PM |

### *Girls Junior Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| Saturday | 09/07/19 | Dwight Englewood School | Away | TBA |

## Team Schedule

9/5/2019 to 11/23/2019

Northern Valley - Demarest
150 Knickerbocker Rd
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Greg Butler
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Fax: 201-750-2249
butler@nvnet.org

### Field Hockey
*Girls Junior Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| **Monday** | **09/09/19** | **Hackensack High School** | **Home** | **4:15 PM** |
| Wednesday | 09/11/19 | Lakeland High School | Away | 5:45 PM |
| **Friday** | **09/13/19** | **Passaic Valley High School** | **Home** | **5:45 PM** |
| Monday | 09/16/19 | Pompton Lakes High School (Lakeside Middle School) | Away | 5:45 PM |
| **Tuesday** | **09/17/19** | **Northern Highlands** | **Home** | **4:15 PM** |
| Saturday | 09/21/19 | Northern Valley - Old Tappan (NV-OT Grass Field) | Away | 12:00 PM |
| **Tuesday** | **09/24/19** | **Ramsey High School** | **Home** | **4:15 PM** |
| Thursday | 09/26/19 | River Dell High School | Away | 5:00 PM |
| **Wednesday** | **10/02/19** | **Wayne Hills High School** | **Home** | **5:45 PM** |
| Friday | 10/04/19 | Wayne Valley High School | Away | 5:45 PM |
| **Monday** | **10/07/19** | **Westwood Regional Sr High School** | **Home** | **5:45 PM** |
| Friday | 10/11/19 | West Milford High School (Kilgallen Field) | Away | 5:45 PM |
| **Monday** | **10/14/19** | **Lakeland High School** | **Home** | **5:45 PM** |
| Friday | 10/18/19 | Northern Highlands | Away | 4:30 PM |

### Cheerleading
*Girls Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| Friday | 09/13/19 | Pascack Hills High School | Away | 6:00 PM |
| Saturday | 09/28/19 | Pascack Valley High School | Away | 1:00 PM |
| Friday | 10/11/19 | Cliffside Park High School | Away | 6:00 PM |
| Saturday | 10/26/19 | Ridgefield Park High School | Away | 1:00 PM |

### Volleyball
*Girls Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| **Friday** | **09/06/19** | **Northern Highlands** | **Home** | **4:15 PM** |
| Tuesday | 09/10/19 | Bergenfield High School | Away | 4:15 PM |
| **Thursday** | **09/12/19** | **Pascack Valley High School** | **Home** | **4:15 PM** |
| **Monday** | **09/16/19** | **River Dell High School** | **Home** | **4:15 PM** |
| Wednesday | 09/18/19 | Tenafly High School | Away | 4:15 PM |
| **Friday** | **09/20/19** | **Indian Hills High School** | **Home** | **4:15 PM** |
| Tuesday | 09/24/19 | Immaculate Heart Academy | Away | 4:15 PM |
| **Thursday** | **09/26/19** | **Paramus High School** | **Home** | **4:00 PM** |
| Friday | 09/27/19 | Wood-Ridge High School | Away | 4:15 PM |
| Thursday | 10/03/19 | Academy of the Holy Angels | Away | 4:15 PM |
| **Friday** | **10/04/19** | **Dwight Morrow High School** | **Home** | **4:15 PM** |

| Superintendent | Principal | Vice Principal | Athletic Director |
|---|---|---|---|
| Mr. James Santana | Dr. Timothy Gouraige | Ms. Luisella Marolda | Greg Butler |

## Team Schedule

9/5/2019 to 11/23/2019

Northern Valley - Demarest
150 Knickerbocker Rd
Demarest, NJ 07627

Greg Butler
School Phone: 201-768-3200 x24370
Fax: 201-750-2249
butler@nvnet.org

# Volleyball

### *Girls Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| **Friday** | **10/11/19** | **Bergenfield High School** | **Home** | **4:15 PM** |
| Tuesday | 10/15/19 | Pascack Valley High School | Away | 4:15 PM |
| Thursday | 10/17/19 | River Dell High School | Away | 4:15 PM |
| **Tuesday** | **10/22/19** | **Tenafly High School** | **Home** | **4:15 PM** |
| Thursday | 10/24/19 | Indian Hills High School | Away | 4:15 PM |

### *Girls Junior Varsity*

| | | | Place | Time |
|---|---|---|---|---|
| **Friday** | **09/06/19** | **Northern Highlands** | **Home** | **5:30 PM** |
| Tuesday | 09/10/19 | Bergenfield High School | Away | 5:30 PM |
| **Thursday** | **09/12/19** | **Pascack Valley High School** | **Home** | **5:30 PM** |
| **Monday** | **09/16/19** | **River Dell High School** | **Home** | **5:30 PM** |
| Wednesday | 09/18/19 | Tenafly High School | Away | 5:30 PM |
| **Friday** | **09/20/19** | **Indian Hills High School** | **Home** | **5:30 PM** |
| Tuesday | 09/24/19 | Immaculate Heart Academy | Away | 5:30 PM |
| **Thursday** | **09/26/19** | **Paramus High School** | **Home** | **5:30 PM** |
| Friday | 09/27/19 | Wood-Ridge High School | Away | 4:15 PM |
| Thursday | 10/03/19 | Academy of the Holy Angels | Away | 4:15 PM |
| **Friday** | **10/04/19** | **Dwight Morrow High School** | **Home** | **5:30 PM** |
| **Friday** | **10/11/19** | **Bergenfield High School** | **Home** | **5:30 PM** |
| Tuesday | 10/15/19 | Pascack Valley High School | Away | 5:30 PM |
| Thursday | 10/17/19 | River Dell High School | Away | 5:30 PM |
| **Tuesday** | **10/22/19** | **Tenafly High School** | **Home** | **5:30 PM** |
| Thursday | 10/24/19 | Indian Hills High School | Away | 5:30 PM |

### *Girls Freshman*

| | | | Place | Time |
|---|---|---|---|---|
| **Friday** | **09/06/19** | **Northern Highlands** | **Home** | **4:15 PM** |
| Tuesday | 09/10/19 | Bergenfield High School | Away | 4:15 PM |
| **Thursday** | **09/12/19** | **Pascack Valley High School** | **Home** | **4:15 PM** |
| **Monday** | **09/16/19** | **River Dell High School** | **Home** | **4:15 PM** |
| Wednesday | 09/18/19 | Tenafly High School | Away | 4:15 PM |
| Friday | 09/20/19 | Indian Hills High School | Away | 4:15 PM |
| Tuesday | 09/24/19 | Immaculate Heart Academy | Away | 4:15 PM |
| **Thursday** | **09/26/19** | **Paramus High School** | **Home** | **4:15 PM** |
| **Friday** | **10/11/19** | **Bergenfield High School** | **Home** | **4:15 PM** |
| Saturday | 10/12/19 | Girls Freshman Volleyball Tournament-Hackensack High School | Away | 8:30 AM |

## Team Schedule

9/5/2019 to 11/23/2019

**Northern Valley - Demarest**
**150 Knickerbocker Rd**
**Demarest, NJ 07627**

**Greg Butler**
**School Phone: 201-768-3200 x24370**
**Fax: 201-750-2249**
**butler@nvnet.org**

## Volleyball

***Girls Freshman***

| | | | Place | Time |
|---|---|---|---|---|
| Tuesday | 10/15/19 | Pascack Valley High School | Away | 4:15 PM |
| Thursday | 10/17/19 | River Dell High School | Away | 4:15 PM |
| **Tuesday** | **10/22/19** | **Tenafly High School** | **Home** | **4:15 PM** |
| **Thursday** | **10/24/19** | **Indian Hills High School** | **Home** | **4:15 PM** |

| Superintendent | Principal | Vice Principal | Athletic Director |
|---|---|---|---|
| Mr. James Santana | Dr. Timothy Gouraige | Ms. Luisella Marolda | Greg Butler |

# NORTHERN VALLEY-OLD TAPPAN HIGH SCHOOL
# FIELD HOCKEY - 2019

*Revised: 5/23/19*

| VARSITY | | | | JV | | | |
|---|---|---|---|---|---|---|---|
| SCHOOL | DATE | H/A | TIME | SCHOOL | DATE | H/A | TIME |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Tu.-9/3 | | | | Tu.-9/4 | | |
| | | | | | | | |
| Ramsey | Th.-9/5 | H | 4:15 PM | Ramsey | Th.-9/6 | H | 5:45 PM |
| | | | | | | | |
| River Dell | Sat.-9/7 | A | 11:00 AM | River Dell | Fri.-9/7 | A | 12:30 PM |
| | | | | | | | |
| Wayne Hills | M.-9/9 | H | 4:15 PM | Wayne Hills | M.-9/9 | H | 5:45 PM |
| | | | | | | | |
| Wayne Valley | W.-9/11 | A | 4:15 PM | Wayne Valley | W.-9/11 | A | 5:45 PM |
| | | | | | | | |
| Westwood | Fri.-9/13 | H | 6:30 PM | Westwood | Fri.-9/13 | H | 4:45 PM |
| | | | | | | | |
| West Milford | M.-9/16 | A | 4:30 PM | West Milford | M.-9/16 | A | 5:45 PM |
| | | | | | | | |
| Butler | W-9/18 | A | 4:15 PM | Butler | W.-9/18 | A | 5:45 PM |
| | SAT. 9/21 | | 1:30 | | Sa - 9/21 | | 12:00 PM |
| Demarest | ~~Fri.-9/20~~ | H | ~~4:15 PM~~ | Demarest | ~~Fri.-9/20~~ | H | 5:45 PM |
| | | | | | | | |
| Dwight-Englewood | Tu.-9/24 | A | 4:15 PM | Dwight-Englewood | Tu.-9/24 | A | 5:45 PM |
| | | | | | | | |
| Hackensack | Th.-9/26 | H | 4:15 PM | Hackensack | Th.-9/26 | H | 5:45 PM |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Lakeland | W.-10/2 | A | 4:15 PM | Lakeland | W.-10/2 | A | 5:45 PM |
| | THURS. 10/3 | | | | THURS. 9/3 | | |
| Passaic Valley | ~~Fri.-10/4~~ | H | 4:15 PM | Passaic Valley | ~~Fri.-10/4~~ | H | 5:45 PM |
| | | | | | | | |
| Pompton Lakes | M.-10/7 | A | 4:15 PM | Pompton Lakes | M.-10/7 | A | 5:45 PM |
| | | | | | | | |
| Northern Highlands | Th.-10/10 | H | ~~4:15 PM~~ | Northern Highlands | Th.-10/10 | H | ~~5:45~~ PM |
| | | | 6:30 | Northern Highlands | Sat.-10/12 | A | TBA |
| | M.-10/14 | | | | M.-10/14 | | |
| Demarest | Tu.-10/15 | A | 6:00 PM | Demarest | Tu.-10/15 | A | 4:15 PM |
| Dwight-Englewood | W.-10/16 | H | 4:15 PM | Dwight-Englewood | W.-10/16 | H | 5:45 PM |
| | | | | | | | |
| ~~West Milford~~ | Fri.-10/18 | H | 4:30 PM | ~~West Milford~~ | Fri.-10/18 | H | 6:00 PM |
| T cancelled | | | | | | | |
| Hackensack | Sat 10/19 | A | 9:30 | | | | |
| | | | V only | | | | |
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5

Jewish holiday begin sunset Sunday, 9/29, to Sunset Tuesday October 1 (Rosh Hashanah)
Jewish Holiday begins sunset, Tuesday, 10/8, to sunset, Wednesday, October 9 (Yom Kippur)
State Tournament will begin on Monday, October 21, 2019

# NORTHERN VALLEY REG. @ OLD TAPPAN HIGH SCHOOL

## FOOTBALL 2019

*Revised:* 3/13/2019

| VARSITY | | | | JV | | | | FROSH | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| SCHOOL | DATE | H/A | TIME | SCHOOL | DATE | H/A | TIME | SCHOOL | DATE | H/A | TIME |
| Northern Highlands | Th.-9/5 | H | 6:00 PM | Northern Highlands | M.-9/9 | A | 6:00 PM | Northern Highlands | Sat.-9/7 | A | 9:00 AM |
| Ridgewood | Fri.-9/13 | A | 7:00 PM | Ridgewood | M.-9/16 | H | 4:15 PM | Ridgewood | Fri.-9/13 | H | 4:15 PM |
| Wayne Hills | Fri.-9/20 | H | 6:00 PM | Wayne Hills | M.-9/23 | A | 4:15 PM | Wayne Hills | Sat.-9/21 | A | 9:30 AM |
| Ramapo | Fri.-9/27 | A | 6:30 PM | ~~Ramapo~~ 2 OT ~~M.-9/30~~ | | ~~H~~ | ~~4:15 PM~~ | Ramapo | Fri.-9/27 | H | 4:15 PM |
| Pascack Valley | 10/4 ~~or 10/5~~ | A | 6:00 PM | Pascack Valley | M.-10/7 | H | 4:15 PM | Pascack Valley<br>Juke B-clock | Fri.-10/4 | H | 4:15 PM |
| Union City | Fri.-10/11 | A | 7:00 PM | Union City | M.-10/14 | H | 4:15 PM | Union City | Sat.-10/12 | H | 9:30 AM |
| Wayne Valley | Fri.-10/18 | H | 6:00 PM | Wayne Valley | M.-10/21 | A | 4:15 PM | Wayne Valley | Sat.-10/19 | A | 9:30 AM |
| Teaneck | Sat.-10/26 | A | 6:00 PM | Teaneck | M.-10/28 | H | 4:15 PM | | | H | |
| Bergenfield | Fri.-11/1 | H | 6:00 PM | Bergenfield | M.-11/4 | A | 4:15 PM | Bergenfield | Sat.-11/2 | A | 9:30 AM |

ROSH HASHANAH - Begins at SUNDOWN Sun.-9/29 - Sundown Tu.-10/1
YOM KIPPUR - Begins at SUNDOWN Tu..-10/8- Sundown Wed.-10/9
SAT DAYS -
PSAT Day -
ACT Dates -

KNOCK OUT OPIOID Game -
ALS Awareness Game

# BOYS SOCCER - 2019

3/13/2019

| VARSITY | | | | JV | | | | FROSH | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| SCHOOL | DATE | H/A | TIME | SCHOOL | DATE | H/A | TIME | SCHOOL | DATE | H/A | TIME |
| FAIRLAWN | W.-9/4 | H | 7:00pm | FAIRLAWN | W.-9/4 | A | 4:15pm | FAIRLAWN | W.-9/4 | H | 4:15pm |
| PCTI | Sat.-9/7 | H | 12:00 PM | PCTI | Sat.-9/7 | A | 12:00 PM | PCTI ✓ | Sat.-9/7 | A | 12:00 PM |
| Indian Hills | M.-9/9 | A | 4:15 PM | Indian Hills | M.-9/9 | H | 4:15 PM | Indian Hills ✓ | M.-9/9 | H | 4:15 PM |
| Pascack Valley | W.-9/11 | A | ~~4:15 PM~~ 4:30 | Pascack Valley | W.-9/11 | H | 4:15 PM | Pascack Valley ✓ | W.-9/11 | H | 4:15 PM |
| River Dell | Sat.-9/14 | H | 2:00 PM | River Dell | Sat.-9/14 | A | 2:00 PM 4:15 | River Dell | Sat.-9/14 | A | 2:00 PM 4:15 |
| Lakeland | Tu.-9/17 | A | 5:00 PM | Lakeland | Tu.-9/17 | ~~A~~ H | ~~4:45 PM~~ | Lakeland | Tu.-9/17 | H | ~~4:30 PM~~ |
| Bergen Tech | Th.-9/19 | H | 4:15 PM | Bergen Tech | Th.-9/19 | A | 10:00 AM | Bergen Tech | Th.-9/19 | A | 4:15 PM |
| Ramapo | Sat.-9/21 | H | 11:00 AM | Ramapo | Sat.-9/21 | A | 11:00 AM | Ramapo ✓ | Sat.-9/21 | A | 11:00 AM |
| Teaneck | Tu.-9/24 | A | 4:15 PM | Teaneck | Tu.-9/24 | H | 4:15 PM | X | Tu.-9/24 | H | 4:15 PM |
| Hackensack | Th.-9/26 | A | 4:15 PM | Hackensack | Th.-9/26 | H | 4:15 PM | Hackensack ✓ | Th.-9/26 | H | 4:15 PM |
| Northern Highlands | Sat.-9/28 | A | 1:00 PM | Northern Highlands | Sat.-9/28 | H | 10:00 AM | Northern Highlands ✓ | Sat.-9/28 | H | 10:00 AM |
| | W.-10/2 | | | | W.-10/2 | | | | W.-10/2 | | |
| Paramus | Th.-10/10 | H | 4:15 PM | Paramus | Th.-10/10 | A | 4:15 PM | Paramus ✓ | Th.-10/10 | A | 4:15 PM |
| | | | | | | | | Kearny | Sat.-10/12 | A | 9:00 AM |
| Ridgewood | M.-10/14 | H | 4:15 PM | Ridgewood | M.-10/14 | A | 4:15 PM | Ridgewood | M.-10/14 | A | 4:15 PM |
| Tenafly | Th.-10/17 | A | ~~4:15 PM~~ 7:00 | Tenafly | Th.-10/17 | H | 4:15 PM | Tenafly | Th.-10/17 | H | 4:15 PM |
| Don Bosco | Tu.-10/22 | H | 4:15 PM | Don Bosco | Tu.-10/22 | A | 4:15 PM | Don Bosco | Tu.-10/22 | A | 4:15 PM |
| Clifton | ~~Fri.-10/25~~ Th-10/24 | A | 4:15 PM | Clifton | Fri.-10/25 | H | 4:15 PM | Clifton | Fri.-10/25 | H | 4:15 PM |

# GIRLS SOCCER - 2019

*Revised: 1/17/19*

| VARSITY | | | | JV | | | | FROSH | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| SCHOOL | DATE | H/A | TIME | SCHOOL | DATE | H/A | TIME | SCHOOL | DATE | H/A | TIME |
| | Th.-9/5 | | | | Th.-9/5 | | | | | | |
| PCTI | Sat.-9/7 | A | 11:00 AM | PCTI | Sat.-9/7 | H | 11:00 AM | ✓ | | | |
| Indian Hills | Tu.-9/10 | H | 4:15 PM | Indian Hills | Tu.-9/10 | A | 4:15 PM | ✓ | | | |
| Pascack Valley | Th.-9/12 | H | 4:15 PM | Pascack Valley | Th.-9/12 | A | 4:15 PM | ✓ | | | |
| River Dell (~~Bmac~~) | Sat.-9/14 | A | 4:00 PM ~~14:00 AM~~ | River Dell | Sat.-9/14 | H | 10:00 ~~11:00 AM~~ | | | | |
| Pascack Hills | M.-9/16 | H | 4:15 PM | Pascack Hills | M.--9/16 | A | 4:15 PM | | | | |
| Bergen Tech | W.-9/18 | A | 4:15 PM | Bergen Tech | W.-9/18 | H | 4:15 PM | | | | |
| Ramapo | Fri.-9/20 | A | ~~4:15 PM~~ 5:00 | Ramapo | Fri.-9/20 | H | 4:15 PM | ✓ | | | |
| Teaneck | M.-9/23 | H | 4:15 PM | Teaneck | M.-9/23 | A | 4:15 PM | ✓ | | | |
| Hackensack | W-9/25 | H | 4:15 PM | Hackensack | W.-9/25 | A | 4:15 PM | ✓ | | | |
| IHA | W.-10/2 | A | 4:15 PM | IHA | W.-10/2 | H | 4:15 PM | IHA | W-10/2 | H | 4:15 |
| Northern Highlands | Fri.-10/4 | H | 4:15 PM | Northern Highlands | Fri.-10/4 | A | 4:15 PM | ✓ | | | |
| Paramus | Th.-10/10 | A | 4:15 PM | Paramus | Th.-10/10 | H | 4:15 PM | NH ✓ | 5/4/5 | A | 10am |
| Ridgewood | Tu.-10/15 | A | 4:15 PM | Ridgewood | Tu.-10/15 | H | 4:15 PM | | | | |
| Tenafly | Fri.-10/18 | H | 4:15 PM | Tenafly | Fri.-10/18 | A | 4:15 PM | | | | |
| | M.-10/21 | | | | M.-10/21 | | | | | | |
| Clifton | Th.-10/24 | H | 4:15 PM | Clifton | Th.-10/24 | A | 4:15 PM | | | | |

GS - NO FROSH

# GIRLS TENNIS - 2019

*Revised* 1/17/2019

| | | | | JV | | | |
|---|---|---|---|---|---|---|---|
| SCHOOL | DATE | H/A | TIME | SCHOOL | DATE | H/A | TIME |
| Northern Highlands | W.-9/4 | A | 4:15 PM | Northern Highlands | W.-9/4 | H | 4:15 PM |
| Hackensack | Fri.-9/6 | H | 4:15 PM | Hackensack | Fri.-9/6 | A | 4:15 PM |
| Ridgewood | M 9/9 | H | 4:15 PM | Ridgewood | M 9/9 | H | 4:15 PM |
| Ramapo | Tu.-9/10 | A | 4:15 PM | Ramapo | Tu.-9/10 | A | 4:15 PM |
| Teaneck | Th.-9/12 | H | 4:15 PM | Teaneck | Th.-9/12 | A | 4:15 PM |
| I+A | FRI. 9/13 | H | 4:15pm | I+A | FRI. 9/13 | H | 4:15pm |
| Paramus | M.-9/16 | H | 4:15 PM | Paramus | M.-9/16 | A | 4:15 PM |
| Park Ridge | W.-9/18 | H | 4:15 pm | Park Ridge | W.-9/18 | H | 4:15 pm |
| Bergen Tech | TH 9/19 | H | 4:15 | Bergen Tech | TH 9/19 | H | 4:15 |
| Ridgewood | Fri.-9/20 | A | 4:15 PM | Ridgewood | Fri.-9/20 | A | 4:15 PM |
| BCWCA Trny | Sat.-9/21?? | H | | | | | |
| BCWCA Trny | Sun.-9/22?? | H | | | | | |
| Fair Lawn | Tu.-9/24 | H | 4:15 PM | Fair Lawn | Tu.-9/24 | H | 4:15 PM |
| PV | M 9/25 | H | 4:15pm | Pascack Valley | M 9/25 | H | 4:15pm |
| | Th.-9/26 | | | | Th.-9/26 | | |
| Northern Highlands | Fri.-9/27 | H | 4:15 PM | Northern Highlands | Fri.-9/27 | A | 4:15 PM |
| | TUES. 10/1 | | | | | | |
| Hackensack | ~~W-10/2~~ | A | 4:15 PM | Hackensack | ~~W.-10/2~~ | H | 4:15 PM |
| Ramapo | Fri.-10/4 | H | 4:15 PM | Ramapo | Fri.-10/4 | H | 4:15 PM |
| Teaneck | ~~M.-10/7~~ | A | 4:15 PM | Teaneck | ~~M.-10/7~~ | H | 4:15 PM |
| | TUES. 10/8 | | | | TUES. 10/8 | | |
| Paramus | Th.-10/10 | A | 4:15 PM | Paramus | Th.-10/10 | H | 4:15 PM |
| ~~I+A~~ | Fri.-10/11 | A | 4:15 PM | ~~I+A~~ | Fri.-10/11 | A | 4:15 PM |
| ~~Ridgewood~~ | Tu.-10/15 | H | 4:15 PM | Ridgewood | Tu.-10/15 | A/H | 4:15 PM |

Jewish holiday begin sunset Sunday, 9/29, to Sunset Tuesday October 1 (Rosh Hashanah)
Jewish Holiday begins sunset, Tuesday, 10/8, to sunset, Wednesday, October 9 (Yom Kippur)

# GIRLS VOLLEYBALL - 2019

*Revised 1/17/19*

| VARSITY | | | | JV | | | | FROSH | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| SCHOOL | DATE | H/A | TIME | SCHOOL | DATE | H/A | TIME | SCHOOL | DATE | H/A | TIME |
| Northern Highlands | W.-9/4 | A | 4:15 PM | Northern Highlands | W.-9/4 | A | 5:30 PM | Northern Highlands | W.-9/4 | A | 4:15 PM |
| Hackensack | Fri.-9/6 | H | 5:30 PM | Hackensack | Fri.-9/6 | H | 4:15 PM | Hackensack | Fri.-9/6 | H | 4:15 PM |
| Hendrick Hudson Trny | SAT- 9/7 | A | 9:00 AM | | | | | | | | |
| Ramapo | Tu.-9/10 | H/A | 4:15 PM | Ramapo | Tu.-9/10 | H/A | 5:30 PM | Ramapo | Tu.-9/10 | A/H | 4:15 PM |
| Teaneck | Th.-9/12 | H | 5:30 PM | Teaneck | Th.-9/12 | H | 4:15 PM | Teaneck | Th.-9/12 | A/H | 4:15 PM |
| NV Tourney | Sat.-9/14?? | A | 9:00 PM | | | | | | | | |
| Paramus | M.-9/16 | H | 5:30 PM | Paramus | M.-9/16 | H | 4:15 PM | Paramus | M.-9/16 | H | 4:15 PM |
| River Dell | W.-9/18 | A | 4:15 PM | River Dell | W.-9/18 | A | 5:30 PM | River Dell | W.-9/18 | A | 4:15 PM |
| Ridgewood | Fri.-9/20 | A | 5:30 PM | Ridgewood | Fri.-9/20 | A | 4:15 PM | Ridgewood | Fri.-9/20 | A | 4:15 PM |
| Clarkstown Tournament | Sat.-9/21?? | A | 9:00 AM | | | | | | | | |
| PARAMUS CATHOLIC | M.-9/23 | A | | PARAMUS CATH | M.-9/23 | A | | PARAMUS CATH | M.-9/23 | H | 4:15 |
| | Tu.-9/24 | | | | Tu.-9/24 | | | | Tu.-9/24 | | |
| Wayne Valley | Th.-9/26 | A | 4:15 PM | Wayne Valley | Th.-9/26 | A | 5:30 PM | Wayne Valley | Th.-9/26 | A | 4:15 PM |
| Northern Highlands | W.-10/2 | H | 5:30 PM | Northern Highlands | W.-10/2 | H | 4:15 PM | Northern Highlands | W.-10/2 | H | 4:15 PM |
| Hackensack | Fri.-10/4 | A | 4:15 PM | Hackensack | Fri.-10/4 | A | 5:30 PM | Hackensack | Fri.-10/4 | A | 4:15 PM |
| BCWCA Tourney | Sat.-10/5?? | | TBA | | | | | | | | |
| Ramapo | M.-10/7 | H | 5:30 PM | Ramapo | M.-10/7 | H | 4:15 PM | Ramapo | M.-10/7 | A | 4:15 PM |
| Teaneck | Fri.-10/11 | A | 4:15 PM | Teaneck | Fri.-10/11 | A | 5:30 PM | Teaneck | Fri.-10/11 | H | 4:15 PM |
| BCWCA Tourney | Sat.-10/12? | H | 12:00-7:00 | | | | | | | | |
| Paramus | Tu.-10/15 | A | 4:15-PM 5:30 | Paramus | Tu.-10/15 | A | 5:30 PM 4:15 | Paramus | Tu.-10/15 | A | 4:15 PM |
| IHA | Th.-10/17 | H | 5:30 PM | IHA | Th.-10/17 | H | 4:15 PM | IHA | Th.-10/17 | H | 4:15 PM |
| BCWCA Tourney | Sat.-10/19 | H | 9:00-6:00 | | | | | | | | |
| Ridgewood | Tu.-10/22 | H | 5:30 PM | Ridgewood | Tu.-10/22 | H | 4:15 PM | Ridgewood | Tu.-10/22 | H | 4:15 PM |
| BCWCA TRNY | SAT 10/26 | H | 12:00-8:00 | | Th.-10/24 | | | | Th.-10/24 | | |
| BCWCA Tourney | R-11/1 | H | 4:30-8:30 | | | | | | | | |
| BCWCA Tourney | Sun-11/3 | H | 12:00-4:00 | | | | | | | | |

Jewish holiday begin sunset Sunday, 9/29, to Sunset Tuesday October 1 (Rosh Hashanah)
Jewish Holiday begins sunset, Tuesday, 10/8, to sunset, Wednesday, October 9 (Yom Kippur)

# NORTHERN VALLEY REGIONAL HIGH SCHOOL AT DEMAREST

**May**
**2019**

TO: Timothy Gouraige

FROM: Luisella Marolda
Keith Johnson

DATE: June 5, 2019

RE: VANDALISM AND DISCIPLINE MONTHLY REPORT

- There no incidents of vandalism reported for the month of May
- See attached for detailed Discipline Reports

NORTHERN VALLEY REGIONAL HIGH SCHOOL AT OLD TAPPAN
OFFICE OF THE ASSISTANT PRINCIPALS

DATE: June 3, 2019

TO: James Santana

FROM: Rob Hyman & Jennifer Mezzina

RE: VANDALISM - May 2019

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There has been 1 report of Vandalism in the NVOT building for May 2019.

/nb

| Title | Author | Published | Call Number |
|---|---|---|---|
| The American Heritage dictionary of the English l | | 1992 | REF 423 AME |
| American writers classics. | | | REF 810 AME |
| British writers | edited under the | 1979 | REF 920 BRI 1-2, 4-5, |
| Color profiles of world war I combat planes | Apostolo, Giorgi | 1974 | OVER 623.746 MCA |
| Encyclopaedia of religion and ethics | edited by James | 1951 | REF 203 ENC V.1-11 |
| Encyclopedia of folk, country & western music | Stambler, Irwin. | 1983 | REF 781.7 STA |
| The essential Shakespeare : an annotated bibliog | Champion, Larry | 1986 | REF 016 CHA |
| Great artists of the Western World II. | | 1988 | REF 709 NOR 2-10 |
| Great events from history: American series. | Magill, Frank No | 1975 | REF 973 MAG 1-3 |
| Great events from history II. Arts and culture seri | edited by Frank I | 1993 | REF 700 GRE 1-5 |
| Great events from history: modern European ser | Magill, Frank No | 1973 | REF 940 MAG V.1 |
| Great events from history: modern European ser | Magill, Frank No | 1973 | REF 940 MAG V.2 |
| Historical atlas of religion in America. | Gaustad, Edwin | 1962 | REF 209.73 GAU |
| History of Bergen county, New Jersey, 1630-192 | Westervelt, Fran | 1923 | REF 974.9 WES 1-3 |
| Horizon five year cumulative index. | | 1969 | REF 051 HOR SEP 1958 - |
| Horizon five year cumulative index. | | 1969 | REF 051 HOR WIN 1964 - |
| Horizon five year cumulative index. | | 1969 | REF 051 HOR WIN 1969 - |
| Information literacy : essential skills for the infor | Eisenberg, Mich | 2004 | 028.7 EIS |
| James Montgomery Flagg, | Flagg, James Mo | 1974 | OVER 741.9 MEY |
| The Johns Hopkins guide to literary theory and cr | edited by Micha | 1994 | REF 016.809 JOH |
| King of rock : respect, responsibility, and my life v | DMC (Musician) | 2001 | BIOG MCD |
| The Kingfisher illustrated encyclopedia of animal: | consultant edito | 1992 | REF 591 KIN |
| Lives of the saints; | Butler, Alban, 17 | 1956 | REF 920 BUT V.2 |
| The New Century classical handbook | Edited by Cather | 1962 | REF 913.38 NEW |
| New international illustrated encyclopedia of art. | | 1967 | REF 703 NEW 1-2, 4-12, |
| Notable American women, 1607-1950; a biograp | Edward T. James | 1971 | REF 920 NOT V.2 |
| Notable American women, 1607-1950; a biograp | Edward T. James | 1971 | REF 920 NOT V.3 |
| The Oxford companion to the Supreme Court of t | editor in chief, K | 1992 | REF 347.73 OXF |
| The Penguin companion to American literature. | Edited by Malco | 1971 | REF 810.9 PEN |
| The power of media specialists to improve acade | Jones, Jami Biles | 2008 | 027.8 JON |
| Presidents from Hayes through McKinley : debati | [compiled by] Ar | 2003 | REF 973 PRE |
| Presidents from Nixon through Carter, 1969-198 | [compiled by] Ai | 2002 | REF 973 PRE |
| Presidents from Taylor through Grant, 1849-187 | [compiled by] Je | 2002 | REF 973 PRE |

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|---|---|---|---|
| Presidents from Theodore Roosevelt through Co | [compiled by] Fr | 2002 | REF 973 PRE |
| Sandy Hook and the land of the Navesink. | Smith, Samuel S | 1963 | OVER 974.9 SMI |
| The Scribner encyclopedia of American lives | Kenneth T. Jacks | 1998 | REF 920.073 SCR |
| The Scribner encyclopedia of American lives | Kenneth T. Jacks | 1998 | REF 920.073 SCR V.1 |
| Sears list of subject headings. | Sears, Minnie Ea | 1972 | 025.3 SEA |
| Soviet Union | Schulthess, Emil. | 1972 | OVER 947 SCH |
| Steps to service : a handbook of procedures for t | Nickel, Mildred L | 1975 | REF 027.8 NIC |
| The Times in review; a New York times decade b | | 1970 | REF 909.82 TIM 1-4 |
| Up from the footnote : a history of women journ | Marzolf, Marion | 1977 | 070.40 MAR |
| The divine average; a view of comedy | McCollom, Willi | 1971 | 801 MCC |
| How the other half lives; studies among the tene | Riis, Jacob A. (Ja | 1972 | 301.36 R |
| The Knights Templar | Howarth, Stephe | 1982 | 271.79 HOW |
| The medium is the massage | McLuhan, Marsh | 1967 | 301.24 MCL |
| Mr. Madison's Constitution; the story behind the | Donovan, Frank | 1965 | 342.73 DON |
| Winter's graces : the surprising gifts of later life | Stewart, Susan A | 2018 | 155.671 STE |
| The American Heritage history of the Indian wars | Utley, Robert M | 1977 | OVER 970.3 UTL |
| Asiatic mythology : a detailed description and ex | by J. Hackin... [e | 1963 | OVER 290 ASI |
| Colonial living. | Tunis, Edwin, 18 | 1957 | OVER 973.2 TUN |
| The flight of dragons | Dickinson, Peter | 1979 | OVER 398.4 DIC |
| Ali's pretty little lies : a Pretty little liars prequel r | Shepard, Sara, 1 | 2014 | FIC SHEPARD |
| The amateurs | Shepard, Sara, 1 | 2016 | FIC SHEPARD |
| The amateurs | Shepard, Sara, 1 | 2016 | FIC SHEPARD |
| Dance hall of the dead. | Hillerman, Tony. | 1973 | CLASSIC FIC HILLERMAN |
| Deadly | Shepard, Sara, 1 | 2014 | FIC SHEPARD |
| Flawless : a pretty little liars novel | Shepard, Sara, 1 | 2008 | FIC SHEPARD |
| Hide and seek | Shepard, Sara, 1 | 2013 | FIC SHEPARD |
| The lying game | Shepard, Sara, 1 | 2011 | FIC SHEPARD |
| Perfect : a pretty little liars novel | Shepard, Sara, 1 | 2008 | FIC SHEPARD |
| The perfectionists | Shepard, Sara, 1 | 2015 | FIC SHEPARD |
| Pretty little liars | Shepard, Sara, 1 | 2007 | FIC SHEPARD |
| Ruthless : a pretty little liars novel | Shepard, Sara, 1 | 2011 | FIC SHEPARD |
| Stunning | Shepard, Sara, 1 | 2012 | FIC SHEPARD |
| Toxic | Shepard, Sara, 1 | 2015 | FIC SHEPARD |
| Twisted : a pretty little liars novel | Shepard, Sara, 1 | 2012 | FIC SHEPARD |

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| Unbelievable : a pretty little liars novel | Shepard, Sara, 1 | 2009 | FIC SHEPARD |
| Vicious | Shepard, Sara, 1 | 2014 | FIC SHEPARD |
| 50 great monologs for student actors : a workbo | Majeski, Bill. | 1987 | 792 MAJ |
| 57 original auditions for actors : a workbook of m | Lawrence, Eddie | 1988 | 792 LAW |
| Acrylic and other water-base paints for the artist | Torche, Judith. | 1967 | 751.2 TOR |
| After math : puzzles and brainteasers | Barbeau, Edwar | 1995 | 793.7 BAR |
| Another little piece of my heart : my life of rock a | Goldstein, Richa | 2015 | 781.66 GOL |
| Another Russia : through the eyes of the new So | from the collecti | 1986 | 779 ANO |
| The audition book : winning strategies for breaki | Hooks, Ed. | 1989 | 791.023 HOO |
| Ballads and folk songs of the Southwest: | Moore, Ethel. | 1964 | 784 MOO |
| Bands of America. | Schwartz, Harry | 1957 | 785.1 SCH |
| Baryshnikov at work : Mikhail Baryshnikov discus | Baryshnikov, Mil | 1976 | 792.80 BAR |
| Bernstein's reverse dictionary | Bernstein, Theo | 1988 | REF 423 BER |
| Birds | Andrews, John. | 1983 | 598.2 AND |
| Blessings in disguise | Guinness, Alec, | 1986 | 792 GUI |
| Common-sense guide to refinishing antiques. | Higgins, Alfred, 1 | 1969 | 749.2 HIG |
| The complete book of decorating techniques | Gray, Linda. | 1986 | 747 GRA |
| The cougar doesn't live here any more | Milne, Lorus Joh | 1971 | 591.5 MIL |
| A cultural history of the American Revolution : pa | Silverman, Kenn | 1976 | 700.973 SIL |
| Dandelion : celebrating the magical blossom | Wilensky, Amy S | 2000 | 583 WIL |
| The dictionary of classical mythology | Grimal, Pierre, 1 | 1985 | REF 292.13 GRI |
| A dictionary of the social sciences, | Gould, Julius. | 1964 | REF 303 GOU |
| A directory of antique furniture : the authentic cl | Hinckley, F. Lewi | 1953 | 749.2 HIN |
| DNA : the secret of life | Watson, James [ | 2003 | 576.5 WAT |
| Dolphins | Bright, Michael. | 1985 | 591.5 BRI |
| Electric universe : the shocking true story of elec | Bodanis, David. | 2004 | 537 BOD |
| Encyclopedia of careers and vocational guidance | [edited by Andre | 2003 | REF 331.7 ENC |
| The encyclopedia of ghosts and spirits | Guiley, Rosemar | 1992 | REF 133.1 GUI |
| The encyclopedia of sharks | Parker, Steve, 1 | 1999 | 597.3 PAR |
| Endangered species. | | 1993 | REF 333.95 GRO 1-10 |
| Environmental encyclopedia. | | | REF 363.7 ENV |
| The Facts on File visual dictionary | Corbeil, Jean Cla | 1986 | REF 423 COR |
| Forces of life : the Botanic man | Bellamy, David J | 1979 | 575 BEL |
| Fun with mathematics | Heafford, Philip | 1982 | 793.7 HEA |

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| Gems. | Wilson, Mab. | 1967 | 736 WIL |
| Glass and glassware. | Savage, George, | 1973 | 748.2 SAV |
| A history of American pewter | Montgomery, Cl | 1973 | 739 MON |
| How to interpret statistical data : a guide for libra | Simpson, I. S. (Ia | 1990 | 519.5 SIM |
| How to paint in oil : a beginner's book for boys a | Zaidenberg, Arth | 1956 | 751 ZAI |
| Larousse world mythology. | [Translated by P. | 1973 | REF 291 GRI |
| Magician's magic, | Curry, Paul. | 1965 | 793.8 CUR |
| Mary Gilliatt's new guide to decorating. | Gilliatt, Mary. | 1988 | 747.213 GIL |
| Mathematical circus : more puzzles, games, para | Gardner, Martin | 1992 | 793.74 GAR |
| Modeling in wax for jewelry and sculpture | Kallenberg, Lawr | 1981 | 731.42 KAL |
| The movies begin : making movies in New Jersey, | Spehr, Paul C. | 1977 | 791.43 SPE |
| Myths | Alexander Eliot . | 1976 | REF 291 MYT |
| The Nureyev image | Bland, Alexande | 1976 | 792.8 BLA |
| Original audition scenes for actors : a collection c | Kluger, Garry Mi | 1987 | 792 KLU |
| Oxford American dictionary | [compiled by] Eu | 1980 | REF 423 OXF |
| The Penland School of Crafts book of pottery | Coyne, John. | 1975 | 738 COY |
| Putting on the school play : a complete handbool | Holtje, Adrienne | 1980 | 792 HOL |
| Sculpture with a torch. | Rood, John, 190 | 1963 | 731 ROO |
| Shapes and stories; a book about pictures, | Grigson, Geoffre | 1965 | 701 GRI |
| Songs of American folks | Coleman, Satis N | 1968 | 784 COL |
| Stage makeup | Corson, Richard. | 1989 | 792.027 COR |
| StarTalk : everything you ever need to know abo | with Neil DeGra | 2017 | 523.1 STA |
| Steamboatin' days, folk songs of the river packet | Wheeler, Mary, | 1969 | 784 WHE |
| The story of painting for young people, from cav | Janson, H. W. (H | 1952 | 759 JAN |
| Television and American culture | edited by Carl Lo | 1981 | 791.45 TEL |
| Tigers | Jackson, Peter. | 1990 | 599.74 JAC |
| The ultimate audition book for teens, volume IV : | Lamedman, Deb | 2002 | 792 LAM |
| Vanished smile : the mysterious theft of Mona Li | Scotti, R. A. | 2009 | 759.5 SCO |
| Where she danced | Kendall, Elizabet | 1979 | 792.8 KEN |
| The world of Bruegel, c. 1525-1569 | Foote, Timothy. | 1968 | 709.2 FOO |
| The world of Cezanne, 1839-1906, | Murphy, Richard | 1968 | 709.2 MUR |
| Atlas of medieval Europe | Konstam, Angus. | 2000 | 911 KON |
| China under communism | Kort, Michael, 19 | 1994 | 951.05 KOR |
| The conquering family. | Costain, Thomas | 1962 | 942.02 COS |

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| The dictionary of cliches | Rogers, James T. | 1987 | 423 ROG |
| Doublespeak : from "revenue enhancement" to " | Lutz, William. | 1989 | 427 LUT |
| Exploration into Japan | Tames, Richard. | 1995 | 952 TAM |
| Getting to know the Vietnamese and their cultur | Vương, Gia Thụy | 1976 | 959.7 VUO |
| Great scientific experiments : 20 experiments tha | Harré, Rom. | 1981 | 509 HAR |
| Introducing Japan : history, way of life, creative v | edited by Paul N | 1977 | 952 INT |
| The land and people of Korea | Solberg, S. E. (Sa | 1991 | 951.9 SOL |
| Language for everybody; what it is and how to m | Pei, Mario, 1901 | 1956 | 400 PEI |
| Look it up : a deskbook of American spelling and | Flesch, Rudolf Fr | 1977 | 427 FLE |
| Man masters nature : twenty-five centuries of sc | edited by Roy Pc | 1988 | 509 MAN |
| The Middle Ages : an illustrated history | Hanawalt, Barba | 1998 | 909.07 HAN |
| Mongolia | Stefoff, Rebecca | 1986 | 951.73 STE |
| The Passaic River: past, present, future | Brydon, Norman | 1974 | 917 BRY |
| The Penguin historical atlas of ancient Greece | Morkot, Robert. | 1996 | 911 MOR |
| Powers of ten : a book about the relative size of t | Morrison, Philip. | 1982 | 500 MOR |
| Revelations, the Medieval world | Harpur, James. | 1995 | 909.07 HAR |
| The roads of home : lanes and legends of New Je | Beck, Henry Cha | 1956 | 974.9 BEC |
| Scientific elite : Nobel laureates in the United Sta | Zuckerman, Hari | 1977 | 507 ZUC |
| The sea and the ice: a naturalist in Antarctica, | Halle, Louis Jose | 1973 | 500.998 HAL |
| Ships, seas, and scientists; U.S. Naval exploration | Ponko, Vincent. | 1974 | 508.3 PON |
| South Africa | Corona, Laurel, : | 2000 | 968 COR |
| South Africa | Fish, Bruce. | 2000 | 968 FIS |
| Sumer is icumen in : our ever-changing language | Greenfeld, How: | 1978 | 420.9 GRE |
| Tales and towns of northern New Jersey | Beck, Henry Cha | 1964 | 974.9 BEC |
| Voices of man; the meaning and function of langı | Pei, Mario, 1901 | 1962 | 400 PEI |
| Voodoo science : the road from foolishness to fra | Park, Robert L. | 2000 | 509.73 PAR |
| Words in sheep's clothing | Pei, Mario, 1901 | 1969 | 412 PEI |
| The world changers. | Bliven, Bruce, 18 | 1965 | 920 BLI |
| The World of science. | | 1984 | 500 LAM |
| 1898: the Spanish-American War, told with pictu | Werstein, Irving. | 1966 | 973.89 WER |
| The age of fighting sail; | Forester, C. S. (C | 1956 | 973.5 FOR |
| The age of the moguls. | Holbrook, Stewa | 1953 | 973.8 HOL |
| Along the Old York Road / James & Margaret Cav | Cawley, James S | 1965 | 974.9 CAW |
| America in the twentieth century | Freidel, Frank Bu | 1976 | 973.9 FRE |

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| America moves forward : a history for Peter. | Johnson, Gerald | 1960 | 973.9 JOH |
| America since 1920. | Snowman, Danie | 1969 | 973.9 SNO |
| American epoch : a history of the United States s | Link, Arthur Star | 1955 | 973.91 LIN |
| The angry scar; the story of reconstruction. | Carter, Hodding, | 1959 | 973.8 CAR |
| Another part of the twenties | Carter, Paul Alle | 1977 | 973.91 CAR |
| Australia | by the editors of | 1985 | 994 AUS |
| The big change: America transforms itself, 1900- | Allen, Frederick | 1952 | 973.91 ALL |
| Bourbon leader: Grover Cleveland and the Demo | Merrill, Horace S | 1957 | 973.85 MER |
| Brazil | Corona, Laurel, : | 2000 | 981 COR |
| Brazil : a guide to the people, politics, and culture | Rocha, Jan. | 1997 | 981 ROC |
| The cattle kings. | Atherton, Lewis | 1961 | 973.8 ATH |
| Charity and correction in New Jersey; a history of | Leiby, James. | 1967 | 974.9 LEI |
| The Civil War | Jordan, Robert P | 1969 | 973.7 JOR |
| The Civil War and Reconstruction : 1860 to 1876 | Rodney P. Carlisl | 2009 | 973.8 HAN V.3 |
| Civil War in the making, 1815-1860. | Craven, Avery O | 1959 | 973.6 C |
| The Copperheads in the Middle West. | Klement, Frank L | 1960 | 973.715 KLE |
| Cruising New Jersey tidewater : a boating and tou | Van Deventer, F | 1964 | 974.9 VAN |
| Decisive battles of the Civil War. With 35 maps d | Mitchell, Joseph | 1955 | 973.7 MIT |
| The Delaware, | Wildes, Harry En | 1940 | 974.9 WIL |
| The election of Andrew Jackson. | Remini, Robert V | 1963 | 973.56 REM |
| Eventide : a novel | Haruf, Kent. | 2005 | FIC HARUF |
| Exploring the little rivers of New Jersey | Cawley, James S | 1961 | 974.9 CAW |
| Forgotten towns of southern New Jersey. | Beck, Henry Cha | 1961 | 974.9 BEC |
| The forties and fifties : an illustrated history in co | Harris, Nathanie | 1975 | 973.91 HAR |
| Franklin D. Roosevelt and the New Deal, 1932-19 | Leuchtenburg, W | 1963 | 973.917 LEU |
| Franklin D. Roosevelt and the New Deal, 1932-19 | Leuchtenburg, W | 1963 | 973.917 LEU |
| Freedom and order; a commentary on the Ameri | Commager, Hen | 1966 | 973.9 COM |
| From Versailles to the New Deal : a chronicle of t | Faulkner, Harold | 1950 | 973.91 FAU |
| Gettysburg | Kantor, MacKinl | 1952 | 973.7 KAN |
| The Gilded Age : 1870 to 1900 | Rodney P. Carlisl | 2009 | 973.8 HAN V.4 |
| The Great Northwest: the story of a land and its | by the editors of | 1973 | 979 WIN |
| The great revolt and its leaders: the history of po | Beals, Carleton, | 1968 | 973.8 BEA |
| The great tariff debate, 1820-1830. | Taylor, George R | 1953 | 973.5 TAY |
| The great tariff debate, 1820-1830. | Taylor, George R | 1953 | 973.5 TAY |

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| A guide to the architecture of Washington, D.C. | Jacobsen, Hugh I | 1965 | 975.3 JAC |
| Infernal machines; the story of Confederate subn | Perry, Milton F. | 1965 | 973.75 PER |
| Jackson versus Biddle; the struggle over the seco | Taylor, George R | 1949 | 973.5 TAY |
| The Jersey midlands. | Beck, Henry Cha | 1962 | 974.9 BEC |
| The land and people of Argentina | Fox, Geoffrey E. | 1990 | 982 FOX |
| The land and people of Bolivia | Blair, David Nels | 1990 | 984 BLA |
| The land and people of Venezuela | Fox, Geoffrey E. | 1991 | 987 FOX |
| Last train from Atlanta. | Hoehling, A. A. (/ | 1958 | 973.7371 HOE |
| The Louisiana Purchase : by Robert Tallant, illustr | Tallant, Robert, : | 1952 | 973.46 TAL |
| Martin Van Buren and the making of the Democr | Remini, Robert \ | 1959 | 973.57 REM |
| Minister of relief : Harry Hopkins and the depres: | Charles, Searle F | 1963 | 973.917 CHA |
| More forgotten towns of Southern New Jersey. | Beck, Henry Cha | 1963 | 974.9 BEC |
| Mr. Lincoln's army. | Catton, Bruce, 1: | 1951 | 973.7416 CAT |
| A narrative and descriptive bibliography of New J | Burr, Nelson Rol | 1964 | 974.9 BUR |
| New Jersey and the Negro; a bibliography, 1715-: | | 1967 | 974.9 NEW |
| The New Jersey citizen. | Hackett, James F | 1957 | 974.9 HAC |
| A New Jersey reader. | Foreword by Hei | 1961 | 974.9 NEW |
| Night comes to the Cumberlands, a biography of | Caudill, Harry M | 1963 | 976.9 CAU |
| Old inns and taverns in West Jersey. | Boyer, Charles Sl | 1962 | 974.9 BOY |
| Plainsong | Haruf, Kent. | 1999 | FIC HARUF |
| The politicos, 1865-1896, | Josephson, Matt | 1938 | 973.8 JOS |
| Politics in New Jersey | edited by Alan R | 1975 | 974.9 POL |
| Prosperity decade; from war to depression: 1917 | Soule, George H | 1947 | 973.91 SOU |
| The quest for social justice, 1898-1914, | Faulkner, Harold | 1931 | 973.91 FAU |
| Reconstruction in the South. | Rozwenc, Edwin | 1952 | 973.8 ROZ |
| The Republican era, 1869-1901; a study in admin | White, Leonard I | 1958 | 973.8 WHI |
| Reveille in Washington, 1860-1865, | Leech, Margaret | 1941 | 973.7453 LEE |
| Ride to war : the history of the First New Jersey C | Pyne, Henry R. | 1961 | 973.741 PYN |
| Ride with the eagle; the expedition of the First M | Davis, Julia. | 1962 | 973.624 DAV |
| The robber barons : the great American capitalist | Josephson, Matt | 1962 | 973.8 JOS |
| Roosevelt, Wilson and the trusts. | Rozwenc, Edwin | 1950 | 973.91 ROZ |
| South Jersey towns, history and legend | McMahon, Willi: | 1973 | 974.9 MCM |
| The splendid little war. | Freidel, Frank Bu | 1958 | 973.89 FRE |
| Stories of New Jersey | Stockton, Frank | 1961 | 974.9 STO |

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| The story of the Mexican War. | Henry, Robert Se | 1961 | 973.62 HEN |
| The story of the Mexican War, | Reeder, Red, 19( | 1967 | 973.6 REE |
| The story of the War of 1812, | Reeder, Red, 19( | 1960 | 973.5 R |
| Theodore Roosevelt and the rise of America to w | Beale, Howard K | 1956 | 973.9110924 BEA |
| The thirties; an illustrated history in colour 1930- | Unstead, R. J. | 1974 | 973.91 UNS |
| This is New Jersey, from High Point to Capt May. | Cunningham, Jol | 1953 | 974.9 CUN |
| To Appomattox; nine April days, 1865. | Davis, Burke, 19: | 1959 | 973.738 DAV |
| Trenton, old and new, | Podmore, Harry | 1964 | 974.9 POD |
| The Truman era, 1945-1952 | Stone, I. F. (Isido | 1988 | 973.918 STO |
| The Turner thesis concerning the role of the fron | Taylor, George R | 1956 | 978 TRY |
| Twentieth century America; The United States si | Shannon, David . | 1963 | 973.9 SHA |
| Under Barnegat's beam : light on happenings alo | Kraft, Bayard Ra | 1960 | 974.9 KRA |
| The War of 1812 | Coles, Harry Lew | 1965 | 973.52 COL |
| Where the Raritan flows | Miers, Earl Schei | 1964 | 974.9 MIE |
| Woodrow Wilson and the politics of morality. | Blum, John Mort | 1956 | 973.913 BLU |
| America, America, America; prose and poetry ab | Giniger, Kenneth | 1957 | 973 GIN |
| America as a civilization; | Lerner, Max, 19( | 1957 | 973 LER |
| America grows up : a history for Peter. | Johnson, Gerald | 1960 | 973 JOH |
| America is born : a history for Peter. | Johnson, Gerald | 1959 | 973 JOH |
| The American character. | Brogan, D. W. (D | 1956 | 973 BRO |
| The American conscience. | Burlingame, Rog | 1957 | 973 BUR |
| The American heritage book of the Revolution, | by the editors of | 1958 | 973.3 AME |
| Basic documents in American history. | Morris, Richard I | 1956 | 973 MOR |
| The Battle of Trenton | McPhillips, Mart | 1985 | 973.332 MCP |
| Boston Tea Party : colonists protest the British gc | Crompton, Samu | 2011 | 973.3 CRO |
| By land and by sea; essays and addresses. | Morison, Samue | 1953 | 973 MOR |
| Canada, a modern history. | Brebner, John Ba | 1960 | 971 BRE |
| The Colonial and Revolutionary Era : beginnings t | Rodney P. Carlisl | 2009 | 973.3 HAN V.1 |
| A company of heroes; the American frontier, 177 | Van Every, Dale, | 1962 | 973.26 VAN |
| The course of empire; | De Voto, Bernar | 1952 | 973.1 DEV |
| The critical period of American history, | Fiske, John, 184: | 1888 | 973.4 FIS |
| Cuba | Sheehan, Sean, : | 2005 | 972.91 SHE |
| The Declaration of independence and the Constit | Latham, Earl. | 1956 | 973.3 LAT |
| The early national period and expansion : 1783 t | Rodney P. Carlisl | 2009 | 973.4 HAN V.2 |

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| The Elizabethans and America. | Rowse, A. L. (Alfi | 1959 | 973.2 ROW |
| Everyday life in colonial America, | Wright, Louis B. | 1966 | 973.2 WRI |
| Free men must stand; | Barnes, Eric Wol | 1962 | 973.3 BAR |
| The French and Indian War; an informal history. | Chidsey, Donald | 1969 | 973.2 CHI |
| From Lexington to liberty : the story of the Amer | Lancaster, Bruce | 1955 | 973.3 LAN |
| The great declaration; a book for young Americai | Commager, Hen | 1958 | 973.313 COM |
| The great separation : the story of the Boston Te | Chidsey, Donald | 1965 | 973.2 CHI |
| Guatemala | Sheehan, Sean, : | 1998 | 972.81 SHE |
| Guns at the forks. | O'Meara, Walter | 1965 | 973.26 OME |
| The hungary war, an account of the American Re | Britt, Albert, 187 | 1961 | 973.3 BRI |
| July 4, 1776; the dramatic story of the first four d | Chidsey, Donald | 1958 | 973.313 CHI |
| King of the gypsies | Maas, Peter, 19: | 1975 | 973.0491497 MAA |
| Land of promise; the story of early Canada, | Field, John L. | 1962 | 971 FIE |
| Land where our fathers died; the settling of the E | Starkey, Marion | 1962 | 973.2 STA |
| Let's visit Panama | Haynes, Tricia. | 1984 | 972.87 HAY |
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| Living ideas in America. | Commager, Hen | 1964 | 973 COM |
| Log of the Mayflower. | Simon, Philip J. | 1956 | 973.22 SIM |
| Louisbourg: key to a continent | Downey, Fairfax | 1965 | 971 DOW |
| The meaning of the Mexican Revolution, | Cumberland, Ch: | 1967 | 972 CUM |
| The Mexican War | Singletary, Otis A | 1960 | 973.6 SIN |
| Mexico | Goodwin, Willia | 1999 | 972 GOO |
| New found world; how North America was disco | Lamb, Harold, 18 | 1955 | 973.1 LAM |
| Origins of the American Revolution. | Miller, John Che: | 1957 | 973.311 MIL |
| The Parkman reader; from the works of Francis P | Parkman, Franci: | 1955 | 971 PAR |
| Prelude to independence; the newspaper war on | Schlesinger, Arth | 1958 | 973.3 SCH |
| Puerto Rico: the quiet revolution. | Page, Homer. | 1963 | 972.95 PAG |
| The Quaker colonies; a chronicle of the proprietc | Fisher, Sydney G | 1919 | 973.2 FIS |
| The republic; conversations on fundamentals. | Beard, Charles A | 1943 | 973 BEA |
| The Revolutionary War : America's fight for freed | McDowell, Bart. | 1967 | 973.3 MCD |
| The rivers of Canada: the Mackenzie, the St. Law | MacLennan, Hug | 1962 | 971 MAC |
| Rogers' Rangers and the French and Indian War; | Smith, Bradford, | 1956 | 973.26 SMI |
| The siege of Boston; an on-the-scene account of | Chidsey, Donald | 1966 | 973.331 CHI |
| Society and thought in America. | Wish, Harvey, 19 | 1950 | 973 WIS V.1 |

| | | | |
|---|---|---|---|
| Society and thought in America. | Wish, Harvey, 19 | 1900 | 973 WIS V.2 |
| The St. Lawrence. | Toye, William. | 1959 | 971 TOY |
| They saw America first : our first explorers and w | Bakeless, Kather | 1957 | 973.1 BAK |
| This was America; true accounts of people and pl | Handlin, Oscar, 1 | 1949 | 973 HAN |
| The tide turns; an informal history of the campai | Chidsey, Donald | 1966 | 973.332 CHI |
| The war in the North; an informal history of the A | Chidsey, Donald | 1967 | 973.33 CHI |
| The white and the gold : the French regime in Ca | Costain, Thomas | 1954 | 971 COS |
| Romantic fantasy and science fiction | Kroeber, Karl, 19 | 1988 | 809.3 KRO |
| Jack of hearts (and other parts) | Rosen, Lev AC. | 2018 | FIC ROSEN |
| Sucktown, Alaska | Dirkes, Craig. | 2017 | FIC DIRKES |
| The demagogues | Cook, Fred J. | 1972 | 917.3 COO |
| Dutch : a memoir of Ronald Reagan | Morris, Edmund | 1999 | BIOG REAGAN |
| Lessons for a scientific literature review : guiding | Schmidt, Randel | 2008 | 507.1 SCH |

| Call number | Bar Code | Title | Volume | Editor | Author |
|---|---|---|---|---|---|
| REF 759.7 MEY | 36420 00003 5129 | Marc Chagall | | | Franz Meyer |
| 779 BEN | 34035 00009 5808 | A Time of Gods | | | Roloff Beny |
| 749.63 DES | 36420 00058 1791 | Desklamp - An Appreciation | | | Kate McIntyre |
| 759.05 T | 36420 00056 6875 | Impressionism | | | Felicitas Tobien |
| 749.32 WIL | 36420 00058 2021 | Classics | | | Elizabeth Wilhide |
| O 760 D | 36420 00059 9926 | Whistler | | | Richard Dorment |
| 760 D | 36420 00060 2548 | Whistler | | | Richard Dorment |
| 749.2 O | 36420 00014 1190 | Century | | | Celia Jackson Otto |
| 749.2 NIN | 34035 00003 7040 | Nineteenth Century Furniture | | Marsha Melnick | |
| 759.06 L | 36420 00013 7040 | Portal Painters | | | Eric Lister |
| 781.5 W | 3642000007 3989 | This is Ragtime | | | Terry Waldo |
| REF 749.2 WOR | 34035 00003 4351 | World Furniture | | Helena Hayward | |
| REF 759.13 BAI | 36420 00056 6818 | Thomas Hart Benton | | | Matthew Baigell |
| 759.6 ROM | 34035 00003 3692 | Dali | | | Luis Romero |
| 760.092 R | 36420 00060 2829 | Robert Motherwell on Paper | | David Rosand | |
| 759.4 GOR | 36420 00058 9182 | Monet | | | Robert Gordon |
| 769 SAC | 34035 00003 3908 | Modern Prints & Drawings | | | Paul J. Sachs |
| 759.5 VAS | 36420 00015 4003 | Leonardo, Raphael, Michelangelo, | | | Giorgio Vasari |
| 759.4 K | 36420 00002 3554 | Impressionism | | | Horst Keller |
| 759.5 ARA | 36420 00060 2720 | Leonardo DaVinci | | | Daniel Arasse |
| 759.9492 GRE | 36420 00081 1743 | Vincent Van Gogh - Portrait of an Artist | | | Jan Greenberg |
| 769.92 HER | 34035 00060 6927 | People | | | Melanie Anne Herzog |
| 769.92 M | 36420 00056 5463 | Graphic Art of the Pre-Impressionists | | | Robert Erich Wolf |
| REF 759.13 NOR | 36420 00059 3671 | Richard Diebenkorn | | | Gerald Nordland |
| 759.25 KOC | 36420 00015 3666 | Turner | | | Horst Koch |
| 759.4 M | 36420 00057 9159 | Matisse in Morocco | | | Jack Cowart |
| 759.7 S | 36420 00013 7941 | Marc Chagall | | | James Johnson Sweeney |
| 759.24 WHE | 36420 00015 3658 | Renoir and his Art | | | Keith Wheldon |
| 759.24 NIC | 36420 00015 3641 | Monet | | | Vasile Nicolescu |
| 759.4 TOB | 36420 00015 3963 | Franz Marc | | | Felicitas Tobien |
| REF 759.18 EWE | | Artists of the Old West | | | John C. Ewers |

# NORTHERN VALLEY REGIONAL HIGH SCHOOL DEMAREST
## *OFFICE OF THE PRINCIPAL*

Date: May 2019

To: James Santana, Superintendent

From: Timothy Gouraige, Principal

Re: Fire Drills/Security Drill/May 2019

| Date: | Time: | Type of drill: | Location: | Time Returned: (Attendance taken) | Weather Conditions |
|---|---|---|---|---|---|
| 5/1/19 | 11:40 AM | Fire Drill | L03M002<br>1st Floor G Wing | 11:46 AM | Cloudy, cold |
| 5/14/19 | 1:00 PM | School Security Drill | Table Top Exercise<br>Share 911 follow up | 1:55 PM | Cloudy, cold |

Thank you.

Cc: Demarest Fire Marshall
Assistant Principals

# Northern Valley Regional High School Old Tappan
# Office of the Principal

Date: May 21, 2019

To: James Santana, Superintendent

Fr: Bruce Sabatini, Principal

Re: NVOT Drill Report / May 2019

## Drill 1

| | |
|---|---|
| **Date:** | 5/1/2019 |
| **Type of Drill:** | Fire Drill |
| **Begin Time:** | 12:45 am |
| **Description:** | L03M004, 1st Floor E Wing, exit by E104 |
| **End Time:** | 12:49 am, Attendance taken All Clear: Share 911, Students-faculty and staff returned to building. |
| **Weather Conditions:** | 56° Cloudy |

## Drill 2

| | |
|---|---|
| **Date:** | 5/21/19 |
| **Type of Drill:** | Emergency Drill |
| **Begin Time:** | 11:52 am |
| **Description:** | Shelter in Place |
| **End Time:** | 11:58 am LENS / Share 911 - All Clear by Administration, Local Law Enforcement, Staff-Students-Faculty returned to building |
| **Weather Conditions:** | 62° Sunny |

Thank you.

# NORTHERN VALLEY REGIONAL HIGH SCHOOL
## *Region III*

Date: May 2019

To: James Santana Superintendent

Fr: Candice Cinotti-Rohr

Re: Fire Drills / May 2019

| Date: | Begin Time | Weather Conditions | Type of Drill: | Description | End Time |
|---|---|---|---|---|---|
| 5/2/19 | 10:15am | Sunny | Missing Student Drill | Entire Building ICS/Summit House | 10:16am |
| 5/31 | 2:00pm | Sunny | Fire Drill | Entire Building ICS/Summit House | 2:06pm |

# Travel for June 2019 Board Agenda

| Professional Development | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Last Name | First Name | Department | Dates of Travel | Event | Location | Fees | Travel | Meals | Hotel | Total Cost | Building | Sub | Travel Type |
| Spatz | Matthew | Guidance | 7/18-7/21/19 | AP Annual Conference 2019 | Orlando, FL | $890.00 | $290.70 | $231.00 | $488.00 | $1,899.70 | Shared | No | Overnight |
| Buoye | James | World Language | 06/2019 | SLE | NY, NY | $0.00 | $300.00 | $0.00 | $0.00 | $300.00 | Shared | No | Daily |

| Overnight Field Trip - TSA National Conference | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Last Name | First Name | Department/ | Dates of | Event | Location | Fees | Travel | Meals | Hotel | Total Cost | Building | Sub | Travel Type |
| Maietta | Steve | Tech Ed | 6/28 - 7/2/19 | TSA National Conference | National Harbor, MD | $0.00 | $382.60 | $342.00 | $932.00 | $1,656.60 | NVOT | No | Overnight |

| Overnight Field Trip - NJ All-State Chorus | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Last Name | First Name | Department | Dates of Travel | Event | Location | Means of Transportation | # of Students | Building | Attending Teacher/Advisor | Sub | Travel Type |
| Meszaros | Jonathan | Related Arts | 11/6-11/8/2019 | NJ All-State Chorus | Atlantic City, NJ | Parent | 3 | NVOT | Jonathan Meszaros | No | Overnight |
| Meszaros | Jonathan | Related Arts | 2/20-2/22/2020 | NJ All-State Chorus | Atlantic City, NJ | Parent | 3 | NVOT | Jonathan Meszaros | No | Overnight |

"TRAVEL"

# SHARED SERVICES AGREEMENT

## Part-Time Occupational Therapists

THIS SHARED SERVICES AGREEMENT ("Agreement") made and entered into this 1st day of July, 2019 by and between the NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT (hereinafter referred to as "the Host LEA") and the SCHOOL DISTRICT of HAWORTH (hereinafter referred to as "Haworth"), bodies corporate of the State of New Jersey located within the County of Bergen (hereinafter collectively referred to as the "Parties") is to be in effect from July 1, 2019 to June 30, 2020.

## WITNESSETH

WHEREAS, the Uniform Shared Services and Consolidations Act, N.J.S.A. 40A:65-1 et seq., authorizes two or more districts to enter into a shared services agreement for the provision of joint services; and

WHEREAS, all Parties hereto have approved the within Agreement by Resolution; and

WHEREAS, it is the desire of all Parties to enter into such Agreement for said purposes,

NOW, THEREFORE, in consideration of the promises and of the covenants, terms, and conditions hereinafter set forth, it is mutually agreed as follows:

1. The Host LEA shall, for the term of this Agreement, be responsible for the provision of services as more particularly set forth in this Agreement.

2. The Host LEA shall employ a part-time Occupational Therapist who will provide occupational therapy services for Haworth three (3) days a week.

3. The Host LEA Superintendent will have the same authority and responsibility for the appointment, evaluation and retention of personnel with respect to these positions as for other district staff as set forth in N.J.S.A. 18A:1-1et. seq. The Host LEA will have the same oversight

authority and responsibility for regional services as it does for its other district programs and operations as set forth in N.J.S.A. 18A:1-1 et. seq.

4. The proposed rate to be charged Haworth for the services of an Occupational Therapist three (3) days a week throughout the 2019-2020 school year is $64,950 (i.e. $21,650 per day of weekly Occupational Therapist services throughout the school year) which includes the salaries and benefits of the employee referenced in paragraph 2.

5. For each school year throughout the term of this Agreement, the superintendent of the Host LEA and the superintendent of Haworth shall meet by March 1st to discuss and reach agreement on the cost of the part-time Occupational Therapist services for the next school year.

6. Haworth agrees to deliver payment to the Host LEA for the provision of the part-time Occupational Therapist in quarterly installments, with the first payment due September 1, 2019.

7. The superintendents of the Host LEA and Haworth shall meet to discuss the implementation of this Agreement.

8, The Host LEA will ensure that appropriate credentials are on file for the Occupational Therapist.

9. The Host LEA and Haworth shall name each other as additional insureds on their respective insurance policies for coverage of any loss or claim that may arise in connection with the implementation of this Agreement.

10. This Agreement shall begin on July 1, 2019 and shall remain in effect until June 30, 2020. The Parties each acknowledge the reliance of the other party upon the continuation of this Agreement. Either Party may terminate this Agreement upon the delivery of four (4) months advance written notice of termination, prior to the next school year. The Host LEA will use good faith efforts to employ and supply a part-time Occupational Therapist to Haworth. If Haworth wishes to terminate this Agreement but does not provide the required four (4) months' advance written notice of termination, it shall remain liable for the payment of the cost of the

part-time Occupational Therapist through the school year following the school year in which less than the required minimum written notice of termination was provided.

11. All records and documents maintained or utilized pursuant to the terms of the Agreement shall be available and open to public inspection during normal business hours at each of the Parties' Board Offices.

12. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.

INTENTIONALLY LEFT BLANK

SIGNATURE PAGES TO FOLLOW

**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above-written.

ATTEST

**NORTHERN VALLEY REGIONAL HS DISTRICT**

| | |
|---|---|
| _____ | _____ |
| Business Administrator/<br>Board Secretary | Board President |
| Dated: _____ | Dated: _____ |

**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above-written.

ATTEST

**Haworth**

| | |
|---|---|
| _____ | _____ |
| Business Administrator/<br>Board Secretary | Board President |
| Dated: _____ | Dated: _____ |

# SHARED SERVICES AGREEMENT

## Part-Time Occupational Therapists

THIS SHARED SERVICES AGREEMENT ("Agreement") made and entered into this 1st day of July, 2019 by and between the NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT (hereinafter referred to as "the Host LEA") and the SCHOOL DISTRICT of NORTHVALE (hereinafter referred to as "Northvale"), bodies corporate of the State of New Jersey located within the County of Bergen (hereinafter collectively referred to as the "Parties") is to be in effect from July 1, 2019 to June 30, 2020.

## WITNESSETH

WHEREAS, the Uniform Shared Services and Consolidations Act, N.J.S.A. 40A:65-1 et seq., authorizes two or more districts to enter into a shared services agreement for the provision of joint services; and

WHEREAS, all Parties hereto have approved the within Agreement by Resolution; and

WHEREAS, it is the desire of all Parties to enter into such Agreement for said purposes,

NOW, THEREFORE, in consideration of the promises and of the covenants, terms, and conditions hereinafter set forth, it is mutually agreed as follows:

1. The Host LEA shall, for the term of this Agreement, be responsible for the provision of services as more particularly set forth in this Agreement.

2. The Host LEA shall employ a part-time Occupational Therapist who will provide occupational therapy services for Northvale three (3) days a week.

3. The Host LEA Superintendent will have the same authority and responsibility for the appointment, evaluation and retention of personnel with respect to these positions as for other district staff as set forth in N.J.S.A. 18A:1-1et. seq. The Host LEA will have the same oversight

authority and responsibility for regional services as it does for its other district programs and operations as set forth in N.J.S.A. 18A:1-1 et. seq.

4. The proposed rate to be charged Northvale for the services of an Occupational Therapist three (3) days a week throughout the 2019-2020 school year is $64,950 (i.e. $21,650 per day of weekly Occupational Therapist services throughout the school year) which includes the salaries and benefits of the employee referenced in paragraph 2.

5. For each school year throughout the term of this Agreement, the superintendent of the Host LEA and the superintendent of Northvale shall meet by March 1st to discuss and reach agreement on the cost of the part-time Occupational Therapist services for the next school year.

6. Northvale agrees to deliver payment to the Host LEA for the provision of the part-time Occupational Therapist in quarterly installments, with the first payment due September 1, 2019. 7. The superintendents of the Host LEA and Northvale shall meet to discuss the implementation of this Agreement.

8, The Host LEA will ensure that appropriate credentials are on file for the Occupational Therapist.

9. The Host LEA and Northvale shall name each other as additional insureds on their respective insurance policies for coverage of any loss or claim that may arise in connection with the implementation of this Agreement.

10. This Agreement shall begin on July 1, 2019 and shall remain in effect until June 30, 2020. The Parties each acknowledge the reliance of the other party upon the continuation of this Agreement. Either Party may terminate this Agreement upon the delivery of four (4) months advance written notice of termination, prior to the next school year. The Host LEA will use good faith efforts to employ and supply a part-time Occupational Therapist to Northvale. If Northvale wishes to terminate this Agreement but does not provide the required four (4) months' advance written notice of termination, it shall remain liable for the payment of the cost

of the part-time Occupational Therapist through the school year following the school year in which less than the required minimum written notice of termination was provided.

11. All records and documents maintained or utilized pursuant to the terms of the Agreement shall be available and open to public inspection during normal business hours at each of the Parties' Board Offices.

12. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.

INTENTIONALLY LEFT BLANK

SIGNATURE PAGES TO FOLLOW

**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above-written.

ATTEST

**NORTHERN VALLEY REGIONAL HS DISTRICT**

| | |
|---|---|
| _____ | _____ |
| Business Administrator/<br>Board Secretary | Board President |
| Dated: _____ | Dated: _____ |

**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above-written.

ATTEST

**Northvale**

_____
Business Administrator/
Board Secretary

Dated: _____

_____
Board President

Dated: _____

# Northern Valley School District

## Northern Valley High School at Demarest

150 Knickerbocker Rd, Demarest, NJ 07627

# CHEMICAL HYGIENE PLAN

# Northern Valley School District

Occupational Exposure to Hazardous Chemicals in Laboratories
Standard Title 29 Code of Federal Regulations Part 1910.1450

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# 1.0 PURPOSE

- LABORATORY SAFETY – The purpose of this document is to outline basic processes and procedures for the Northern Valley High School Science Labs. Using hazardous chemicals in a laboratory setting can result in safety issues such as unexpected and uncontrolled chemical reactions, fire or personnel exposure to deleterious health effects. To reduce potential for these negative outcomes, a variety of controls are needed such as safety training, management of air flow systems such as fume hoods, the use of personal protective equipment, or administrative practices to reduce chemical exposures.

- This Chemical Hygiene Plan will serve as the basis for relevant information, training and guidance to our science teachers, who are responsible for coordinating and implementing the district-wide science safety program in their classrooms. By constantly monitoring all safety issues, such as, chemical storage, room and equipment safety, laboratory safety procedures, demonstrations and lessons, and general safety, the science teacher will help to ensure this mission.

COMPLIANCE – This document is designed to meet compliance with:

- New Jersey Public Employee Occupational Safety and Health standard 29 CFR 1910.1450 (PEOSH).
- RTK: NJAC 8:59
- Haz Com: NJAC 12:100-7
- Eye and Face PPE: PEOSH 1910.133
- Clothing PPE: PEOSH 1910.132
- Gloves PPE: PEOSH 1910.138
- Medical Services and First Aid: PEOSH 1910.151

The goal of this Standard is to protect all affected workers with regard to health and safety issues in laboratories. Northern Valley Regional School District has the additional responsibility to protect teachers and students alike in science classrooms and/or laboratories where hazardous chemicals are used and/or stored. This also includes Art Teachers, Technology Teachers (e.g., those teaching photography, CTE teachers, etc. It is the policy of Northern Valley Regional School District that all chemical handling and operations are required to be performed in a safe and responsible manner, including maintaining exposure to chemical agents within acceptable established limits. This policy further requires that exposures be minimized by the use of hazard elimination, engineering controls, personal protective equipment, and administrative controls. To that end, the Standard requires this written Chemical Hygiene Plan (CHP), a Chemical Hygiene Committee (CHC) and a Chemical Hygiene Officer (CHO). The Science Supervisor and the Supervisor of Buildings and Grounds will coordinate onsite training. In the event that a staff member is unable to attend this training, he or she should find an offsite alternative through which to meet this minimum requirement.

## 2.0 ACCESS TO THE PLAN

- A copy of this plan shall be immediately available in every laboratory and personnel given access to the laboratory will be required to read and sign that they have read the plan prior to work in the labs. Safety must always come first in all that we do. The Northern Valley School District, therefore, strives to ensure a safe educational environment for teachers, staff, students and visitors alike. This safe environment will be achieved by continually monitoring and assessing our laboratory facilities, working methods, and developments in Health and Safety legislation. This Chemical Hygiene Plan will serve as the basis for relevant information, training and guidance to all our teachers, who are responsible for coordinating and implementing the district-wide science safety program in their classrooms.
  By constantly monitoring all safety issues, such as, chemical storage, room and equipment safety, laboratory safety procedures, demonstrations and lessons, and general safety, the science teacher will help to ensure this mission.

## 3.0 ASSIGNMENT OF THE CHEMICAL HYGIENE OFFICER

- Northern Valley Regional School District shall assign a Chemical Hygiene Officer (CHO) to manage and oversee this plan. This role will be assigned annually to the Business Administrator or the Supervisor of Buildings and Grounds. The CHO is required by the OSHA Laboratory Standard to be specifically "qualified by training or experience to provide technical guidance in the development and implementation of the provisions of the Chemical Hygiene Plan. The OSHA General Duty Clause places the responsibility for employee safety squarely on the shoulders of the employer, and the OSHA Laboratory Standard makes the CHO the employer's representative for laboratory safety. Some of the CHO's duties involve the following:

- Work with administrators, teachers and other employees to develop and implement appropriate chemical hygiene policies and practices
- Monitor procurement, use, and disposal of chemicals used in the laboratories
- See that appropriate audits are conducted and maintained
- Help develop precautions and adequate, safe school laboratory facilities
- Know the current legal requirements concerning regulated substances; and
- Seek ways to improve the chemical hygiene program

## 4.0 CHEMICAL HYGIENE COMMITTEE

The duties and responsibilities of the CHC shall include:

- Assisting in the implementation of the CHP
- Meet on a quarterly basis (more often, as required) to discuss any health and safety concerns which may come to light, and to suggest ways to correct problems.

- The Chemical Hygiene Officer will ensure that this team eets annually to review the CHP and give input on any necessary changes. The CHC shall consist of the Supervisor of Buildings and Grounds, Supervisor of Science, Science, Related Arts and CTE Subject Matter Leaders from various departments and a Chemical Hygiene Officer.

## 5.0 EMERGENCY AND NON-EMERGENCY ASSISTANCE TELEPHONE NUMBERS

The Northern Valley Regional School District System Administrative Offices and outside emergency services departments may be called upon to give advice or respond to various emergency and non-emergency situations. However, in case of a chemical, medical, fire or crime emergency, always dial 9-1-1 from the nearest safe telephone before taking any other action.

| Organization | Circumstance | Telephone Number |
|---|---|---|
| Northern Valley School District at Old Tappen | Information & Assistance | (201) 784-1600 |
| Police Department | Emergency | 911 |
| Fire Department | Emergency | 911 |
| Emergency Ambulance | Emergency | 911 |
| Bergen County Health Department | Emergency | 911 |
| Bergen County Health Department | Information | (201) 634-2600 |
| Poison Control Center | Information | (800) POISON-1 |
| Bergen County Hazmat Unit | Emergency | 911 |

| | | |
|---|---|---|
| Hackensack Meridian Health Pascack Valley Medical Center | Non-Emergency | (201) 383-1035 |
| Hackensack Meridian Health Pascack Valley Medical Center | Emergency | 911 |
| NJ Community Resource Hotline | Emergency | 2-1-1 |

## 6.0 HAZARDOUS CHEMICALS COVERED BY THE PLAN

- This plan applies to all chemicals classified as a health hazard or simple asphyxiants as defined in the Hazard Communication Standard 29CFR 1910.1200. A Safety Data Sheet (SDS) shall be used to identify chemicals meeting this classification.
- For Science, Technology & Engineering, and Related Arts Departments:
  SDS sheets will be available to staff via a link to the manufacturer's online SDS storage location. In the event a manufacturer does not provide electronic storage, an electronic or hard copy will be provided. Teachers will also be provided with an approved list of vendors available for ordering.

## 7.0 LABORATORY FUME HOOD AND ROOM EVALUATIONS

- The use of hazardous chemicals in the laboratories may require access to the laboratory fume hoods, which must be periodically assessed to ensure proper function.
  i. ANNUAL EVALUATION: Each fume hood will be properly evaluated annually to identify the appropriate sash height which will maintain 100 linear feet per minute (fpm) face velocity. This height will be clearly indicated on the fume hood side so that users can determine where to set the sash during use. Hoods shall be cleaned and ducts/fans inspected to integrity and functionality.
  ii. SEMI ANNUAL EVALUATION: Fume hoods must be checked monthly to measure face velocity flowrate using a flow meter such as a velometer. In the event that the hood face velocity does not reach 100 fpm at the established sash height, the hood shall be fully serviced to accomplish the needed face velocity or the sash height must be re-established.
  iii. DAILY EVALUATION: Prior to daily use, the users will verify effective face velocity. This evaluation can be accomplished by use of visual flow indicators or a velometer. Flow through the face of the hood opening should be 100 linear feet per minute.
  iv. ROOM AIR: Each lab room should be maintained negative pressure relative to the hall ways to ensure chemicals do not escape from the room. This condition should be checked annually.

# 8.0 IDENTIFICATION OF HAZARDS AND TYPES OF RISKS

The first step toward working safely with or around hazardous chemicals, chemical products or hazardous conditions is to understand the nature of hazards and the potential risks they pose. When we understand what hazards are, we are much better prepared to recognize them when we come across them. It is only when we recognize hazards that we can begin to control them.

I. Hazard Types: A hazard may be simply defined as anything that can harm us. In addition to people, animals, property and the environment can be harmed. There are four broad categories of hazards:

**Physical Hazards;**

**Chemical Hazards;**

**Biological Hazards, and**

**Radiological Hazards.**

**Physical Hazards** are those caused by direct interaction with the mechanics of our environment. Some typical examples of physical hazards are:

- Slipping, Tripping and Falling
- Cuts, Lacerations, Scratches and Scrapes
- Noise
- Vibration
- Heat & Cold Stress
- Nuisance Dust
- Electric Shock
- Loose and Falling Hazards

**Chemical hazards** are brought about by exposure to substances that can cause us harm in different ways and to different extents. Common examples of chemical hazards are:

- Flammability & Combustibility
- Irritation & Corrosivity
- Poisoning & Asphyxiation
- Reactivity & Explosivity
- Allergic Response & Sensitization
- Genetic & Reproductive Effects

**Biological hazards** are those caused by other living things.

Examples of biological hazards a

- Bacteria, Viruses & Parasites
- Venomous and non-venomous insect and animal bites
- Poison ivy, poison oak, poison sumac and other harmful vegetation

**Radiological hazards** are caused by the ionizing radiation energy given off by certain atoms or special instruments. It is this energy which can damage human tissue by changing the atomic structure of our flesh. While non-ionizing radiation can cause some harm, typically heat injuries, it does not change atomic structure and is, therefore, not considered a radiological hazard. Lower strength electromagnetic energy comes from radio and TV, microwave ovens, radar, infrared, visible and ultraviolet light spectra. X-Rays and Gamma Rays have significantly higher strength electromagnetic energy. Examples of true radiological hazards are:

- Alpha Particles (helium nuclei)
- Beta Particles (electrons)
- Gamma Rays (photons)
- X-Rays (photons

## 9.0 HAZARD CONTROLS:

There are three widely recognized ways to control hazards. The preferred hierarchy of hazard control recommended by the Occupational Safety and Health Administration (OSHA), in order of best first, is:

- Engineering Controls;
- Administrative Controls and
- Use of Personal Protective Equipment (PPE).

**I. Engineering controls** are considered to be the best because they can isolate or eliminate the hazard. Examples of these type controls are substitution of less hazardous materials, equipment or processes, use of mechanical devices like ventilation or making structural changes to the work environment.

**II. Administrative controls** typically involve the use of policies, guidelines, standard operating procedures (SOPs) and job rotation to minimize the potential risk of exposure to hazards.

**III. Personal Protective Equipment** use is the control of last resort because the hazard is always there. The PPE will only protect you as long as it is used properly, not damaged, worn out or in other ways compromised. Examples of PPE are safety goggles, splash shields, impermeable or chemically resistant gloves, lab aprons, dust masks, respirators, hard hats and safety shoes. Sometimes more than one of these control methods must be simultaneously used to adequately ensure the safety of students and teachers alike.

## 10.0 STANDARD OPERATING PROCEDURES

- All use of hazardous chemicals will require a written procedure that ensures safety requirements are outlined. This procedure can be a teacher handout or a standard science text book exercise.
- The review of the chemical SDS will be part of this procedure.
- Personnel will be apprised of actions to take in the event of an accidental spill or release of hazardous chemicals.

- Safety glasses and closed toed shoes are required at all times for all students and staff members. Gloved shall be used as appropriate.

## 11.0 REDUCTION OF INGESTION HAZARDS

- No eating or drinking of food or beverages is permitted in the laboratory at any time.
- No edible items shall be stored in the laboratory chemical storage areas. Once an edible item such as salt or sugar or baking soda is brought into the laboratory to be used in a science experiment, it shall not be used later for eating. It should be labeled as not consumable.
- Gloves approved for use to provide adequate protection shall be used in all situations where direct skin contact with a hazardous chemical can occur. Before leaving the lab, personnel shall remove the gloves and wash hands prior to eating or drinking.

## 12.0 GENERAL HOUSEKEEPING

- All lab benches will be cleaned off after laboratory sessions following the Standard Operating Procedures. Glassware will be cleaned and stored.
- A sharps container will be maintained in the laboratory so that broken glass can be safely collected for disposal without creating a laceration hazard.
- Whenever hot operations are conducted, a fire extinguisher shall be within reach for use in the event of a fire.
- Operations shall not be left unattended. Personnel shall not work alone in the lab conducting chemical operations.
- Appropriate preparations shall be made for proper disposal of excess chemicals or waste products. Appropriately diluted chemicals can be poured down the sinks, as these sinks lead the neutralizing tank, and do not flow to the regular septic system.
- Clean up of spilled hazardous chemicals must be in compliance with safety data sheets (SDS) requirements.

## 13.0 PROHIBITED PRACTICES

- Any transfer of hazardous chemicals shall not be done by mouth pipetting.
- No horseplay or pranks will be tolerated in the labs.
- No mixing of incompatible chemicals in storage areas will be permitted. The SDS should provide a list of incompatible chemicals.

## 14.0 EXPOSURE MONITORING

- When using Chemicals with an established permissible exposure limit (PEL), personnel should use appropriate material handling and administrative controls to limit personal exposure levels to below those that would require Personal Protection Equipment to be worn.

- In any event that a PEL is exceeded, properly selected respiratory protection must be provided
- Whenever respiratory protection is used, they shall meet requirements in 29 CFR 1910.134 for respirators
- When necessary, appropriate protective apparel such as aprons, lab coats, safety glasses or goggles shall be selected and worn. Permeability charts shall be consulted to select the appropriate material for body coverings and gloves.

## 15.0 PRIOR APPROVAL FOR SPECIFIC OPERATIONS

- Any operation which involves the use of select carcinogens as defined in Appendix A requires prior approval by the Chemical Hygiene Officer.

## 16.0 TRAINING

- All personnel shall receive the following training:
  i. Initial (required every other year)
     1. Contents of the 29 CFR 1910.450 standard
     2. Contents of this Plan
     3. Hazard Communication per 29 CFR 1910.1200
     4. How to find NJ PEOSH PELs
     5. The location of known reference material on the hazards of a chemical, safe handling, storage and disposal of hazardous chemicals
  ii. Annual Refresher (required every other year)
     1. Same as initial training
  iii. At the time of first assignment to conduct new operations
     1. Safety aspects of the operation
     2. Specific health hazards involved using SDS
     3. Emergency spill procedures
     4. Methods to detect the release of a hazardous chemical
     5. Measures personnel can take to protect themselves from hazardous chemicals

  iv. **MEDICAL CONSULTATION**
     1. Personnel will be provided access to any and all medical services outlined in a substance-specific standard for any hazardous chemical used during laboratory operations
     2. After a chemical release, personnel will be directed to a licensed health care provider to determine if excessive exposure or negative health effects have been experienced

  v. **RECORDKEEPING**

1. Records of all training, fume hood evaluations and exposure/medical records shall be maintained for a minimum of 30 years in accordance with the appropriate standard per 29 CFR 1910.120.

vi. **ASSIGNMENTS**

1. **CHEMICAL HYGIENE OFFICER**

   a. TITLE: ___Supervisor, Building & Grounds_____
   b. NAME: ____Doug DeMatteo_____

2. **FUME HOOD EVALUATOR:**

   a. TITLE: _District Environmental Consultant_
   b. NAME: _____

3. **TRAINER:**

   a. TITLE: ___ District Environmental Consultant __
   b. NAME: _____

4. **CHEMICAL HYGIENE COMMITTEE:**

NAME: Science Supervisor, Jennifer Cusmano

NAME: Supervisor of Technology, Dave Janosz

NAME: Supervisor of Related Arts, Jonathan Harris

# APPENDIX A

DEFINITIONS

1910.1450(b)
***Definitions —***

**Action level** means a concentration designated in 29 CFR part 1910 for a specific substance, calculated as an eight (8)-hour time-weighted average, which initiates certain required activities such as exposure monitoring and medical surveillance.

**Assistant Secretary** means the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, or designee.

**Carcinogen** (see *select carcinogen*).

**Chemical Hygiene Officer** means an employee who is designated by the employer, and who is qualified by training or experience, to provide technical guidance in the development and implementation of the provisions of the Chemical Hygiene Plan. This definition is not intended to place limitations on the position description or job classification that the designated individual shall hold within the employer's organizational structure.

**Chemical Hygiene Plan** means a written program developed and implemented by the employer which sets forth procedures, equipment, personal protective equipment and work practices that (i) are capable of protecting employees from the health hazards presented by hazardous chemicals used in that particular workplace and (ii) meets the requirements of paragraph (e) of this section.

**Emergency** means any occurrence such as, but not limited to, equipment failure, rupture of containers or failure of control equipment which results in an uncontrolled release of a hazardous chemical into the workplace.

**Employee** means an individual employed in a laboratory workplace who may be exposed to hazardous chemicals in the course of his or her assignments.

**Hazardous chemical** means any chemical which is classified as health hazard or simple asphyxiant in accordance with the Hazard Communication Standard (§1910.1200).

**Health hazard** means a chemical that is classified as posing one of the following hazardous effects: Acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenetic; reproductive toxicity; specific target organ toxicity (single or repeated exposure); aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in appendix A of the Hazard Communication Standard (§1910.1200) and §1910.1200(c) (definition of "simple asphyxiant").

**Laboratory** means a facility where the "laboratory use of hazardous chemicals" occurs. It is a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis.

**Laboratory scale** means work with substances in which the containers used for reactions, transfers, and other handling of substances are designed to be easily and safely manipulated by one person. "Laboratory scale" excludes those workplaces whose function is to produce commercial quantities of materials.

**Laboratory-type hood** means a device located in a laboratory, enclosure on five sides with a moveable sash or fixed partial enclosed on the remaining side; constructed and maintained to draw air from the laboratory and to prevent or minimize the escape of air contaminants into the laboratory; and allows chemical manipulations to be conducted in the enclosure without insertion of any portion of the employee's body other than hands and arms.

*Walk-in hoods* with adjustable sashes meet the above definition provided that the sashes are adjusted during use so that the airflow and the exhaust of air contaminants are not compromised and employees do not work inside the enclosure during the release of airborne hazardous chemicals.

**Laboratory use of hazardous chemicals** means handling or use of such chemicals in which all of the following conditions are met:

(i) Chemical manipulations are carried out on a "laboratory scale;"

(ii) Multiple chemical procedures or chemicals are used;

(iii) The procedures involved are not part of a production process, nor in any way simulate a production process; and

(iv) "Protective laboratory practices and equipment" are available and in common use to minimize the potential for employee exposure to hazardous chemicals.

**Medical consultation** means a consultation which takes place between an employee and a licensed physician for the purpose of determining what medical examinations or procedures, if any, are appropriate in cases where a significant exposure to a hazardous chemical may have taken place.

**Mutagen** means chemicals that cause permanent changes in the amount or structure of the genetic material in a cell. Chemicals classified as mutagens in accordance with the Hazard Communication Standard (§1910.1200) shall be considered mutagens for purposes of this section.

**Physical hazard** means a chemical that is classified as posing one of the following hazardous effects: Explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid, or gas); self-reactive; pyrophoric (gas, liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; in contact with water emits flammable gas; or combustible dust. The criteria for determining whether a chemical is classified as a physical hazard are in appendix B of the Hazard Communication Standard (§1910.1200) and §1910.1200(c) (definitions of "combustible dust" and "pyrophoric gas").

**Protective laboratory practices and equipment** means those laboratory procedures, practices and equipment accepted by laboratory health and safety experts as effective, or that the employer can show to be effective, in minimizing the potential for employee exposure to hazardous chemicals.

**Reproductive toxins** mean chemicals that affect the reproductive capabilities including adverse effects on sexual function and fertility in adult males and females, as well as adverse effects on the development of the offspring. Chemicals classified as reproductive toxins in accordance with the Hazard Communication Standard (§1910.1200) shall be considered reproductive toxins for purposes

of this section.

***Select carcinogen*** means any substance which meets one of the following criteria:

(i) It is regulated by OSHA as a carcinogen; or

(ii) It is listed under the category, "known to be carcinogens," in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition); or

(iii) It is listed under Group 1 ("carcinogenic to humans") by the International Agency for Research on Cancer Monographs (IARC) (latest editions); or

(iv) It is listed in either Group 2A or 2B by IARC or under the category, "reasonably anticipated to be carcinogens" by NTP, and causes statistically significant tumor incidence in experimental animals in accordance with any of the following criteria:

(A) After inhalation exposure of 6¿7 hours per day, 5 days per week, for a significant portion of a lifetime to dosages of less than 10 mg/m$^3$;

(B) After repeated skin application of less than 300 (mg/kg of body weight) per week; or

(C) After oral dosages of less than 50 mg/kg of body weight per day.

**1910.1450(c)**
**Permissible exposure limits.** For laboratory uses of OSHA regulated substances, the employer shall assure that laboratory employees' exposures to such substances do not exceed the permissible exposure limits specified in 29 CFR part 1910, subpart Z.

# APPENDIX B

## DUTIES OF THE CHEMICAL HYGIENE OFFICER (CHO)

1. Work with administrators and other employees on a quarterly basis or as needed to develop and implement appropriate chemical hygiene policies and practices.

On a quarterly basis, the CHO should solicit input from school administration, science teachers and other knowledgeable individuals on present safety policies and procedures, as well as, formulating additional rules believed to be necessary to protect students and teachers alike. After establishing and/or adding to the guiding principles for safe laboratory operations, the CHO should communicate with all parties to ensure their understanding of what is required.

2. Monitor procurement, use, and disposal of chemicals used in the laboratories.

The CHO in concert with the Chemical Hygiene Committee should try to ensure that a standardized procedure is in place for purchasing chemical materials. Oversight in this matter is critical to maintaining safe and sound purchasing practices, for example, ordering only the quantities needed for special projects or for the duration of a school year, as opposed to requesting samples which may only come in very large quantities.

3. See that appropriate audits are maintained. The CHO, members of the CHC will coordinate with the district awarded contractor to conduct an audit of the laboratories and chemical storage rooms in all district schools. This should be done for continued compliance with the general safety rules and policies, safe storage, handling and use of chemicals, as well as, determining the effectiveness of the procurement plan. The district contractor will also remove chemicals as needed for disposal.

4. Help project directors develop precautions and adequate facilities. The CHO, in collaboration with content area supervisors and the Supervisor of Buildings and Grounds, serve as a focal point for assisting all science teachers in creating appropriate safety policies and precautions whenever new chemicals are brought into the school, say, for special projects or new curricula. Likewise, the CHO can be instrumental in ensuring that all engineering controls for minimizing potential exposures to chemical or health hazards are operating at acceptable and legal limits. Laboratory fume hoods must be checked at least every 3 months for efficacy, as must chemical store room ventilation exhaust blowers. Other engineering controls must be similarly inspected to determine adequacy of the laboratory facilities.

5. The CHO, in collaboration with area supervisors and the Supervisor of Buildings and Grounds must know the current legal requirements concerning regulated substances.

6. Working with the CHC, the CHO must periodically seek ways to improve the chemical hygiene program.

# APPENDIX C

## GENERAL SAFETY PRINCIPLES

The following guidelines have been established to minimize hazards and to maintain basic safety in the laboratory.

**Before beginning any new procedure:**

• Examine the known hazards associated with the materials being used. Never assume all hazards have been identified. Carefully read the label before using an unfamiliar chemical. Review the SDS for special handling information to determine the potential hazards and use appropriate safety precautions.
• Be familiar with the location of emergency equipment - fire alarms, fire extinguishers, fire blankets, emergency eyewash, and shower stations and know the appropriate emergency response procedures.
• A void distracting or startling other workers when they are handling hazardous chemicals. • Use equipment and hazardous chemicals only for their intended purposes.
• Always be alert to unsafe conditions and actions and call attention to them so that corrective action can be taken as quickly as possible.
• Wear eye and face protection during lab prep and lab experiments. • Always inspect equipment for leaks, tears, and other damage before handling a hazardous chemical. This includes fume hoods, gloves, goggles, etc.
• Never taste or smell hazardous chemicals.

**Health and Hygiene**

The following practices have been established to protect laboratory employees from health risks associated with the use of hazardous chemical:
• Avoid direct contact with any hazardous chemical. Know the types of protective equipment available and use the proper type for each job.
• Confine long hair and loose clothing and always wear footwear which fully covers the feet.
• Do not mouth pipette.
• Use appropriate safety equipment whenever exposure to gases, vapors or aerosols is suspected and ensure exhaust facilities are working properly.
• Wash thoroughly with soap and water after handling chemicals, before leaving the laboratory and before eating or drinking.
• Replace personal protective equipment as appropriate.
• Laboratory employees shall be familiar with the symptoms of exposure for the chemicals with which they work and the precautions necessary to prevent exposure. (Check SDS Sheets.)

# APPENDIX D

## SAFETY EQUIPMENT

### Safety Showers

Safety showers provide an immediate water drench for an affected person.

- The location of showers should be clearly marked, well lighted and free from obstacles.
- Custodial Staff will flush showers monthly. A log documenting flushes shall be maintained.

### Eye Wash Facilities

Eye wash facilities are required in all laboratories where injurious or corrosive chemicals are used and/or stored.

- Optimally, those affected must have both hands free to hold open their eyes to ensure an effective wash behind the eyelids. Eye wash facilities must be operated by a quick release system and simultaneously drench both eyes.
- Eye wash facilities must provide the minimum of a 15 minute water supply at no less than 0.4 gallons per minute.
- Eye wash facilities must not exceed 25 PSI.
- Custodial staff shall be responsible to flush out eyewash stations for five minutes once per week. A log documenting flushes shall be maintained.

### Ventilation Controls

Ventilation controls are those controls intended to minimize employee exposure to hazardous chemicals by removing air contaminants from the work site. There are two main types of ventilation controls:

General (Dilution) Exhaust: a room or building-wide system which brings in air from outside and ventilates within. Laboratory air must be continually replaced, preventing the increase of air concentration of toxic substances during the work day. General exhaust systems are not recommended for the use of most hazardous chemicals.

Fume Hoods: a ventilated, enclosed work space intended to capture, contain and exhaust harmful or dangerous fumes, vapors and particulate matter generated by procedures conducted with hazardous chemicals

Certain types of fume hoods are not designed for the use of hazardous chemicals. If a fume hood's capabilities are not fully understood, check the manufacturer's specifications before using hazardous chemicals in the system.

To determine ventilation requirements, read applicable SDSs. Some SDS terminology, may indicate a need for special ventilation considerations beyond general exhaust ventilation:

- use with adequate ventilation
- avoid vapor inhalation
- use in a fume hood
- provide local exhaust ventilation

# APPENDIX E

## EMERGENCY/ MEDICAL PROCEDURES

### Basic Steps for Emergency and Spill Response

Releases of hazardous substances that pose a significant threat to health and safety or that, by their very nature, require an emergency response regardless of the circumstances surrounding the release are emergency situations. The following definitions designate an emergency situation:

- The spill of an unknown chemical is unclear to the person causing or discovering the spill.
- The release of a hazardous chemical requires immediate evacuation of everyone.
- Chemical release that can lead to: a. Fire, suspected fire, explosion or other imminent danger
- Conditions that are Immediately Dangerous to Life and Health (IDLH) c. High levels of exposure to toxic substances.
- The person(s) in the work area is (are) incapable of handling the severity of the hazardous release which could easily exceed permissible exposure limits.

### Basic Steps for Spill Response

Releases that do not pose significant safety or health hazards to anyone in the immediate vicinity or to the ones cleaning up the releases, do not have the potential to become emergencies within a short time frame and are not emergency situations.

**The following situations ARE NOT emergency situations:**

1. The person causing or discovering the release understands the properties and can make an informed decision as to the exposure level.
2. The release can be appropriately cleaned up by the lab personnel, who have been trained, using authorized (certified) spill kits
3. The materials are limited in quantity, exposure potential, or toxicity and present minor safety or health hazards to persons in the immediate work area or those assigned to clean up the activity
4. Incidental releases of hazardous substances that are routinely cleaned up by trained custodians from outside the immediate release area.

### Emergency Situation – Fire Procedure to Follow

All employees who have been trained in the proper use and handling of fire extinguishers may use a hand held fire extinguisher.

If you have not been trained you may NOT use a fire extinguisher.

All employees should make themselves familiar with the locations of fire extinguishers, fire blankets and fire alarms.

**NEVER put yourself at risk to extinguish a fire.** The following steps are basic protocol for handling a fire or fire-related emergency situation in the laboratory:

- Pull the fire alarm.
- Evacuate

- Call 9-1-1 from a safe location.
- Notify the building administrator from a safe location.

**Emergency Situation – Spills**

If the spill is of high toxicity, a carcinogen, has a low LD50, is flammable, or you are incapable of handling the spill or is the spill greater than four liters, execute the following:

1. Call 9-1-1 from an outside line or cell phone.
2. Evacuate personnel from the spill area and alert neighbors to the spill.
3. Isolate the spill area and close doors to the room where the spill occurred.
4. Remove ignition sources and shut down equipment.
5. Establish exhaust ventilation to the outside of the building only.
6. Open windows.

Evacuation of the building is mandatory if chemicals or contaminants could enter the air circulation system of the building or in the case of fire.

**Spill Kits**

Ready access to a chemical spill kit is required in laboratories that work with hazardous chemicals. The kits will be stored in a five-gallon plastic pail. Minimally, such a kit should contain:

- Splash resistant goggles
- Chemical resistant gloves
- Disposable apron
- Plastic bags
- Multi-chemical sorbent (enough for 2-gallon spill)
- Scooper
- Tongs
- Container to contain the spill
- Chemical absorbent pads
- Hazard Waste Labels

Most spills greater than 4 liters in volume require assistance from trained personnel, from the CHO or his designee.

Some sorbents are chemically specific. The best sorbents are those which can be used to clean up all types of chemical spills. Check absorbents in spill kits for their absorbency range. Each laboratory's spill kit should be kept in a readily accessible location and each employee should be trained on how to use the spill kit.

**Non-Emergency Situation – Spill**

If the spill is less than four liters and the chemical involved is of low toxicity and a low flammable hazard, handle it in the following manner: If there are questions about proper spill response techniques, call the Chemical Hygiene Officer.

1. Locate the spill kit.
2. Wear the proper protective equipment.
3. Always wear gloves and protective eye wear.
4. Use additional protective equipment such as an apron, coveralls, or boots.
5. Confine or contain the spill.

# APPENDIX F

## HOUSEKEEPING

Safety follows from good housekeeping practices. Use the following guidelines to maintain an orderly laboratory:

1. Keep work areas clean and uncluttered with chemicals and equipment. Clean up work areas upon completion of an operation or at the end of each work day.
2. Dispose of waste as described in this plan.3. A separate waste receptacle must be designated for non-contaminated glass. Follow our established disposal guidelines. 4. Clean spills immediately and thoroughly, as per the guidelines established in section five of the Chemical Hygiene Plan and the emergency/medical procedures. Ensure a chemical spill kit is available and that employees know how to use it.
5. Do not block exits, emergency equipment or controls or use hallways and stairways as storage areas.
6. Assure hazardous chemicals are properly segregated into compatible categories.

# APPENDIX G

## PROPER CHEMICAL LABELING & WARNING

All applicable labeling criteria must be followed This serves as a brief summary. Science, Related Arts and CTE teachers must ensure that all incoming containers of hazardous materials bear a label specifying:

- Appropriate hazard warnings.
- Identification of the chemical in the container and identification of the hazardous component(s).
- Name, address, and telephone number of the chemical manufacturer, importer, or responsible party (e.g. principle investigator).
- Date of receipt or generation of the chemical. Laboratory instructors must not remove or deface labels on containers of hazardous chemicals.

When chemicals are transferred from the manufacturer's original container to a secondary container, that new container must be appropriately labeled as to chemical identity and hazard warning(s) to both the Hazard Communication Standard and the NJ Community Right to Know Universal Labeling requirements.

### Chemical Labeling -- Hazard Information

Hazard warnings found on the labels of hazardous chemical containers may be composed of pictures, symbols, and words, or any combination thereof which convey the hazard(s) of the chemical.

### Hazard warnings

Pictures Picture hazard warnings help to identify the properties and classes of hazardous compounds. Examples include the flaming letter "0" (oxidizer), hand/bar of steel (corrosive) and a skull-and-crossbones (poison):

Symbols Symbol hazard warnings provide basic information in determining what precautionary measures to use when handling hazardous chemical substances and/or dealing with a fire.

The National Fire Protection Association (NFPA) uses a symbol system designed as a diamond-shaped label containing four differently colored squares.

A number (0 - 4) or an abbreviation is added to each square indicating the order of hazard severity (4 indicating the highest degree of severity)

# APPENDIX H

## Corrosive Chemicals

**General information:**

Corrosive chemicals because of their nature, prevalence in the laboratory, and variety of concentrations, constitute a series of hazards ranging from poisoning, burning and gassing, through explosion. Serious injury can result from exposure to strong acids or caustics in either the liquid, solid, or gaseous states.

A corrosive agent is a reactive element or compound that produces a chemical exchange in the material upon which it is acting. Common corrosives are the halogens, acids, and bases. Skin irritation and burns are the typical results when the body contacts an acidic or basic material.

The corrosiveness of acids and bases can be compared on the basis of the greatest number of hydrogen ions are the strongest acids, while those have a low pH, strong bases have a high pH. The potential for serious injury, especially to the eyes, is greater with a caustic than an acid.

When in contact with strong acids, the proteins in body tissues will be precipitated, forming a mild barrier to further penetration. Bases, on the other hand, do not precipitate protein; therefore, no protein barrier is formed, and the pain sensation may be delayed. NEVER try to neutralize an acid or caustic spill on living tissue. Eye wash fixtures or safety showers must be used within ten seconds after exposure for at least fifteen minutes to prevent extensive damage. Contact lenses must not be worn when using corrosives.

**Classification of corrosive chemicals:**

- Corrosive liquids are the most important category of corrosive substances in that they are involved in the most common types of corrosive injury, especially where external injury is concerned. The primary sites of attack by corrosive liquids are the skin and the eyes. Mineral acids, organic acids, solutions of strong bases and certain organic solvents are classified as corrosive liquids. There is a danger of corrosive vapors escaping from some corrosive solutions, i.e. ammonia, nitric acid, bromine and others.

- Corrosive solids are the least hazardous of the corrosive substances. The effects of corrosive solids are largely dependent on their solubility in respiratory moisture and the duration of contact. Some compounds do have a specific ability to penetrate the skin even though their solubility in water is relatively low. Of these, phenol and salicylic acid are the most common in medical laboratory settings. Phenol is a very weak organic acid, and salicylic acid is a stronger organic acid. Besides the intrinsic corrosive properties of solids, the heat of solution is often an important factor in damaging tissue. Dusting of corrosive solids presents the greatest danger. Caustic alkalis, because of their frequent use, present the greatest hazard. Corrosive solids include the caustic alkaline hydroxides, sulfides and carbonates, elements such as sodium, potassium, lithium, phosphorous, magnesium and chromium and certain of their salts.

- Corrosive gases. The most serious hazard associated with corrosives is from material in the gaseous state. In this state, corrosives are readily absorbed into the body by dissolution in skin moisture and by inhalation. Gaseous corrosives are usually grouped by solubility and the effect on the respiratory system. Some examples of corrosive gases common to the medical laboratory are ammonia, hydrogen chloride, hydrogen fluoride and formaldehyde.

**Storage of corrosive chemicals:**

- Strong mineral acids, such as sulfuric acid, nitric acid, hydrochloric acid, etc., must be stored by themselves in under the counter metal cabinets on glass or ceramic trays or sand boxes. Alternatively, approved corrosive storage cabinets may be used. Storage trays or sand boxes must be of sufficient volume to contain all the acid from the bottles if all the bottles were to break. The storage area or cabinet must be labeled to identify the agents stored therein and the hazards present, along with decontamination and first aid instructions. Hydrofluoric acid must be stored in plastic trays non-reactive to the compound

# APPENDIX I

## FLAMMABLE CHEMICALS

**General Information:**
The vast majority of flammable chemicals used by laboratories are flammable liquids, organic solvents whose vapors can form ignitable mixtures with air.

Flammable liquids are classified by their flash points. A flash point is defined as the lowest temperature at which a fuel-air mixture present above the surface of a liquid will ignite if an ignition source is introduced. The dangers of ignition of these solvents can be particularly insidious because they generate vapors with densities greater than air. The vapors tend to be immiscible with air and they flow along surfaces and still remain within their flammable limits in air. Ignition of vapors at a remote source can trigger a flashback along the vapor trail to the liquid source. It is important to remember that the ignition source DOES NOT have to be in the form of a spark or flame, room temperature alone can supply the energy.

Three signal words are used to describe the degree of hazard posed by flammable liquids:

- **DANGER!** (highest degree of hazard) Class 1A & B flammable liquids - flash point is less than 73 F.
- **WARNING!** (intermediate degree of hazard) Class 1C flammable liquid - flash point is at or above 73 F but below 100 F.
- **CAUTION!** (lowest degree of hazard) Class II flammable liquid - flash point is at or above 100 F but below 140 F.

**Storage of flammable and combustible liquids:**

- NO bulk quantities of flammable and combustible liquids will be stored.
- Working supplies of flammable or combustible liquids within laboratory areas will be stored in NFP A-approved flammable liquid safety storage cabinets when not in use. Working supplies of flammable or combustible liquids outside of approved safety cabinets shall not exceed one (1) gallon.
- The volume of flammable and combustible liquids stored in ALL flammable safety cabinets shall not exceed the quantities specified
- Flammable or combustible liquids shall not be stored in any refrigerator other than an Underwriter Laboratory (UL) approved, explosion-proof refrigerator. All other refrigerators and freezers shall be labeled "CAUTION! - NOT SUITABLE FOR STORAGE OF FLAMMABLES".
- Flammable and combustible liquids must be isolated from oxidizers, chemicals capable of spontaneous heating, explosives, materials reacting with air or moisture to liberate heat, and ignition sources.
- Previously opened ether cans must be stored in an area ventilated enough to prevent buildup of vapor.

**Control Measures for Safe Use of Flammable and Combustible Liquids**:

- Transfer flammable and combustible liquids in a functioning fume hood.
- Eliminate sources of ignition (i.e. open flames, hot plates, etc.) from work area where flammable and combustible liquids are used.
- Ethers shall be used ONLY in a working fume hood from which all possible ignition sources have been removed.
- Dry chemical fire extinguishers or C02 extinguishers can be used to fight a flammable or combustible liquid fire. The dry chemical extinguisher is the best choice.

# APPENDIX J

## OXIDIZERS, WATER REACTIVE MATERIALS, PEROXIDIZABLE CHEMICALS,

### Oxidizers:

These are materials which react with other substances by giving off electrons and undergoing reduction. This reaction may result in fire or explosion. The intensity of the reaction depends on the oxidizing-reducing potential of the materials involved.

- Know the reactivity of the materials involved in the experiment or process.
- Ensure there are no extraneous materials in the area which could become involved in a reaction.
- If the reaction is anticipated to be violent or explosive, use shields or other methods for isolating the materials or the process.

### Water Reactive Materials:

These are materials which react with water to produce a flammable or toxic gas or other hazardous conditions. A fire or explosion often results. Safe handling of water reactive materials will depend on the specific material and the conditions of use and storage. Examples of water reactive chemicals include alkali metals such as lithium, sodium, and potassium; calcium, magnesium or aluminum carbides; acid anhydrides, and acid chlorides

### Peroxidizable Chemicals (Organic Peroxide-Formers):

These are materials which undergo auto-oxidation (a reaction with oxygen in the air) to form peroxides (an O2 group, "-O-O-") which can explode with impact, heat, or friction. Since these chemicals may be packaged in an air atmosphere, peroxides can form even though the container has not been opened, necessitating careful handling.

- Date all peroxidizable once upon receipt and again upon opening. Check for peroxide formation monthly prior to use. Dispose of after 6 months of opening
- Do NOT open any container which has obvious solid (crystal) formation around the lid.
- Addition of an appropriate inhibitor to quench the formation of peroxides would be specified in the product's Safety Data Sheet.
- It is recommended to chemically test for peroxides periodically and just prior to disposal as a hazardous waste.
- Follow the same basic handling procedures as for flammable materials.

# APPENDIX K

## COMPRESSED GASES

Special systems are needed for handling materials under pressure. Cylinders pose mechanical, physical and/or health hazards, depending on the compressed gas in the cylinder.

- Cylinders with regulators must be individually secured. Only cylinders with valve protection caps securely in place may be safely gang-chained (chained in groups).
- When sorting or moving a cylinder, have the valve protection cap securely in place to protect the valve stem.
- Cylinders must be secured in an upright position at all times. Use suitable racks, straps, chains, or stands to support cylinders against an immovable object, such as a bench or a wall, during use and storage. Do not allow cylinders to fall or lean against one another.
- Use an appropriate cart to move cylinders.
- Never bleed a cylinder completely empty. Leave a slight pressure to keep contaminants out.
- Oil or grease on the high-pressure side of an oxygen cylinder can cause an explosion. Never lubricate an oxygen regulator or use a fuel gas regulator on an oxygen cylinder. Use an oxygen approved regulator.
- Always wear goggles or safety glasses with side shields when handling compressed gases.
- Always use appropriate gauges, fittings, and materials compatible with the particular gas being handled.
- When work with a toxic, corrosive, or reactive gas is planned, the CHC must be contacted for information concerning specific handling requirements. Generally, these gases will need to be used and stored with local exhaust ventilation such as a lab hood or a gas cabinet designed for that purpose.

# Northern Valley School District

## Northern Valley High School at Old Tappan

140 Central Ave, Old Tappan, NJ 07675

# CHEMICAL HYGIENE PLAN

# Northern Valley School District

Occupational Exposure to Hazardous Chemicals in Laboratories
Standard Title 29 Code of Federal Regulations Part 1910.1450

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# 1.0 PURPOSE

LABORATORY SAFETY – The purpose of this document is to outline basic processes and procedures for the Northern Valley High School Science Labs. Using hazardous chemicals in a laboratory setting can result in safety issues such as unexpected and uncontrolled chemical reactions, fire or personnel exposure to deleterious health effects. To reduce potential for these negative outcomes, a variety of controls are needed such as safety training, management of air flow systems such as fume hoods, the use of personal protective equipment, or administrative practices to reduce chemical exposures.

This Chemical Hygiene Plan will serve as the basis for relevant information, training and guidance to our science teachers, who are responsible for coordinating and implementing the district-wide science safety program in their classrooms. By constantly monitoring all safety issues, such as, chemical storage, room and equipment safety, laboratory safety procedures, demonstrations and lessons, and general safety, the science teacher will help to ensure this mission.

COMPLIANCE – This document is designed to meet compliance with:

- New Jersey Public Employee Occupational Safety and Health standard 29 CFR 1910.1450 (PEOSH).
- New Jersey Public Employee Occupational Safety and Health standard 29 CFR 1910.1450 (PEOSH).
- RTK: NJAC 8:59
- Haz Com: NJAC 12:100-7
- Eye and Face PPE: PEOSH 1910.133
- Clothing PPE: PEOSH 1910.132
- Gloves PPE: PEOSH 1910.138
- Medical Services and First Aid: PEOSH 1910.151

The goal of this Standard is to protect all affected workers with regard to health and safety issues in laboratories. Northern Valley Regional School District has the additional responsibility to protect teachers and students alike in science classrooms and/or laboratories where hazardous chemicals are used and/or stored. This also includes Art Teachers, Technology Teachers (e.g., those teaching photography, CTE teachers, etc. It is the policy of Northern Valley Regional School District that all chemical handling and operations are required to be performed in a safe and responsible manner, including maintaining exposure to chemical agents within acceptable established limits. This policy further requires that exposures be minimized by the use of hazard elimination, engineering controls, personal protective equipment, and administrative controls. To that end, the Standard requires this written Chemical Hygiene Plan (CHP), a Chemical Hygiene Committee (CHC) and a Chemical Hygiene Officer (CHO). The Science Supervisor and the Supervisor of Buildings and Grounds will coordinate onsite training. In the event that a staff member is unable to attend this training, he or she should find an offsite alternative through which to meet this minimum requirement.

## 2.0 ACCESS TO THE PLAN

- A copy of this plan shall be immediately available in every laboratory and personnel given access to the laboratory will be required to read and sign that they have read the plan prior to work in the labs. Safety must always come first in all that we do. The Northern Valley School District, therefore, strives to ensure a safe educational environment for teachers, staff, students and visitors alike. This safe environment will be achieved by continually monitoring and assessing our laboratory facilities, working methods, and developments in Health and Safety legislation. This Chemical Hygiene Plan will serve as the basis for relevant information, training and guidance to all our teachers, who are responsible for coordinating and implementing the district-wide science safety program in their classrooms.

By constantly monitoring all safety issues, such as, chemical storage, room and equipment safety, laboratory safety procedures, demonstrations and lessons, and general safety, the science teacher will help to ensure this mission.

## 3.0 ASSIGNMENT OF THE CHEMICAL HYGIENE OFFICER

- Northern Valley Regional School District shall assign a Chemical Hygiene Officer (CHO) to manage and oversee this plan. This role will be assigned annually to the Business Administrator or the Supervisor of Buildings and Grounds. The CHO is required by the OSHA Laboratory Standard to be specifically "qualified by training or experience to provide technical guidance in the development and implementation of the provisions of the Chemical Hygiene Plan. The OSHA General Duty Clause places the responsibility for employee safety squarely on the shoulders of the employer, and the OSHA Laboratory Standard makes the CHO the employer's representative for laboratory safety. Some of the CHO's duties involve the following:

- Work with administrators, teachers and other employees to develop and implement appropriate chemical hygiene policies and practices
- Monitor procurement, use, and disposal of chemicals used in the laboratories
- See that appropriate audits are conducted and maintained
- Help develop precautions and adequate, safe school laboratory facilities
- Know the current legal requirements concerning regulated substances; and
- Seek ways to improve the chemical hygiene program

## 4.0 CHEMICAL HYGIENE COMMITTEE

The duties and responsibilities of the CHC shall include:

- Assisting in the implementation of the CHP

- Meet on a quarterly basis (more often, as required) to discuss any health and safety concerns which may come to light, and to suggest ways to correct problems.
- The Chemical Hygiene Officer will ensure that this team eets annually to review the CHP and give input on any necessary changes. The CHC shall consist of the Supervisor of Buildings and Grounds, Supervisor of Science, Science, Related Arts and CTE Subject Matter Leaders from various departments and a Chemical Hygiene Officer.

## 5.0 EMERGENCY AND NON-EMERGENCY ASSISTANCE TELEPHONE NUMBERS

The Northern Valley Regional School District System Administrative Offices and outside emergency services departments may be called upon to give advice or respond to various emergency and non-emergency situations. However, in case of a chemical, medical, fire or crime emergency, always dial 9-1-1 from the nearest safe telephone before taking any other action.

| Organization | Circumstance | Telephone Number |
|---|---|---|
| Northern Valley School District at Old Tappen | Information & Assistance | (201) 784-1600 |
| Police Department | Emergency | 911 |
| Fire Department | Emergency | 911 |
| Emergency Ambulance | Emergency | 911 |
| Bergen County Health Department | Emergency | 911 |
| Bergen County Health Department | Information | (201) 634-2600 |
| Poison Control Center | Information | (800) POISON-1 |
| Bergen County Hazmat Unit | Emergency | 911 |

| | | |
|---|---|---|
| Hackensack Meridian Health Pascack Valley Medical Center | Non-Emergency | (201) 383-1035 |
| Hackensack Meridian Health Pascack Valley Medical Center | Emergency | 911 |
| NJ Community Resource Hotline | Emergency | 2-1-1 |

## 6.0 HAZARDOUS CHEMICALS COVERED BY THE PLAN

- This plan applies to all chemicals classified as a health hazard or simple asphyxiants as defined in the Hazard Communication Standard 29CFR 1910.1200. A Safety Data Sheet (SDS) shall be used to identify chemicals meeting this classification.
- For Science, Technology & Engineering, and Related Arts Departments:
  SDS sheets will be available to staff via a link to the manufacturer's online SDS storage location. In the event a manufacturer does not provide electronic storage, an electronic or hard copy will be provided. Teachers will also be provided with an approved list of vendors available for ordering.

## 7.0 LABORATORY FUME HOOD AND ROOM EVALUATIONS

- The use of hazardous chemicals in the laboratories may require access to the laboratory fume hoods, which must be periodically assessed to ensure proper function.
  i. ANNUAL EVALUATION: Each fume hood will be properly evaluated annually to identify the appropriate sash height which will maintain 100 linear feet per minute (fpm) face velocity. This height will be clearly indicated on the fume hood side so that users can determine where to set the sash during use. Hoods shall be cleaned and ducts/fans inspected to integrity and functionality.
  ii. SEMI ANNUAL EVALUATION: Fume hoods must be checked monthly to measure face velocity flowrate using a flow meter such as a velometer. In the event that the hood face velocity does not reach 100 fpm at the established sash height, the hood shall be fully serviced to accomplish the needed face velocity or the sash height must be re-established.
  iii. DAILY EVALUATION: Prior to daily use, the users will verify effective face velocity. This evaluation can be accomplished by use of visual flow indicators or a velometer. Flow through the face of the hood opening should be 100 linear feet per minute.
  iv. ROOM AIR: Each lab room should be maintained negative pressure relative to the hall ways to ensure chemicals do not escape from the room. This condition should be checked annually.

# 8.0 IDENTIFICATION OF HAZARDS AND TYPES OF RISKS

The first step toward working safely with or around hazardous chemicals, chemical products or hazardous conditions is to understand the nature of hazards and the potential risks they pose. When we understand what hazards are, we are much better prepared to recognize them when we come across them. It is only when we recognize hazards that we can begin to control them.

I. Hazard Types: A hazard may be simply defined as anything that can harm us. In addition to people, animals, property and the environment can be harmed. There are four broad categories of hazards:

**Physical Hazards;**

**Chemical Hazards;**

**Biological Hazards, and**

**Radiological Hazards.**

**Physical Hazards** are those caused by direct interaction with the mechanics of our environment. Some typical examples of physical hazards are:

- Slipping, Tripping and Falling
- Cuts, Lacerations, Scratches and Scrapes
- Noise
- Vibration
- Heat & Cold Stress
- Nuisance Dust
- Electric Shock
- Loose and Falling Hazards

**Chemical hazards** are brought about by exposure to substances that can cause us harm in different ways and to different extents. Common examples of chemical hazards are:

- Flammability & Combustibility
- Irritation & Corrosivity
- Poisoning & Asphyxiation
- Reactivity & Explosivity
- Allergic Response & Sensitization
- Genetic & Reproductive Effects

**Biological hazards** are those caused by other living things.
Examples of biological hazards a

- Bacteria, Viruses & Parasites
- Venomous and non-venomous insect and animal bites
- Poison ivy, poison oak, poison sumac and other harmful vegetation

**Radiological hazards** are caused by the ionizing radiation energy given off by certain atoms or special instruments. It is this energy which can damage human tissue by changing the atomic structure of our flesh. While non-ionizing radiation can cause some harm, typically heat injuries, it does not change atomic structure and is, therefore, not considered a radiological hazard. Lower strength electromagnetic energy comes from radio and TV, microwave ovens, radar, infrared, visible and ultraviolet light spectra. X-Rays and Gamma Rays have significantly higher strength electromagnetic energy. Examples of true radiological hazards are:

- Alpha Particles (helium nuclei)
- Beta Particles (electrons)
- Gamma Rays (photons)
- X-Rays (photons

## 9.0 HAZARD CONTROLS:

There are three widely recognized ways to control hazards. The preferred hierarchy of hazard control recommended by the Occupational Safety and Health Administration (OSHA), in order of best first, is:

- Engineering Controls;
- Administrative Controls and
- Use of Personal Protective Equipment (PPE).

**I. Engineering controls** are considered to be the best because they can isolate or eliminate the hazard. Examples of these type controls are substitution of less hazardous materials, equipment or processes, use of mechanical devices like ventilation or making structural changes to the work environment.

**II. Administrative controls** typically involve the use of policies, guidelines, standard operating procedures (SOPs) and job rotation to minimize the potential risk of exposure to hazards.

**III. Personal Protective Equipment** use is the control of last resort because the hazard is always there. The PPE will only protect you as long as it is used properly, not damaged, worn out or in other ways compromised. Examples of PPE are safety goggles, splash shields, impermeable or chemically resistant gloves, lab aprons, dust masks, respirators, hard hats and safety shoes. Sometimes more than one of these control methods must be simultaneously used to adequately ensure the safety of students and teachers alike.

## 10.0 STANDARD OPERATING PROCEDURES

- All use of hazardous chemicals will require a written procedure that ensures safety requirements are outlined. This procedure can be a teacher handout or a standard science text book exercise.
- The review of the chemical SDS will be part of this procedure.
- Personnel will be apprised of actions to take in the event of an accidental spill or release of hazardous chemicals.

- Safety glasses and closed toed shoes are required at all times for all students and staff members. Gloved shall be used as appropriate.

## 11.0 REDUCTION OF INGESTION HAZARDS

- No eating or drinking of food or beverages is permitted in the laboratory at any time.
- No edible items shall be stored in the laboratory chemical storage areas. Once an edible item such as salt or sugar or baking soda is brought into the laboratory to be used in a science experiment, it shall not be used later for eating. It should be labeled as not consumable.
- Gloves approved for use to provide adequate protection shall be used in all situations where direct skin contact with a hazardous chemical can occur. Before leaving the lab, personnel shall remove the gloves and wash hands prior to eating or drinking.

## 12.0 GENERAL HOUSEKEEPING

- All lab benches will be cleaned off after laboratory sessions following the Standard Operating Procedures. Glassware will be cleaned and stored.
- A sharps container will be maintained in the laboratory so that broken glass can be safely collected for disposal without creating a laceration hazard.
- Whenever hot operations are conducted, a fire extinguisher shall be within reach for use in the event of a fire.
- Operations shall not be left unattended. Personnel shall not work alone in the lab conducting chemical operations.
- Appropriate preparations shall be made for proper disposal of excess chemicals or waste products. Appropriately diluted chemicals can be poured down the sinks, as these sinks lead the neutralizing tank, and do not flow to the regular septic system.
- Clean up of spilled hazardous chemicals must be in compliance with safety data sheets (SDS) requirements.

## 13.0 PROHIBITED PRACTICES

- Any transfer of hazardous chemicals shall not be done by mouth pipetting.
- No horseplay or pranks will be tolerated in the labs.
- No mixing of incompatible chemicals in storage areas will be permitted. The SDS should provide a list of incompatible chemicals.

## 14.0 EXPOSURE MONITORING

- When using Chemicals with an established permissible exposure limit (PEL), personnel should use appropriate material handling and administrative controls to limit personal exposure levels to below those that would require Personal Protection Equipment to be worn.
- In any event that a PEL is exceeded, properly selected respiratory protection must be provided

- Whenever respiratory protection is used, they shall meet requirements in 29 CFR 1910.134 for respirators
- When necessary, appropriate protective apparel such as aprons, lab coats, safety glasses or goggles shall be selected and worn. Permeability charts shall be consulted to select the appropriate material for body coverings and gloves.

## 15.0 PRIOR APPROVAL FOR SPECIFIC OPERATIONS

- Any operation which involves the use of select carcinogens as defined in Appendix A requires prior approval by the Chemical Hygiene Officer.

## 16.0 TRAINING

- All personnel shall receive the following training:
  - i. Initial (required every other year)
    1. Contents of the 29 CFR 1910.450 standard
    2. Contents of this Plan
    3. Hazard Communication per 29 CFR 1910.1200
    4. How to find NJ PEOSH PELs
    5. The location of known reference material on the hazards of a chemical, safe handling, storage and disposal of hazardous chemicals
  - ii. Annual Refresher (required every other year)
    1. Same as initial training
  - iii. At the time of first assignment to conduct new operations
    1. Safety aspects of the operation
    2. Specific health hazards involved using SDS
    3. Emergency spill procedures
    4. Methods to detect the release of a hazardous chemical
    5. Measures personnel can take to protect themselves from hazardous chemicals

  - iv. **MEDICAL CONSULTATION**
    1. Personnel will be provided access to any and all medical services outlined in a substance-specific standard for any hazardous chemical used during laboratory operations
    2. After a chemical release, personnel will be directed to a licensed health care provider to determine if excessive exposure or negative health effects have been experienced

  - v. **RECORDKEEPING**
    1. Records of all training, fume hood evaluations and exposure/medical records shall be maintained for a minimum of 30 years in accordance with the appropriate standard per 29 CFR 1910.120.

vi. **ASSIGNMENTS**

1. **CHEMICAL HYGIENE OFFICER**

   a. TITLE: ___Supervisor, Building & Grounds_____
   b. NAME: ____Doug DeMatteo_____

2. **FUME HOOD EVALUATOR:**

   a. TITLE: _District Environmental Consultant_
   b. NAME: _____

3. **TRAINER:**

   a. TITLE: ___ District Environmental Consultant __
   b. NAME: _____

4. **CHEMICAL HYGIENE COMMITTEE:**

NAME: Science Supervisor, Jennifer Cusmano

NAME: Supervisor of Technology, Dave Janosz

NAME: Supervisor of Related Arts, Jonathan Harris

# APPENDIX A

DEFINITIONS

1910.1450(b)
***Definitions —***

**Action level** means a concentration designated in 29 CFR part 1910 for a specific substance, calculated as an eight (8)-hour time-weighted average, which initiates certain required activities such as exposure monitoring and medical surveillance.

**Assistant Secretary** means the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, or designee.

**Carcinogen** (see *select carcinogen*).

**Chemical Hygiene Officer** means an employee who is designated by the employer, and who is qualified by training or experience, to provide technical guidance in the development and implementation of the provisions of the Chemical Hygiene Plan. This definition is not intended to place limitations on the position description or job classification that the designated individual shall hold within the employer's organizational structure.

**Chemical Hygiene Plan** means a written program developed and implemented by the employer which sets forth procedures, equipment, personal protective equipment and work practices that (i) are capable of protecting employees from the health hazards presented by hazardous chemicals used in that particular workplace and (ii) meets the requirements of paragraph (e) of this section.

**Emergency** means any occurrence such as, but not limited to, equipment failure, rupture of containers or failure of control equipment which results in an uncontrolled release of a hazardous chemical into the workplace.

**Employee** means an individual employed in a laboratory workplace who may be exposed to hazardous chemicals in the course of his or her assignments.

**Hazardous chemical** means any chemical which is classified as health hazard or simple asphyxiant in accordance with the Hazard Communication Standard (§1910.1200).

**Health hazard** means a chemical that is classified as posing one of the following hazardous effects: Acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenetic; reproductive toxicity; specific target organ toxicity (single or repeated exposure); aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in appendix A of the Hazard Communication Standard (§1910.1200) and §1910.1200(c) (definition of "simple asphyxiant").

**Laboratory** means a facility where the "laboratory use of hazardous chemicals" occurs. It is a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis.

**Laboratory scale** means work with substances in which the containers used for reactions, transfers, and other handling of substances are designed to be easily and safely manipulated by one person. "Laboratory scale" excludes those workplaces whose function is to produce commercial quantities of materials.

**Laboratory-type hood** means a device located in a laboratory, enclosure on five sides with a moveable sash or fixed partial enclosed on the remaining side; constructed and maintained to draw air from the laboratory and to prevent or minimize the escape of air contaminants into the laboratory; and allows chemical manipulations to be conducted in the enclosure without insertion of any portion of the employee's body other than hands and arms.

*Walk-in hoods* with adjustable sashes meet the above definition provided that the sashes are adjusted during use so that the airflow and the exhaust of air contaminants are not compromised and employees do not work inside the enclosure during the release of airborne hazardous chemicals.

**Laboratory use of hazardous chemicals** means handling or use of such chemicals in which all of the following conditions are met:

(i) Chemical manipulations are carried out on a "laboratory scale;"

(ii) Multiple chemical procedures or chemicals are used;

(iii) The procedures involved are not part of a production process, nor in any way simulate a production process; and

(iv) "Protective laboratory practices and equipment" are available and in common use to minimize the potential for employee exposure to hazardous chemicals.

**Medical consultation** means a consultation which takes place between an employee and a licensed physician for the purpose of determining what medical examinations or procedures, if any, are appropriate in cases where a significant exposure to a hazardous chemical may have taken place.

**Mutagen** means chemicals that cause permanent changes in the amount or structure of the genetic material in a cell. Chemicals classified as mutagens in accordance with the Hazard Communication Standard (§1910.1200) shall be considered mutagens for purposes of this section.

**Physical hazard** means a chemical that is classified as posing one of the following hazardous effects: Explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid, or gas); self-reactive; pyrophoric (gas, liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; in contact with water emits flammable gas; or combustible dust. The criteria for determining whether a chemical is classified as a physical hazard are in appendix B of the Hazard Communication Standard (§1910.1200) and §1910.1200(c) (definitions of "combustible dust" and "pyrophoric gas").

**Protective laboratory practices and equipment** means those laboratory procedures, practices and equipment accepted by laboratory health and safety experts as effective, or that the employer can show to be effective, in minimizing the potential for employee exposure to hazardous chemicals.

**Reproductive toxins** mean chemicals that affect the reproductive capabilities including adverse effects on sexual function and fertility in adult males and females, as well as adverse effects on the development of the offspring. Chemicals classified as reproductive toxins in accordance with the Hazard Communication Standard (§1910.1200) shall be considered reproductive toxins for purposes

of this section.

***Select carcinogen*** means any substance which meets one of the following criteria:

(i) It is regulated by OSHA as a carcinogen; or

(ii) It is listed under the category, "known to be carcinogens," in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition); or

(iii) It is listed under Group 1 ("carcinogenic to humans") by the International Agency for Research on Cancer Monographs (IARC) (latest editions); or

(iv) It is listed in either Group 2A or 2B by IARC or under the category, "reasonably anticipated to be carcinogens" by NTP, and causes statistically significant tumor incidence in experimental animals in accordance with any of the following criteria:

(A) After inhalation exposure of 6¿7 hours per day, 5 days per week, for a significant portion of a lifetime to dosages of less than 10 mg/m$^3$;

(B) After repeated skin application of less than 300 (mg/kg of body weight) per week; or

(C) After oral dosages of less than 50 mg/kg of body weight per day.

**1910.1450(c)**

**Permissible exposure limits.** For laboratory uses of OSHA regulated substances, the employer shall assure that laboratory employees' exposures to such substances do not exceed the permissible exposure limits specified in 29 CFR part 1910, subpart Z.

# APPENDIX B

## DUTIES OF THE CHEMICAL HYGIENE OFFICER (CHO)

1. Work with administrators and other employees on a quarterly basis or as needed to develop and implement appropriate chemical hygiene policies and practices.

On a quarterly basis, the CHO should solicit input from school administration, science teachers and other knowledgeable individuals on present safety policies and procedures, as well as, formulating additional rules believed to be necessary to protect students and teachers alike. After establishing and/or adding to the guiding principles for safe laboratory operations, the CHO should communicate with all parties to ensure their understanding of what is required.

2. Monitor procurement, use, and disposal of chemicals used in the laboratories.

The CHO in concert with the Chemical Hygiene Committee should try to ensure that a standardized procedure is in place for purchasing chemical materials. Oversight in this matter is critical to maintaining safe and sound purchasing practices, for example, ordering only the quantities needed for special projects or for the duration of a school year, as opposed to requesting samples which may only come in very large quantities.

3. See that appropriate audits are maintained. The CHO, members of the CHC will coordinate with the district awarded contractor to conduct an audit of the laboratories and chemical storage rooms in all district schools. This should be done for continued compliance with the general safety rules and policies, safe storage, handling and use of chemicals, as well as, determining the effectiveness of the procurement plan. The district contractor will also remove chemicals as needed for disposal.

4. Help project directors develop precautions and adequate facilities. The CHO, in collaboration with content area supervisors and the Supervisor of Buildings and Grounds, serve as a focal point for assisting all science teachers in creating appropriate safety policies and precautions whenever new chemicals are brought into the school, say, for special projects or new curricula. Likewise, the CHO can be instrumental in ensuring that all engineering controls for minimizing potential exposures to chemical or health hazards are operating at acceptable and legal limits. Laboratory fume hoods must be checked at least every 3 months for efficacy, as must chemical store room ventilation exhaust blowers. Other engineering controls must be similarly inspected to determine adequacy of the laboratory facilities.

5. The CHO, in collaboration with area supervisors and the Supervisor of Buildings and Grounds must know the current legal requirements concerning regulated substances.

6. Working with the CHC, the CHO must periodically seek ways to improve the chemical hygiene program.

# APPENDIX C

## GENERAL SAFETY PRINCIPLES

The following guidelines have been established to minimize hazards and to maintain basic safety in the laboratory.

### Before beginning any new procedure:

• Examine the known hazards associated with the materials being used. Never assume all hazards have been identified. Carefully read the label before using an unfamiliar chemical. Review the SDS for special handling information to determine the potential hazards and use appropriate safety precautions.
• Be familiar with the location of emergency equipment - fire alarms, fire extinguishers, fire blankets, emergency eyewash, and shower stations and know the appropriate emergency response procedures.
• A void distracting or startling other workers when they are handling hazardous chemicals. • Use equipment and hazardous chemicals only for their intended purposes.
• Always be alert to unsafe conditions and actions and call attention to them so that corrective action can be taken as quickly as possible.
• Wear eye and face protection during lab prep and lab experiments. • Always inspect equipment for leaks, tears, and other damage before handling a hazardous chemical. This includes fume hoods, gloves, goggles, etc.
• Never taste or smell hazardous chemicals.

### Health and Hygiene

The following practices have been established to protect laboratory employees from health risks associated with the use of hazardous chemical:
• Avoid direct contact with any hazardous chemical. Know the types of protective equipment available and use the proper type for each job.
• Confine long hair and loose clothing and always wear footwear which fully covers the feet.
• Do not mouth pipette.
• Use appropriate safety equipment whenever exposure to gases, vapors or aerosols is suspected and ensure exhaust facilities are working properly.
• Wash thoroughly with soap and water after handling chemicals, before leaving the laboratory and before eating or drinking.
• Replace personal protective equipment as appropriate.
• Laboratory employees shall be familiar with the symptoms of exposure for the chemicals with which they work and the precautions necessary to prevent exposure. (Check SDS Sheets.)

# APPENDIX D

## SAFETY EQUIPMENT

### Safety Showers

Safety showers provide an immediate water drench for an affected person.

- The location of showers should be clearly marked, well lighted and free from obstacles.
- Custodial Staff will flush showers monthly. A log documenting flushes shall be maintained.

### Eye Wash Facilities

Eye wash facilities are required in all laboratories where injurious or corrosive chemicals are used and/or stored.

- Optimally, those affected must have both hands free to hold open their eyes to ensure an effective wash behind the eyelids. Eye wash facilities must be operated by a quick release system and simultaneously drench both eyes.
- Eye wash facilities must provide the minimum of a 15 minute water supply at no less than 0.4 gallons per minute.
- Eye wash facilities must not exceed 25 PSI.
- Custodial staff shall be responsible to flush out eyewash stations for five minutes once per week. A log documenting flushes shall be maintained.

### Ventilation Controls

Ventilation controls are those controls intended to minimize employee exposure to hazardous chemicals by removing air contaminants from the work site. There are two main types of ventilation controls:

General (Dilution) Exhaust: a room or building-wide system which brings in air from outside and ventilates within. Laboratory air must be continually replaced, preventing the increase of air concentration of toxic substances during the work day. General exhaust systems are not recommended for the use of most hazardous chemicals.

Fume Hoods: a ventilated, enclosed work space intended to capture, contain and exhaust harmful or dangerous fumes, vapors and particulate matter generated by procedures conducted with hazardous chemicals

Certain types of fume hoods are not designed for the use of hazardous chemicals. If a fume hood's capabilities are not fully understood, check the manufacturer's specifications before using hazardous chemicals in the system.

To determine ventilation requirements, read applicable SDSs. Some SDS terminology, may indicate a need for special ventilation considerations beyond general exhaust ventilation:

- use with adequate ventilation
- avoid vapor inhalation
- use in a fume hood
- provide local exhaust ventilation

# APPENDIX E

## EMERGENCY/ MEDICAL PROCEDURES

### Basic Steps for Emergency and Spill Response

Releases of hazardous substances that pose a significant threat to health and safety or that, by their very nature, require an emergency response regardless of the circumstances surrounding the release are emergency situations. The following definitions designate an emergency situation:

- The spill of an unknown chemical is unclear to the person causing or discovering the spill.
- The release of a hazardous chemical requires immediate evacuation of everyone.
- Chemical release that can lead to: a. Fire, suspected fire, explosion or other imminent danger
- Conditions that are Immediately Dangerous to Life and Health (IDLH) c. High levels of exposure to toxic substances.
- The person(s) in the work area is (are) incapable of handling the severity of the hazardous release which could easily exceed permissible exposure limits.

### Basic Steps for Spill Response

Releases that do not pose significant safety or health hazards to anyone in the immediate vicinity or to the ones cleaning up the releases, do not have the potential to become emergencies within a short time frame and are not emergency situations.

**The following situations ARE NOT emergency situations:**

1. The person causing or discovering the release understands the properties and can make an informed decision as to the exposure level.
2. The release can be appropriately cleaned up by the lab personnel, who have been trained, using authorized (certified) spill kits
3. The materials are limited in quantity, exposure potential, or toxicity and present minor safety or health hazards to persons in the immediate work area or those assigned to clean up the activity
4. Incidental releases of hazardous substances that are routinely cleaned up by trained custodians from outside the immediate release area.

### Emergency Situation – Fire Procedure to Follow

All employees who have been trained in the proper use and handling of fire extinguishers may use a hand held fire extinguisher.

If you have not been trained you may NOT use a fire extinguisher.

All employees should make themselves familiar with the locations of fire extinguishers, fire blankets and fire alarms.

**NEVER put yourself at risk to extinguish a fire.** The following steps are basic protocol for handling a fire or fire-related emergency situation in the laboratory:

- Pull the fire alarm.
- Evacuate

- Call 9-1-1 from a safe location.
- Notify the building administrator from a safe location.

**Emergency Situation – Spills**

If the spill is of high toxicity, a carcinogen, has a low LD50, is flammable, or you are incapable of handling the spill or is the spill greater than four liters, execute the following:

1. Call 9-1-1 from an outside line or cell phone.
2. Evacuate personnel from the spill area and alert neighbors to the spill.
3. Isolate the spill area and close doors to the room where the spill occurred.
4. Remove ignition sources and shut down equipment.
5. Establish exhaust ventilation to the outside of the building only.
6. Open windows.

Evacuation of the building is mandatory if chemicals or contaminants could enter the air circulation system of the building or in the case of fire.

**Spill Kits**

Ready access to a chemical spill kit is required in laboratories that work with hazardous chemicals. The kits will be stored in a five-gallon plastic pail. Minimally, such a kit should contain:

- Splash resistant goggles
- Chemical resistant gloves
- Disposable apron
- Plastic bags
- Multi-chemical sorbent (enough for 2-gallon spill)
- Scooper
- Tongs
- Container to contain the spill
- Chemical absorbent pads
- Hazard Waste Labels

Most spills greater than 4 liters in volume require assistance from trained personnel, from the CHO or his designee.

Some sorbents are chemically specific. The best sorbents are those which can be used to clean up all types of chemical spills. Check absorbents in spill kits for their absorbency range. Each laboratory's spill kit should be kept in a readily accessible location and each employee should be trained on how to use the spill kit.

**Non-Emergency Situation – Spill**

If the spill is less than four liters and the chemical involved is of low toxicity and a low flammable hazard, handle it in the following manner: If there are questions about proper spill response techniques, call the Chemical Hygiene Officer.

1. Locate the spill kit.
2. Wear the proper protective equipment.
3. Always wear gloves and protective eye wear.
4. Use additional protective equipment such as an apron, coveralls, or boots.
5. Confine or contain the spill.

# APPENDIX F

## HOUSEKEEPING

Safety follows from good housekeeping practices. Use the following guidelines to maintain an orderly laboratory:

1. Keep work areas clean and uncluttered with chemicals and equipment. Clean up work areas upon completion of an operation or at the end of each work day.
2. Dispose of waste as described in this plan.3. A separate waste receptacle must be designated for non-contaminated glass. Follow our established disposal guidelines. 4. Clean spills immediately and thoroughly, as per the guidelines established in section five of the Chemical Hygiene Plan and the emergency/medical procedures. Ensure a chemical spill kit is available and that employees know how to use it.
5. Do not block exits, emergency equipment or controls or use hallways and stairways as storage areas.
6. Assure hazardous chemicals are properly segregated into compatible categories.

# APPENDIX G

## PROPER CHEMICAL LABELING & WARNING

All applicable labeling criteria must be followed This serves as a brief summary. Science, Related Arts and CTE teachers must ensure that all incoming containers of hazardous materials bear a label specifying:

- Appropriate hazard warnings.
- Identification of the chemical in the container and identification of the hazardous component(s).
- Name, address, and telephone number of the chemical manufacturer, importer, or responsible party (e.g. principle investigator).
- Date of receipt or generation of the chemical. Laboratory instructors must not remove or deface labels on containers of hazardous chemicals.

When chemicals are transferred from the manufacturer's original container to a secondary container, that new container must be appropriately labeled as to chemical identity and hazard warning(s) to both the Hazard Communication Standard and the NJ Community Right to Know Universal Labeling requirements.

### Chemical Labeling -- Hazard Information

Hazard warnings found on the labels of hazardous chemical containers may be composed of pictures, symbols, and words, or any combination thereof which convey the hazard(s) of the chemical.

### Hazard warnings

Pictures Picture hazard warnings help to identify the properties and classes of hazardous compounds. Examples include the flaming letter "O" (oxidizer), hand/bar of steel (corrosive) and a skull-and-crossbones (poison):

Symbols Symbol hazard warnings provide basic information in determining what precautionary measures to use when handling hazardous chemical substances and/or dealing with a fire.

The National Fire Protection Association (NFPA) uses a symbol system designed as a diamond-shaped label containing four differently colored squares.

A number (0 - 4) or an abbreviation is added to each square indicating the order of hazard severity (4 indicating the highest degree of severity)

# APPENDIX H

## Corrosive Chemicals

**General information**:
Corrosive chemicals because of their nature, prevalence in the laboratory, and variety of concentrations, constitute a series of hazards ranging from poisoning, burning and gassing, through explosion. Serious injury can result from exposure to strong acids or caustics in either the liquid, solid, or gaseous states.

A corrosive agent is a reactive element or compound that produces a chemical exchange in the material upon which it is acting. Common corrosives are the halogens, acids, and bases. Skin irritation and burns are the typical results when the body contacts an acidic or basic material.

The corrosiveness of acids and bases can be compared on the basis of the greatest number of hydrogen ions are the strongest acids, while those have a low pH, strong bases have a high pH. The potential for serious injury, especially to the eyes, is greater with a caustic than an acid.

When in contact with strong acids, the proteins in body tissues will be precipitated, forming a mild barrier to further penetration. Bases, on the other hand, do not precipitate protein; therefore, no protein barrier is formed, and the pain sensation may be delayed. NEVER try to neutralize an acid or caustic spill on living tissue. Eye wash fixtures or safety showers must be used within ten seconds after exposure for at least fifteen minutes to prevent extensive damage. Contact lenses must not be worn when using corrosives.

**Classification of corrosive chemicals:**

- Corrosive liquids are the most important category of corrosive substances in that they are involved in the most common types of corrosive injury, especially where external injury is concerned. The primary sites of attack by corrosive liquids are the skin and the eyes. Mineral acids, organic acids, solutions of strong bases and certain organic solvents are classified as corrosive liquids. There is a danger of corrosive vapors escaping from some corrosive solutions, i.e. ammonia, nitric acid, bromine and others.

- Corrosive solids are the least hazardous of the corrosive substances. The effects of corrosive solids are largely dependent on their solubility in respiratory moisture and the duration of contact. Some compounds do have a specific ability to penetrate the skin even though their solubility in water is relatively low. Of these, phenol and salicylic acid are the most common in medical laboratory settings. Phenol is a very weak organic acid, and salicylic acid is a stronger organic acid. Besides the intrinsic corrosive properties of solids, the heat of solution is often an important factor in damaging tissue. Dusting of corrosive solids presents the greatest danger. Caustic alkalis, because of their frequent use, present the greatest hazard. Corrosive solids include the caustic alkaline hydroxides, sulfides and carbonates, elements such as sodium, potassium, lithium, phosphorous, magnesium and chromium and certain of their salts.

- Corrosive gases. The most serious hazard associated with corrosives is from material in the gaseous state. In this state, corrosives are readily absorbed into the body by dissolution in skin moisture and by inhalation. Gaseous corrosives are usually grouped by solubility and the effect on the respiratory system. Some examples of corrosive gases common to the medical laboratory are ammonia, hydrogen chloride, hydrogen fluoride and formaldehyde.

**Storage of corrosive chemicals:**

- Strong mineral acids, such as sulfuric acid, nitric acid, hydrochloric acid, etc., must be stored by themselves in under the counter metal cabinets on glass or ceramic trays or sand boxes. Alternatively, approved corrosive storage cabinets may be used. Storage trays or sand boxes must be of sufficient volume to contain all the acid from the bottles if all the bottles were to break. The storage area or cabinet must be labeled to identify the agents stored therein and the hazards present, along with decontamination and first aid instructions. Hydrofluoric acid must be stored in plastic trays non-reactive to the compound

# APPENDIX I

## FLAMMABLE CHEMICALS

**General Information**:
The vast majority of flammable chemicals used by laboratories are flammable liquids, organic solvents whose vapors can form ignitable mixtures with air.

Flammable liquids are classified by their flash points. A flash point is defined as the lowest temperature at which a fuel-air mixture present above the surface of a liquid will ignite if an ignition source is introduced. The dangers of ignition of these solvents can be particularly insidious because they generate vapors with densities greater than air. The vapors tend to be immiscible with air and they flow along surfaces and still remain within their flammable limits in air. Ignition of vapors at a remote source can trigger a flashback along the vapor trail to the liquid source. It is important to remember that the ignition source DOES NOT have to be in the form of a spark or flame, room temperature alone can supply the energy.

Three signal words are used to describe the degree of hazard posed by flammable liquids:

- **DANGER!** (highest degree of hazard) Class 1A & B flammable liquids - flash point is less than 73 F.
- **WARNING!** (intermediate degree of hazard) Class 1C flammable liquid - flash point is at or above 73 F but below 100 F.
- **CAUTION!** (lowest degree of hazard) Class II flammable liquid - flash point is at or above 100 F but below 140 F.

**Storage of flammable and combustible liquids:**

- NO bulk quantities of flammable and combustible liquids will be stored.
- Working supplies of flammable or combustible liquids within laboratory areas will be stored in NFP A-approved flammable liquid safety storage cabinets when not in use. Working supplies of flammable or combustible liquids outside of approved safety cabinets shall not exceed one (1) gallon.
- The volume of flammable and combustible liquids stored in ALL flammable safety cabinets shall not exceed the quantities specified
- Flammable or combustible liquids shall not be stored in any refrigerator other than an Underwriter Laboratory (UL) approved, explosion-proof refrigerator. All other refrigerators and freezers shall be labeled "CAUTION! - NOT SUITABLE FOR STORAGE OF FLAMMABLES".
- Flammable and combustible liquids must be isolated from oxidizers, chemicals capable of spontaneous heating, explosives, materials reacting with air or moisture to liberate heat, and ignition sources.
- Previously opened ether cans must be stored in an area ventilated enough to prevent buildup of vapor.

**Control Measures for Safe Use of Flammable and Combustible Liquids:**

- Transfer flammable and combustible liquids in a functioning fume hood.
- Eliminate sources of ignition (i.e. open flames, hot plates, etc.) from work area where flammable and combustible liquids are used.
- Ethers shall be used ONLY in a working fume hood from which all possible ignition sources have been removed.
- Dry chemical fire extinguishers or C02 extinguishers can be used to fight a flammable or combustible liquid fire. The dry chemical extinguisher is the best choice.

# APPENDIX J

## OXIDIZERS, WATER REACTIVE MATERIALS, PEROXIDIZABLE CHEMICALS,

### Oxidizers:

These are materials which react with other substances by giving off electrons and undergoing reduction. This reaction may result in fire or explosion. The intensity of the reaction depends on the oxidizing-reducing potential of the materials involved.

- Know the reactivity of the materials involved in the experiment or process.
- Ensure there are no extraneous materials in the area which could become involved in a reaction.
- If the reaction is anticipated to be violent or explosive, use shields or other methods for isolating the materials or the process.

### Water Reactive Materials:

These are materials which react with water to produce a flammable or toxic gas or other hazardous conditions. A fire or explosion often results. Safe handling of water reactive materials will depend on the specific material and the conditions of use and storage. Examples of water reactive chemicals include alkali metals such as lithium, sodium, and potassium; calcium, magnesium or aluminum carbides; acid anhydrides, and acid chlorides

### Peroxidizable Chemicals (Organic Peroxide-Formers):

These are materials which undergo auto-oxidation (a reaction with oxygen in the air) to form peroxides (an O2 group, "-O-O-") which can explode with impact, heat, or friction. Since these chemicals may be packaged in an air atmosphere, peroxides can form even though the container has not been opened, necessitating careful handling.

- Date all peroxidizable once upon receipt and again upon opening. Check for peroxide formation monthly prior to use. Dispose of after 6 months of opening
- Do NOT open any container which has obvious solid (crystal) formation around the lid.
- Addition of an appropriate inhibitor to quench the formation of peroxides would be specified in the product's Safety Data Sheet.
- It is recommended to chemically test for peroxides periodically and just prior to disposal as a hazardous waste.
- Follow the same basic handling procedures as for flammable materials.

# APPENDIX K

## COMPRESSED GASES

Special systems are needed for handling materials under pressure. Cylinders pose mechanical, physical and/or health hazards, depending on the compressed gas in the cylinder.

- Cylinders with regulators must be individually secured. Only cylinders with valve protection caps securely in place may be safely gang-chained (chained in groups).
- When sorting or moving a cylinder, have the valve protection cap securely in place to protect the valve stem.
- Cylinders must be secured in an upright position at all times. Use suitable racks, straps, chains, or stands to support cylinders against an immovable object, such as a bench or a wall, during use and storage. Do not allow cylinders to fall or lean against one another.
- Use an appropriate cart to move cylinders.
- Never bleed a cylinder completely empty. Leave a slight pressure to keep contaminants out.
- Oil or grease on the high-pressure side of an oxygen cylinder can cause an explosion. Never lubricate an oxygen regulator or use a fuel gas regulator on an oxygen cylinder. Use an oxygen approved regulator.
- Always wear goggles or safety glasses with side shields when handling compressed gases.
- Always use appropriate gauges, fittings, and materials compatible with the particular gas being handled.
- When work with a toxic, corrosive, or reactive gas is planned, the CHC must be contacted for information concerning specific handling requirements. Generally, these gases will need to be used and stored with local exhaust ventilation such as a lab hood or a gas cabinet designed for that purpose.

BERGEN COUNTY
Special Services School District
Services to Nonpublic Schools
327 E. Ridgewood Ave., Paramus, New Jersey 07652 • Tel. (201) 343-6000 ext. 6011

Danielle Russo
District Supervisor of Instruction

## ANNUAL IDEA AGREEMENT
## FOR THE SCHOOL DISTRICT OF NORTHERN VALLEY
## 2019-2020 SCHOOL YEAR

This letter serves as a contract between Bergen County Special Services School District ("BCSSSD") and Northern Valley Public School District ("District") for the provision of educational services for your non-public school students through IDEA funding. This contract is predicated on the execution and implementation of a corresponding agreement between BCSSSD and the District for the purchase and provision of auxiliary and remedial services by and between the parties ("Agreement"). The terms of that Agreement are incorporated herein and made a part hereof except to the extent any are directly inconsistent with the terms of this contract.

Please check off the services below that BCSSSD will provide for your district: (See Schedule A of this agreement)

- ☐ Additional Supplemental Instruction
- ☐ Additional Speech Therapy
- ☐ Occupational Therapy
- ☐ Teacher of the Deaf/AVT
- ☐ Audiologist
- ☐ Physical Therapy
- ☐ Behaviorist
- ☐ Counseling
- ☐ Reading Specialist
- ☐ Assistive Technology Supports
- ☐ Professional Development
- ☐ Social Skills
- ☐ Other:_____

The teachers' and/or therapists' roles in the schools will be to provide additional services through IDEA funds. The staff will be supervised and employed by BCSSSD.

The service providers will communicate and develop a cooperative relationship with the appropriate department and/or administrative staff in each school.

Northern Valley will pay Bergen County Special Services School District up to the maximum of $_____to be billed, following the start of services.
Additional carryover amount from previous years $_____

**FOR BERGEN COUNTY SPECIAL SERVICES SCHOOL DISTRICT**

Name: _____

Title: _____

Date: _____

**FOR NORTHERN VALLEY PUBLIC SCHOOL DISTRICT**

Name: _____

Title: _____

Date: _____

BERGEN COUNTY
Special Services School District
Services to Nonpublic Schools
327 E. Ridgewood Ave., Paramus, New Jersey 07652 • Tel. (201) 343-6000 ext. 6033

**Schedule A**
**2019-2020 Rates for IDEA Services**

**SI/Speech.....$100/40 minute period**

**SI/Speech.....$75/30 minute period**

**Orton Gillingham Reading Specialist.....$100/30 minute period**

**OT/PT.....$150/1 hour**

**Teacher of the Deaf/AVT.....$185/1 hour**

**Audiology.....$200/1 hour**

**Behaviorist.....$135/1 hour**

**Counseling.....$135/1 hour**

**Social Skills Training.....$200/1 hour**

**Assistive Technology Assessment.....$1,000.00**

**Assistive Technology Support.....$175/1 hour**

**Braille Facilitator.....$30/1 hour**

**Professional Development ½ day.....$800.00**

**Professional Development Full day.....$1,500.00**

**Technology Purchase**

**Equipment/Supplies**

# NORWOOD TIP PROGRAM LEASE AGREEMENT WITH NORTHERN VALLEY REG'L H.S.

TIP PROGRAM

THIS LEASE AGREEMENT, made as of this 1st day of July 2019, by and between the Norwood Board of Education with an address at 177 Summit Street, Norwood, New Jersey, 07648 (hereinafter called "Lessor"), and Northern Valley Regional High School District Board of Education, Demarest, New Jersey (hereinafter call "Lessee").

WITNESSETH:

Article 1. Demised Premises. Lessor does hereby lease to Lessee, subject to the conditions hereinafter expressed, three classrooms located in the Norwood Public School building located at 177 Summit Street, Norwood, New Jersey. Lessee accepts the Premises in "as is" condition and Lessor shall not be responsible for any change in the condition of the Premises after Lessee takes occupancy.

Article 2. Term. The term of this Lease shall commence **July 1, 2019 and shall terminate June 30, 2020**. With an option to lease for an additional 2 years at the time of renewal with both parties giving 6 months in advance of the availability due to enrollment changes.

Article 3. Rent. Lessee shall pay to Lessor an annual rental (hereinafter referred to as "Rent") of: Ninety Nine Thousand Dollars ($99,000.00) for three classrooms, which Rent shall be paid in 11 monthly installments of $9,000.00. Lessee shall pay to Lessor an annual Fifty Thousand Dollars ($50,000.00) for Educational Services, which shall be paid in 10 monthly installments of $5,000.00. Unless otherwise specifically provided for herein to the contrary, the Rent shall be paid to Lessor without notice or demand, without abatement, deduction, set-off or counterclaim.

Article 4. Use. Lessee shall use the Premises for operation of special education self-contained classes (TIP) serving no more than 12 early elementary students per class. Students shall be in attendance from **8:30 a.m. to 3:00 p.m.** school days in accordance with the same calendar as followed by Lessor's students, with the exception of the month of July when the lessee shall use the classrooms. Lessee's exclusive use of the classroom shall be limited to the foregoing hours of operation, **7:30 a.m. to 4:00 p.m.** Lessee's students shall generally be able to participate in all inclusion classes in general education with the Lessor's students. In the case of any behavior or safety concerns, Lessor shall determine any exceptions to such participation. Lessor shall have the sole discretion to regulate and schedule all shared use areas. Lessee shall be responsible to provide all necessary staff (teachers and aides) for the operation of such self-contained class. Lessee's staff shall be permitted to use Lessor's teacher's lounge. Such staff will generally be permitted to attend in-service sessions held on the Premises of the Lessor's staff. Lessee shall ensure that aides are always present when students are in attendance. Lessee shall be responsible to ensure that bus drivers observe the instructions of Lessor regarding drop-off and pick–up.

Article 5. Insurance. Lessee will procure and maintain, at its cost, insurance during the term of this lease against public liability, including that from personal injury or property damage in or about the Premises or adjacent property or streets, resulting from the occupation, use of operation of the Premises, in amounts of not less than $1,000,000.00 in respect to bodily injury or death to any one person, an of not less than $3,000,000.00 in respect to bodily injury or death to more than one person in one accident, and of not less than $600,000.00 in respect to property damage. Said insurance shall be evidenced by a certificate of insurance naming Lessor as additional insured, such certificate also providing for thirty (30) days' notice of cancellation. Proof of same shall be provided to Lessee upon execution of this agreement. Lessee, for the mutual benefit of Lessor and Lessee, shall also carry and maintain fire and extended coverage insurance covering the Premises against loss or damage by fire and against loss or damage by other risks now or hereafter embraced by so-called "extended coverage", in amounts sufficient to cover the replacement value of the Premises and to prevent Lessor from being a co-insurer under the terms of the applicable policies. If the Premises shall be partially destroyed by fire or other casualty, or if the building forming a part of the Premises shall be partially damaged, to an extent that the Premises themselves cannot be utilized by Lessee for the stated purposes, and if the damage can be repaired under applicable laws and regulations, Lessor shall, at its own cost and expense, (but only to the extent that there are insurance proceeds available and sufficient for reconstruction) and with all reasonable diligence (due allowance being made for strikes, riots and ability to procure material or labor, fire , earthquake, the elements, acts of God, or other causes beyond the reasonable control of Lessor), restore the Premises to reasonably the same condition as prior to such casualty consistent with available insurance proceeds; and during the period of such restoration, Lessee agrees to pay the fair rental value of such part of the Premises as may be used by Lessee. If restoration is not substantially completed within ninety (90) days form the date of such damage, Lessee at its option, upon ten (10) days' written notice, may terminate this agreement. Upon the completion of the restoration, Lessee shall resume payment of rental at the rate herein called for. If the building shall be damaged to an extend greater than fifty (50%) percent of the replacement value thereof, or is restoration cannot be made under said laws and regulations, then this Lease shall terminate as of the date of the occurrence of said damage, and any unearned rental paid in advance by Lessee shall be returned to it. The decision of Lessor shall be final as to whether damage has occurred to the extent of 50% of the replacement value.

Article 6. Maintenance, Repairs, Alterations. Lessee shall take good care of the Premises, and shall keep the same and all parts thereof in good order and condition, subject to ordinary wear and tear, the elements, casualty for which insurance proceeds are available. Lessor retains sole responsibility for the condition, maintenance and repair of the structural aspects of the Premises. Lessor, at its cost and expense, shall make all needed repairs of structural nature, ordinary and extraordinary, to the Premises, so long as such maintenance and repairs are not the result of Lessee's negligence, neglect or omission. Upon the expiration or sooner termination of the term hereof, Lessee shall surrender the Premises to Lessor in as good order, condition and repair as the Premises were leased to Lessee, except for ordinary wear and tear. Lessee shall make no alterations to the Premises.

Article 7. Lessee's Property. All property kept in the Premises shall be so kept at the sole risk of Lessee and Lessee shall carry at its expense such insurance as it deems appropriate to protect its property. Lessor shall not be liable to Lessee for any damage occasioned by plumbing, electrical, gas, water, steam or other utility pipes, systems and facilities, or by the bursting, stopping, leaking or running of any tank, washstand, closet or waste or other pipes in or about the Premises, nor far any damage occasioned by water being upon or coming through the roof, skylight, vent trap-door or otherwise, nor for any damage arising form any acts or neglect of the public.

Article 8. Compliance with Law. Lessee shall at its sole cost and expense, promptly comply with all laws, ordinances, order, rules, regulations and requirements of all existing federal, State and municipal governmental agencies, necessary to maintain the insurance required to be maintained, which may be applicable to the use, manner of use or occupancy thereof. Lessee will not use or permit to be used any part of the Premises for any illegal or dangerous activity.

Article 9. Lessee's Right to Perform. Lessor shall have the right at any time, after ten (10) days' notice to Lessee (or without notice in case of emergency or in case any fine, penalty, interest or cost may otherwise be imposed or incurred), to make any payment or perform any act as required herein, and in exercising such right, to incur necessary an incidental costs and expenses, including reasonable counsel fees. Nothing herein shall imply any obligation on the part of Lessor to make any payment or perform any act required of Lessee, and Lessor's exercise of the right so to do shall not constitute a release of any obligation of Lessee or a waiver of any default of Lessee. All payments made by Lessor in connection with its exercise of such right shall be reimbursed to Lessor by Lessee within ten (10) days after such payments, together with interest.

Article 10. Inspection of Premises. Lessee agrees to permit Lessor's authorized representatives to enter the Premises at any time.

Article 11. Sublet, Assignment. Lessee shall not sublet or assign or otherwise encumber this Lease.

Article 12. Notices. All notices, required or permitted to be served upon or give to either party, shall be in writing. Any such notice shall be sufficiently given or served, if served personally, or if sent by registered or certified mail, return receipt requested, or overnight courier, addressed to such party at its address set forth below, or at such other address as it shall designate in a notice to the other party , as follows:

In the case of notice to Lessor:

Board Secretary/Business Administrator
Norwood Board of Education
177 Summit Street
Norwood, NJ 07648

---

In the case of notice to Lessee:

Board Secretary/Business Administrator
Northern Valley Regional High School District
Board of Education
162 Knickerbocker Road
Demarest, NJ 07627

Article 13. Arbitration
Any disputes arising between the parties concerning this Lease shall be submitted to binding arbitration. If a party demands arbitration, it shall do so in writing to the other party and shall include a description of its claims and the name, address and phone number of one or more proposed arbitrators. The party receiving a demand for arbitration shall indicate in writing to the initiating party whether it approves of one or more of the proposed arbitrators within seven (7) days. This response also shall include a description of any claims which that party intends to pursue in arbitration and the

names, addressed and phone numbers on one or more arbitrators acceptable to that party. If the parties can not agree on an arbitrator, they shall request that the Bergen County Superintendent select the arbitrator. Unless the parties agree to an alternate procedure, the arbitration shall proceed in accordance with the procedures of the American Arbitration Association. The arbitration costs shall be paid equally by the parties without prejudice, subject to final allocation by the arbitrator.

Article 14. Indemnification Clause
The tenant agrees to indemnify and hold harmless the landlord and its agents, servants and employees from any cost, damage, claim, liability or expense, including attorney fees, as the result of the tenant's use of the subject premises.

Article 15. Severability. If any provision of this Lease shall, to any extent, be invalid or unenforceable, the remainder of this Lease, shall not be affected thereby, and each provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

Article 16. No Waiver. If either party waives the performance of any term, covenant or condition, such waiver of the term, covenant or condition itself or a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein. Furthermore, the acceptance of rent by Lessor shall not constitute a waiver of any preceding breach by Lessee of any terms, covenants or conditions of this Lease for any length of time shall not be deemed to waive or to decrease the right of Lessor to insist thereafter upon performance by Lessee. Waiver by Lessor of any term, covenant or condition contained in the Lease may only be made by a written instrument signed by Lessor.

Article 17. Signs. Lessee shall not, without prior written consent of Lessor, erect any signs on the Premises.

IN WITNESS WHEREOF, the parties have set their hands and seals or caused these presents to be executed by their proper corporate officers the day and year set forth above.

WITNESS:

LESSOR:

Sacha Pouliot
Norwood Business Administrator/Board Secretary

Michael Sprague
Norwood Board President

WITNESS:

Lessee:

Marc A. Capizzi
NVRHSD Business Administrator/Board Secretary

Joseph Argenziano
NVRHS Board President

# NORWOOD LEASE AGREEMENT WITH NORTHERN VALLEY REG'L H.S.

THE VALLEY PROGRAM

THIS LEASE AGREEMENT, made as of this 1st day of July 2019, by and between the Norwood Board of Education with an address at 177 Summit Street, Norwood, New Jersey, 07648 (hereinafter called "Lessor"), and Northern Valley Regional High School District Board of Education, Demarest, New Jersey (hereinafter call "Lessee").

WITNESSETH:

Article 1. Demised Premises. Lessor does hereby lease to Lessee, subject to the conditions hereinafter expressed, two classrooms located in the Norwood Public School building located at 177 Summit Street, Norwood, New Jersey. Lessee accepts the Premises in "as is" condition and Lessor shall not be responsible for any change in the condition of the Premises after Lessee takes occupancy.

Article 2. Term. The term of this Lease shall commence **July 1, 2019 and shall terminate June 30, 2020**; with an option to lease for an additional 5 years. By January 1, 2019, both parties shall notify each other as to their intent to renew the lease. By January 8, 2019, both parties shall meet to discuss and negotiate the terms and conditions of renewal or to discuss any reasons, including changes in enrollment that may preclude extending the lease.

Article 3. Rent. Lessee shall pay to Lessor an annual rental (hereinafter referred to as "Rent") of **$66,000.00** - Thirty Three Thousand Dollars **($33,000.00)** per classroom, which Rent shall be paid in 11 monthly installments of $6,000.00. Lessee shall pay to Lessor an annual Twenty Five Thousand Dollars ($25,000.00) for Educational Services, which shall be paid in 10 monthly installments of $2,500.00. Unless otherwise specifically provided for herein to the contrary, the Rent shall be paid to Lessor without notice or demand, without abatement, deduction, set-off or counterclaim.

Article 4. Use. Lessee shall use the Premises for operation of special education self-contained classes serving no more than 10 early elementary students per class. Students shall be in attendance from **8:30 a.m. to 3:00 p.m**. school days in accordance with the same calendar as followed by Lessor's students, with the exception of the month of July when the lessee shall use the classrooms. Lessee's exclusive use of the classroom shall be limited to the foregoing hours of operation, **7:30 a.m. to 4:00 p.m.** Lessor shall have the sole discretion to regulate and schedule all shared use areas. Lessee shall be responsible to provide all necessary staff (teachers and aides) for the operation of such self-contained class. Lessee's staff shall be permitted to use Lessor's teacher's lounge. Such staff will generally be permitted to attend in-service sessions held on the Premises of the Lessor's staff. Lessee shall ensure that aides are always present when students are in attendance. Lessee shall be responsible to ensure that bus drivers observe the instructions of Lessor regarding drop-off and pick–up.

Article 5. Insurance. Lessee will procure and maintain, at its cost, insurance during the term of this lease against public liability, including that from personal injury or property damage in or about the Premises or adjacent property or streets, resulting from the occupation, use of operation of the Premises, in amounts of not less than $1,000,000.00 in respect to bodily injury or death to any one person, an of not less than $3,000,000.00 in respect to bodily injury or death to more than one person in one accident, and of not less than $600,000.00 in respect to property damage. Said insurance shall be evidenced by a certificate of insurance naming Lessor as additional insured's such certificate also providing for thirty (30) days' notice of cancellation. Proof of same shall be provided to Lessee upon execution of this agreement. Lessee, for the mutual benefit of Lessor and Lessee, shall also carry and maintain fire and extended coverage insurance covering the Premises against loss or damage by fire and against loss or damage by other risks now or hereafter embraced by so-called "extended coverage", in amounts sufficient to cover the replacement value of the Premises and to prevent Lessor from being a co-insurer under the terms of the applicable policies. If the Premises shall be partially destroyed by fire or other casualty, or if the building forming a part of the Premises shall be partially damaged, to an extent that the Premises themselves cannot be utilized by Lessee for the stated purposes, and if the damage can be repaired under applicable laws and regulations, Lessor shall, at its own cost and expense, (but only to the extent that there are insurance proceeds available and sufficient for reconstruction) and with all reasonable diligence (due allowance being made for strikes, riots and ability to procure material or labor, fire , earthquake, the elements, acts of God, or other causes beyond the reasonable control of Lessor), restore the Premises to reasonably the same condition as prior to such casualty consistent with available insurance proceeds; and during the period of such restoration, Lessee agrees to pay the fair rental value of such part of the Premises as may be used by Lessee. If restoration is not substantially completed within ninety (90) days form the date of such damage, Lessee at its option, upon ten (10) days' written notice, may terminate this agreement. Upon the completion of the restoration, Lessee shall resume payment of rental at the rate herein called for. If the building

shall be damaged to an extend greater than fifty (50%) percent of the replacement value thereof, or is restoration cannot be made under said laws and regulations, then this Lease shall terminate as of the date of the occurrence of said damage, and any unearned rental paid in advance by Lessee shall be returned to it. The decision of Lessor shall be final as to whether damage has occurred to the extent of 50% of the replacement value.

Article 6. Maintenance, Repairs, Alterations. Lessee shall take good care of the Premises, and shall keep the same and all parts thereof in good order and condition, subject to ordinary wear and tear, the elements, casualty for which insurance proceeds are available. Lessor retains sole responsibility for the condition, maintenance and repair of the structural aspects of the Premises. Lessor, at its cost and expense, shall make all needed repairs of structural nature, ordinary and extraordinary, to the Premises, so long as such maintenance and repairs are not the result of Lessee's negligence, neglect or omission. Upon the expiration or sooner termination of the term hereof, Lessee shall surrender the Premises to Lessor in as good order, condition and repair as the Premises were leased to Lessee, except for ordinary wear and tear. Lessee shall make no alterations to the Premises.

Article 7. Lessee's Property. All property kept in the Premises shall be so kept at the sole risk of Lessee and Lessee shall carry at its expense such insurance as it deems appropriate to protect its property. Lessor shall not be liable to Lessee for any damage occasioned by plumbing, electrical, gas, water, steam or other utility pipes, systems and facilities, or by the bursting, stopping, leaking or running of any tank, washstand, closet or waste or other pipes in or about the Premises, nor far any damage occasioned by water being upon or coming through the roof, skylight, vent trap-door or otherwise, nor for any damage arising form any acts or neglect of the public.

Article 8. Compliance with Law. Lessee shall at its sole cost and expense, promptly comply with all laws, ordinances, order, rules, regulations and requirements of all existing federal, State and municipal governmental agencies, necessary to maintain the insurance required to be maintained, which may be applicable to the use, manner of use or occupancy thereof as a tenant. Lessee will not use or permit to be used any part of the Premises for any illegal or dangerous activity.

Article 9. Lessee's Right to Perform. Lessor shall have the right at any time, after ten (10) days' notice to Lessee (or without notice in case of emergency or in case any fine, penalty, interest or cost may otherwise be imposed or incurred), to make any payment or perform any act as required herein, and in exercising such right, to incur necessary an incidental costs and expenses, including reasonable counsel fees. Nothing herein shall imply any obligation on the part of Lessor to make any payment or perform any act required of Lessee, and Lessor's exercise of the right so to do shall not constitute a release of any obligation of Lessee or a waiver of any default of Lessee. All payments made by Lessor in connection with its exercise of such right shall be reimbursed to Lessor by Lessee within ten (10) days after such payments, together with interest.

Article 10. Inspection of Premises. Lessee agrees to permit Lessor's authorized representatives to enter the Premises at any time.

Article 11. Sublet, Assignment. Lessee shall not sublet or assign or otherwise encumber this Lease.

Article 12. Notices. All notices, required or permitted to be served upon or give to either party, shall be in writing. Any such notice shall be sufficiently given or served, if served personally, or if sent by registered or certified mail, return receipt requested, or overnight courier, addressed to such party at its address set forth below, or at such other address as it shall designate in a notice to the other party , as follows:

In the case of notice to Lessor:

Board Secretary/Business Administrator
Norwood Board of Education
177 Summit Street
Norwood, NJ 07648

---

In the case of notice to Lessee:

Board Secretary/Business Administrator
Northern Valley Regional High School District
Board of Education
162 Knickerbocker Road
Demarest, NJ 07627

Article 13. Arbitration
Any disputes arising between the parties concerning this Lease shall be submitted to binding arbitration. If a party demands arbitration, it shall do so in writing to the other party and shall include a description of its claims and the name, address and phone number of one or more proposed arbitrators. The party receiving a demand for arbitration shall indicate in writing to the initiating party whether it approves of one or more of the proposed arbitrators within seven (7) days. This response also shall include a description of any claims which that party intends to pursue in arbitration and the names, addressed and phone numbers on one or more arbitrators acceptable to that party. If the parties can not agree on an arbitrator, they shall request that the Bergen County Superintendent select the arbitrator. Unless the parties agree to an alternate procedure, the arbitration shall proceed in accordance with the procedures of the American Arbitration Association. The arbitration costs shall be paid equally by the parties without prejudice, subject to final allocation by the arbitrator.

Article 14. Indemnification Clause
The tenant agrees to indemnify and hold harmless the landlord and its agents, servants and employees from any cost, damage, claim, liability or expense, including attorney fees, as the result of the tenant's use of the subject premises.

Article 15. Severability. If any provision of this Lease shall, to any extent, be invalid or unenforceable, the remainder of this Lease, shall not be affected thereby, and each provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

Article 16. No Waiver. If either party waives the performance of any term, covenant or condition, such waiver of the term, covenant or condition itself or a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein. Furthermore, the acceptance of rent by Lessor shall not constitute a waiver of any preceding breach by Lessee of any terms, covenants or conditions of this Lease for any length of time shall not be deemed to waive or to decrease the right of Lessor to insist thereafter upon performance by Lessee. Waiver by Lessor of any term, covenant or condition contained in the Lease may only be made by a written instrument signed by Lessor.

Article 17. Signs. Lessee shall not, without prior written consent of Lessor, erect any signs on the Premises.

Article 18. Educational Program. The educational program shall be consistent with the following guidelines and be considered part of the total lease expense. The educational program is aligned with current state and federal mandates for special education students. There shall be no change in the Lease Agreement compensation unless the educational law mandates such changes that would require additional expenses and a review by both parties:

**Use/Inclusion** Lessee's students shall generally be able to participate in library, art, music, recess, and academic classes as needed and lunch with Lessor's students according to the following protocol:

1. Lessee's students shall participate in recess and lunch with "shadow aides". In the case of any behavior or safety concerns, Lessor shall determine any exceptions to such participation.
2. When the Valley Director assesses that it is appropriate to include a student in library, art or music, the Valley Director shall confer with the Lessor's principal to seek support for their intent to include a particular student in a particular program(s). A determining criterion will be the Lessor's class size. Generally, The Valley Program will seek to mainstream no more than 2 – 3 students per class and the lessor will seek to integrate them in multiple sections as possible.
3. Given consensus as described herein, the student's sending district Child Study Team shall meet with the student's parents to reflect the program involvement in the child's IEP.
4. On certain days when Norwood is closed to students but open for Staff Development, the Valley class sessions will continue.
5. All such inclusion –
    a. shall proceed on a trial basis
    b. shall always include an aide to shadow the student as well as to provide support for other students as appropriate and possible
    c. discontinued if any behavior or safety concerns occur
    d. shall be periodically reviewed by the two Child Study Teams

IN WITNESS WHEREOF, the parties have set their hands and seals or caused these presents to be executed by their proper corporate officers the day and year set forth above.

WITNESS:

Sacha Pouliot
Norwood Business Administrator/Board Secretary

WITNESS:

Marc A. Capizzi
NVRHS Business Administrator

LESSOR:

Michael Sprague
Norwood Board President

LESSEE:

Joseph Argenziano
NVRHS Board President

# NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT LEASE AGREEMENT WITH NORTHERN VALLEY REGIONAL PROGRAMS

THE ACCESS PROGRAM

THIS LEASE AGREEMENT, made as of this 1st day of July 2019, by and between the Northern Valley Regional High School District Board of Education with an address at 150 Knickerbocker Road, Demarest, New Jersey 07627 (hereinafter called "Lessor"), and Northern Valley Regional Programs, Demarest, New Jersey (hereinafter call "Lessee").

WITNESSETH:

Article 1. Demised Premises. Lessor does hereby lease to Lessee, subject to the conditions hereinafter expressed, two classrooms located in the Northern Valley Regional High School at Demarest building located at 150 Knickerbocker Road, Demarest, New Jersey. Lessee accepts the Premises in "as is" condition and Lessor shall not be responsible for any change in the condition of the Premises after Lessee takes occupancy.

Article 2. Term. The term of this Lease shall commence **July 1, 2019 and shall terminate June 30, 2020**; with an option to lease for an additional 5 years. By January 1, 2019, both parties shall notify each other as to their intent to renew the lease. By January 8, 2019, both parties shall meet to discuss and negotiate the terms and conditions of renewal or to discuss any reasons, including changes in enrollment that may preclude extending the lease.

Article 3. Rent. Lessee shall pay to Lessor an annual rental (hereinafter referred to as "Rent") of **$66,000.00** - Thirty Three Thousand Dollars **($33,000.00)** per classroom, which Rent shall be paid in 11 monthly installments of $6,000.00. Unless otherwise specifically provided for herein to the contrary, the Rent shall be paid to Lessor without notice or demand, without abatement, deduction, set-off or counterclaim.

Article 4. Use. Lessee shall use the Premises for operation of special education self-contained classes serving no more than 10 students per class. Students shall be in attendance from **7:40 a.m. to 2:36 p.m**. school days in accordance with the same calendar as followed by Lessor's students, with the exception of the month of July when the lessee shall use the classrooms. Lessee's exclusive use of the classroom shall be limited to the foregoing hours of operation, **7:30 a.m. to 4:00 p.m.** Lessor shall have the sole discretion to regulate and schedule all shared use areas. Lessee shall be responsible to provide all necessary staff (teachers and aides) for the operation of such self-contained class. Lessee's staff shall be permitted to use Lessor's teacher's lounge. Such staff will generally be permitted to attend in-service sessions held on the Premises of the Lessor's staff. Lessee shall ensure that aides are always present when students are in attendance. Lessee shall be responsible to ensure that bus drivers observe the instructions of Lessor regarding drop-off and pick–up.

Article 5. Insurance. Lessee will procure and maintain, at its cost, insurance during the term of this lease against public liability, including that from personal injury or property damage in or about the Premises or adjacent property or streets, resulting from the occupation, use of operation of the Premises, in amounts of not less than $1,000,000.00 in respect to bodily injury or death to any one person, an of not less than $3,000,000.00 in respect to bodily injury or death to more than one person in one accident, and of not less than $600,000.00 in respect to property damage. Said insurance shall be evidenced by a certificate of insurance naming Lessor as additional insured's such certificate also providing for thirty (30) days' notice of cancellation. Proof of same shall be provided to Lessee upon execution of this agreement. Lessee, for the mutual benefit of Lessor and Lessee, shall also carry and maintain fire and extended coverage insurance covering the Premises against loss or damage by fire and against loss or damage by other risks now or hereafter embraced by so-called "extended coverage", in amounts sufficient to cover the replacement value of the Premises and to prevent Lessor from being a co-insurer under the terms of the applicable policies. If the Premises shall be partially destroyed by fire or other casualty, or if the building forming a part of the Premises shall be partially damaged, to an extent that the Premises themselves cannot be utilized by Lessee for the stated purposes, and if the damage can be repaired under applicable laws and regulations, Lessor shall, at its own cost and expense, (but only to the extent that there are insurance proceeds available and sufficient for reconstruction) and with all reasonable diligence (due allowance being made for strikes, riots and ability to procure material or labor, fire , earthquake, the elements, acts of God, or other causes beyond the reasonable control of Lessor), restore the Premises to reasonably the same condition as prior to such casualty consistent with available insurance proceeds; and during the period of such restoration, Lessee agrees to pay the fair rental value of such part of the Premises as may be used by Lessee. If restoration is not substantially completed within ninety (90) days form the date of such damage, Lessee at its option, upon ten (10) days' written notice, may terminate this agreement. Upon the completion of the restoration, Lessee shall resume payment of rental at the rate herein called for. If the building shall be damaged to an extend greater than fifty (50%) percent of the replacement value thereof, or is restoration cannot be made under said laws and regulations, then this Lease shall terminate as of the date of the occurrence of said damage, and any unearned rental paid in advance by Lessee shall be returned to it. The decision of Lessor shall be final as to whether damage has occurred to the extent of 50% of the replacement value.

Article 6. Maintenance, Repairs, Alterations. Lessee shall take good care of the Premises, and shall keep the same and all parts thereof in good order and condition, subject to ordinary wear and tear, the elements, casualty for which insurance proceeds are available. Lessor retains sole responsibility for the condition, maintenance and repair of the structural aspects of the Premises. Lessor, at its cost and expense, shall make all needed repairs of structural nature, ordinary and extraordinary, to the Premises, so long as such maintenance and repairs are not the result of Lessee's negligence, neglect or omission. Upon the expiration or sooner termination of the term hereof, Lessee shall surrender the Premises to Lessor in as good order, condition and repair as the Premises were leased to Lessee, except for ordinary wear and tear. Lessee shall make no alterations to the Premises.

Article 7. Lessee's Property. All property kept in the Premises shall be so kept at the sole risk of Lessee and Lessee shall carry at its expense such insurance as it deems appropriate to protect its property. Lessor shall not be liable to Lessee for any damage occasioned by plumbing, electrical, gas, water, steam or other utility pipes, systems and facilities, or by the bursting, stopping, leaking or running of any tank, washstand, closet or waste or other pipes in or about the Premises, nor far any damage occasioned by water being upon or coming through the roof, skylight, vent trap-door or otherwise, nor for any damage arising form any acts or neglect of the public.

Article 8. Compliance with Law. Lessee shall at its sole cost and expense, promptly comply with all laws, ordinances, order, rules, regulations and requirements of all existing federal, State and municipal governmental agencies, necessary to maintain the insurance required to be maintained, which may be applicable to the use, manner of use or occupancy thereof as a tenant. Lessee will not use or permit to be used any part of the Premises for any illegal or dangerous activity.

Article 9. Lessee's Right to Perform. Lessor shall have the right at any time, after ten (10) days' notice to Lessee (or without notice in case of emergency or in case any fine, penalty, interest or cost may otherwise be imposed or incurred), to make any payment or perform any act as required herein, and in exercising such right, to incur necessary an incidental costs and expenses, including reasonable counsel fees. Nothing herein shall imply any obligation on the part of Lessor to make any payment or perform any act required of Lessee, and Lessor's exercise of the right so to do shall not constitute a release of any obligation of Lessee or a waiver of any default of Lessee. All payments made by Lessor in connection with its exercise of such right shall be reimbursed to Lessor by Lessee within ten (10) days after such payments, together with interest.

Article 10. Inspection of Premises. Lessee agrees to permit Lessor's authorized representatives to enter the Premises at any time.

Article 11. Sublet, Assignment. Lessee shall not sublet or assign or otherwise encumber this Lease.

Article 12. Notices. All notices, required or permitted to be served upon or give to either party, shall be in writing. Any such notice shall be sufficiently given or served, if served personally, or if sent by registered or certified mail, return receipt requested, or overnight courier, addressed to such party at its address set forth below, or at such other address as it shall designate in a notice to the other party , as follows:

In the case of notice to Lessor:

Board Secretary/Business Administrator
Northern Valley Regional High School District
Board of Education
162 Knickerbocker Road
Demarest, NJ 07627

---

In the case of notice to Lessee:

Principal, The Access Program
Northern Valley Regional Programs
200 Summit Street
Norwood, NJ 07648

Article 13. Arbitration

Any disputes arising between the parties concerning this Lease shall be submitted to binding arbitration. If a party demands arbitration, it shall do so in writing to the other party and shall include a description of its claims and the name, address and phone number of one or more proposed arbitrators. The party receiving a demand for arbitration shall indicate in writing to the initiating party whether it approves of one or more of the proposed arbitrators within seven (7) days. This response also shall include a description of any claims which that party intends to pursue in arbitration and the names, addressed and phone numbers on one or more arbitrators acceptable to that party. If the parties can not agree on an arbitrator, they shall request that the Bergen County Superintendent select the arbitrator. Unless the parties agree

to an alternate procedure, the arbitration shall proceed in accordance with the procedures of the American Arbitration Association. The arbitration costs shall be paid equally by the parties without prejudice, subject to final allocation by the arbitrator.

Article 14. Indemnification Clause
The tenant agrees to indemnify and hold harmless the landlord and its agents, servants and employees from any cost, damage, claim, liability or expense, including attorney fees, as the result of the tenant's use of the subject premises.

Article 15. Severability. If any provision of this Lease shall, to any extent, be invalid or unenforceable, the remainder of this Lease, shall not be affected thereby, and each provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

Article 16. No Waiver. If either party waives the performance of any term, covenant or condition, such waiver of the term, covenant or condition itself or a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein. Furthermore, the acceptance of rent by Lessor shall not constitute a waiver of any preceding breach by Lessee of any terms, covenants or conditions of this Lease for any length of time shall not be deemed to waive or to decrease the right of Lessor to insist thereafter upon performance by Lessee. Waiver by Lessor of any term, covenant or condition contained in the Lease may only be made by a written instrument signed by Lessor.

Article 17. Signs. Lessee shall not, without prior written consent of Lessor, erect any signs on the Premises.

Article 18. Educational Program. The educational program shall be consistent with the following guidelines and be considered part of the total lease expense. The educational program is aligned with current state and federal mandates for special education students. There shall be no change in the Lease Agreement compensation unless the educational law mandates such changes that would require additional expenses and a review by both parties:

**Use/Inclusion** Lessee's students shall generally be able to participate in library, art, music, recess, and academic classes as needed and lunch with Lessor's students according to the following protocol:

1. Lessee's students shall participate in recess and lunch with "shadow aides". In the case of any behavior or safety concerns, Lessor shall determine any exceptions to such participation.
2. When the Valley Director assesses that it is appropriate to include a student in library, art or music, the Valley Director shall confer with the Lessor's principal to seek support for their intent to include a particular student in a particular program(s). A determining criterion will be the Lessor's class size. Generally, The Access Program will seek to mainstream no more than 2 – 3 students per class and the lessor will seek to integrate them in multiple sections as possible.
3. Given consensus as described herein, the student's sending district Child Study Team shall meet with the student's parents to reflect the program involvement in the child's IEP.
4. All such inclusion –
    a. shall proceed on a trial basis
    b. shall always include an aide to shadow the student as well as to provide support for other students as appropriate and possible
    c. discontinued if any behavior or safety concerns occur
    d. shall be periodically reviewed by the two Child Study Teams

IN WITNESS WHEREOF, the parties have set their hands and seals or caused these presents to be executed by their proper corporate officers the day and year set forth above.

WITNESS:

Marc A. Capizzi
NVRHS Business Administrator

LESSOR:

Joseph Argenziano
NVRHS Board President

WITNESS:

Kathleen Vuoncino
Principal, Access Program

LESSEE:

Joseph Argenziano
NVRHS Board President

West Bergen
Mental Healthcare
*Where Health Comes to Mind*
120 Chestnut Street, Ridgewood, New Jersey 07450 201.444.3550 Fax 201.652.1613 www.westbergen.org

**Contract for Mental Health Assessments/School Clearances with Bergen County Region III Districts**

Whereas, the Districts of Region III wish to purchase services from West Bergen Mental Healthcare, Inc. with administrative offices located at 120 Chestnut Street, Ridgewood, NJ, 07450 and

Whereas, West Bergen Mental Healthcare, Inc. is licensed to provide the required services utilizing licensed, professional clinical staff and

Whereas, the contract is for the period July 1, 2019 through June 30, 2020

The following scope of service and compensation schedule is agreed to:

**Scope of Services – West Bergen Mental Healthcare, Inc.:**

- Mental health assessments will be provided to students referred by the respective district's Crisis Intervention Team or other designated representative.
- A licensed, clinical professional such as a licensed clinical social worker, (LCSW), licensed professional counselor (LPC), advanced practice nurse, (APN) psychologist or psychiatrist at one of West Bergen's counseling centers will conduct the risk assessment.
- The assessment will be completed according to the attached "Guidance Document"/ protocols and School Clearance Draft Policy provided by Steven Fogarty, ESQ. A "school clearance" letter will be issued if applicable.
- Follow-up recommendations will be provided to the school separately from the clearance letter.
- In most situations, the student will be assessed on the same day as the referral is made. If this is not possible, the assessment will be conducted within 24 hours of referral or the district representative will be informed immediately as to the reason.

While unusual, if in the initial discussion with the school, the information provided regarding the severity of the risk warrants, West Bergen will consult with the district representative regarding the advisability of conducting the screening in a hospital setting.

**School District:**
To insure that full communication between the agency and district staff can occur, both organizations will request from the parent or guardian a signed Authorization for the Release of Information.

The fee for the school clearance process will depend on the licensing level of the clinician required by the school district. In most situations, an LCSW or LPC can conduct these assessments.

**Indemnification of West Bergen Mental Healthcare and Region III School Districts**

The Bergen County Region III School Districts agree to hold harmless West Bergen Mental Healthcare Inc., its trustees, directors, officers, employees or agents from and against any and all claims, losses and suites or liabilities, of any nature which may be asserted against them by third parties in conjunction with performance of West Bergen's and its Board, directors, officers, employees and agents under this agreement.

West Bergen Mental Healthcare, Inc. agrees to hold harmless The Bergen County Region III School Districts, their trustees, directors officers, employees or agents from and against any and all claims, losses and suites or liabilities, of any nature which may be asserted against them by third parties in conjunction with the performance of The Bergen County Region III School Districts, their Boards, directors, officers, employees and agents under this agreement.

**Compensation/Payment:**

Within this Regional contract, West Bergen fees are as follows:

- For an assessment completed by a LCSW or LPC or psychologist the rate is $157.00.
- For an assessment completed by an Advance Practice Nurse, Board Certified in Behavioral Health, the rate is $210.00.
- For an assessment completed by a psychiatrist, the rate is $329.00. (There are very limited clinical hours available from our child psychiatrist; he will complete the assessment only if it is required by the sending district and is able to do so in the time frame expected.)

West Bergen Mental Healthcare will submit individual invoices to the attention of the District designees.

The District /Region will provide West Bergen Mental Healthcare with a signed contract for the provision of agreed upon services as outlined herein. The subsequent vouchers should be directed to the attention of:

The Billing Department
West Bergen Mental Healthcare
120 Chestnut Street
Ridgewood, NJ 07450

In Witness Whereof, the parties have executed this Contract as of the date set forth on the following page:

West Bergen Mental Healthcare

Region III School Districts

Mr. Michael Fox, Superintendent/Principal, Demarest

Dr. Adam Fried, Superintendent, Harrington Park

Ms. Lisa Gross, Superintendent, Norwood

Mr. James Santana, Superintendent, Northern Valley Regional High School District

Ms. Joanne Newberry, Superintendent, Closter

Dr. Peter Hughes, Superintendent, Haworth

Mr. Michael Pinajian, Superintendent, Northvale

Mrs. Maureen McCann, Superintendent, Alpine

Ms. Danielle DaGiau, Superintendent Old Tappan

Michael J. Tozzoli, LCSW, CEO
West Bergen Mental Healthcare, Inc.

5/25/19
Date

Ms. Kathleen Vuoncino, Director of Special Education, Region III

6/5/19
Date

BERGEN COUNTY
Special Services School District
Services to Nonpublic Schools
327 E. Ridgewood Ave., Paramus, New Jersey 07652 • Tel. (201) 343-6000 ext. 6033

# NONPUBLIC
# PUBLIC LAW 1977 CHAPTERS 192-193 AGREEMENT
# 2019-2020

This AGREEMENT made the _____ day of_____2019, by and between the **BOARD OF EDUCATION OF** _____ in the County of Bergen, New Jersey (hereinafter the "Local Education Agency" or "LEA"); and the **BERGEN COUNTY SPECIAL SERVICES SCHOOL DISTRICT** (hereinafter "BCSSSD"), located at 327 East Ridgewood Avenue, Paramus, NJ 07652.

WITNESSETH:

In the consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Education Program.** The LEA agrees to purchase the auxiliary and remedial services described herein pursuant to P.L. 1977, Chapters 192-193 from the BCSSSD.

The BCSSSD agrees to provide the auxiliary and remedial services described herein to those eligible students identified in accordance with applicable New Jersey statutes, the rules and regulations of the State Board of Education, and the policies of the Board of Education of the BCSSSD.

The auxiliary and remedial services to be provided are limited to P.L. 192 Compensatory Education, English as a Second Language, and Home Instruction, P.L.193 Supplementary Instruction, Speech Correction, and Evaluation and Determination for eligible pupils.

Services shall be scheduled as follows to the extent that State fiscal allocations make these services practical. Please check off all requested services (LEA):

- ☐ A minimum of thirty (30) minutes per week of compensatory education.
- ☐ A minimum of thirty (30) minutes per week of E.S.L. instruction.
- ☐ A minimum of thirty (30) minutes per week of speech correction.
- ☐ A minimum of thirty (30) minutes per week of supplemental instruction.
- ☐ Evaluation and Determination of eligibility as deemed necessary by the Child Study Team.
- ☐ Annual Review services deemed necessary by the Child Study Team.
- ☐ Maintenance/Mobile Vans
- ☐ Home Instruction

The BCSSSD shall complete all State required reports including the nonpublic auxiliary and remedial report and provide data for project completion reports for the review of the LEA.

The LEA shall require that schools forward all State mandated reports, forms and pupil applications directly to the BCSSSD offices.

2. **Term/Termination.** This Agreement shall be in effect from the date of adoption by the LEA until June 30, 2020 unless terminated sooner as provided herein. This Agreement may be terminated by either party upon 90 days written notice to the other party.

3. **Payment of State Aid.**

   a. The LEA agrees to make a monthly payment to the BCSSSD of 10% of the fee by the 15th of the month, September 2019 through June 2020, of the amount, which is equal to the full funding that, is allocated by the State Department of Education, under the provisions of Chapters 192 and 193. The BCSSSD will submit a monthly invoice for payments to the LEA, and it shall be processed as an annual purchase order payable in ten (10) installments. In the event a funding allocation is changed at any time during the Agreement term, the LEA shall forward the funding amount until such time as the BCSSSD forwards an updated billing statement. The LEA also agrees to accept any changes in billing and collection procedures that are provided in any revisions of statutes, regulations or Department of Education procedures. The maximum amount permitted to be charged shall be set in accordance with appropriate State Guidelines.

   b. The forwarding of the allocated funds to the BCSSSD by the LEA is of utmost importance in order for the BCSSSD to meet its obligations in a timely manner. In the event that the LEA fails to forward the necessary funds within 30 days of billing, the BCSSSD shall have the right to discontinue services without further notice.

   c. A report of services will be forwarded to the LEA during the month of October for the period of September-October 15th. In addition, the final project completion report(s) will be completed by the LEA and verified by the BCSSSD.

   d. The annual billing charge for each eligible pupil provided services in compensatory education, supplemental instruction, speech correction, English as a Second Language, and evaluation and determination of eligibility shall be based on approved State Aid figures and listed on Schedule A of this Agreement when provided by the Department of Education.

4. **School Year.** The BCSSSD, in its sole discretion, shall fix the school calendar for the school year, and it is understood by the LEA that the BCSSSD's school year and school calendar may not coincide with the school year calendar of the LEA. A copy of the BCSSSD's school calendar shall be furnished to the LEA by the the BCSSSD on or before September 1st of the school year. The BCSSSD reserves the right, in its sole discretion, to cancel or otherwise alter the scheduling of any classes due to inclement weather or other reasons. The BCSSSD staff will begin work under this agreement the week of September 9, 2019.

5. **District Authorizations**

The LEA authorizes parents or nonpublic schools to submit student applications directly to the BCSSSD.

The LEA authorizes the BCSSSD to verify eligibility and complete the disposition section of the student application

The LEA authorizes the BCSSSD to sign the Superintendent section of the 407-1 student application.

The LEA authorizes the BCSSSD to maintain electronic files and to make those files available as needed.

The LEA authorizes the BCSSSD to list the Supervisor of Instruction as the contact person on services plan instead of the District's Director of Special Services.

The LEA authorizes the BCSSSD to hold student assessment results and/or other educational documentation (standardized test results, portfolio, etc.) and will make this information available to the LEA's, the non-public schools, or NJDOE when requested.

6. **Staff.** The BCSSSD shall employ all staff required to provide the educational programs and services identified in this Agreement. The BCSSSD shall ensure that all staff have the appropriate certifications and are employed in accordance with all rules and regulations of the New Jersey Department of Education.

7. **Facilities.** The BCSSSD shall maintain existing instructional trailers or mobile classrooms as needed. Whenever possible, instruction will take place in the nonpublic school.

8. **Records.** The BCSSSD shall maintain all student records and shall provide the names of students and new student applications to the LEA. The BCSSSD shall also make said records available to the LEA in electronic media whenever possible.

"(The contract partner) shall maintain all documentation related to products, transactions or services under Th+is contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request."

9. **Administration.** The BCSSSD shall provide all administrative staff required to manage and evaluate the staff and services provided. The BCSSSD shall ensure that all administrative staff are properly certified and employed in accordance with all rules and regulations of the New Jersey Department of Education.

10. **Application Documents and Procedure.** Enrollment in the education programs is based upon State eligibility requirements.

11. **Independent Contractor.** The LEA is not an agent of the BCSSSD. The LEA shall have no authority to bind the BCSSSD by any representation, warranty or agreement, unless specifically authorized in writing by the BCSSSD. The BCSSSD is an independent contractor under this Agreement, and no employee, officer or director of the LEA shall have the authority to bind the BCSSSD by any representation, warranty or agreement unless specifically authorized in writing. The BCSSSD and LEA employees shall not be deemed or treated as employees or agents of the BCSSSD.

12. **Default.** The failure of the LEA to cure or remedy a default, within ten (10) days after written notice of the default has been given, shall be deemed an uncured default. This Agreement may, at the option of the BCSSSD, be terminated upon the occurrence of any uncured default or in the event the LEA becomes insolvent or bankrupt, makes as assignment for the benefit of creditors, a trustee or receiver is appointed for the LEA, or if bankruptcy, reorganization, arrangement, insolvency or liquidation proceedings are instituted by or against the LEA.

13. **Compliance with Governmental Laws.** Each party hereto, in the performance of this Agreement, shall comply with all applicable governmental laws, rules and regulations.

14. **Execution of Documents.** The parties agree to execute this and any other documents that may be necessary to affect the intent and purpose of this Agreement.

15. **New Jersey Law.** This Agreement shall be governed by the laws of the State of New Jersey and shall be construed in accordance therewith.

This contract is further subject to the rules and regulations of the State of New Jersey as to programming and services provided. The BCSSSD shall not be liable for delays or termination of services by reason of actions by the State of New Jersey or the State Department of Education, which results from the withdrawal of funding, facility approval, or lack thereof.

16. **No Waiver.** No provision hereof may be waived in any instance except by an agreement in writing signed by the both parties. The waiver of any term or provision shall not be construed or deemed to be an estoppel or waiver in the future of any such term or provision, but the same shall continue in full force and effect.

17. **Benefit.** This Agreement shall bind the parties hereto, their successors and assigns.

18. **Notices.** Any notice required or permitted to be given under this Agreement shall be sufficient if in writing, and if served personally or sent by registered or certified mail, return receipt requested, to a party at the addressed set forth below. Notice by mail shall be deemed given when deposited at a United State Post Office with postage prepaid thereon, addressed as follows:

Bergen County Special Services School District
327 East Ridgewood Avenue
Paramus, NJ 07652
Attn: Supervisor of Instruction

19. **Entire Agreement.** This document represents the entire Agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral.

20. **Amendments.** No amendments or additions to this Agreement shall be binding unless in writing and signed by the parties hereto.

21. **Severability.** The provisions of the Agreement shall be deemed to be severable. If any provision herein is adjudged to be invalid or unenforceable, by a court of competent jurisdiction or by operation of any applicable law, such provision shall be deemed amended to conform to law, and it shall not effect the validity of any other provisions herein, but such other provisions shall remain in full force and effect.

**The Board of Education of _____ and the Board of Education of the Bergen County Special Services School District have, by resolution, authorized their respective Superintendents/Business Administrators to set their signatures and affix their seals upon the within document to memorialize the Agreement of the parties.**

**BOARD OF EDUCATION OF THE DISTRICT OF _____**

Approved _____
Superintendent/Business Administrator Date

**BOARD OF EDUCATION OF BERGEN COUNTY SPECIAL SERVICES SCHOOL DISTRICT**

Approved _____
Superintendent Date

Approved _____
County Superintendent Date

# BERGEN COUNTY SPECIAL SERVICES SCHOOL DISTRICT

## *SCHEDULE A*

## PUBLIC LAW 1977 CHAPTERS 192-193
## *2019-2020*

**Per Pupil Costs**:

| | |
|---|---|
| Compensatory Education | $ |
| ESL | $ |
| Evaluation/Determination | $ |
| Annual Review | $ |
| Speech Correction | $ |
| Supplemental Instruction | $ |
| Home Instruction | $ |
| Maintenance/Vehicular Classroom | $ |
| | |
| | |
| | |

****Allocations will be sent when information is released by New Jersey Department of Education in July.**

# OCCUPATIONAL AND PHYSICAL THERAPY SERVICES JOINT AGREEMENT BETWEEN REGION II AND NON-MEMBER DISTRICTS

**THIS AGREEMENT** made and entered into this 1st day of July, 2019, by and between the PASCACK VALLEY COUNCIL FOR SPECIAL EDUCATION (hereinafter referred to as "Region II"), comprised of the SCHOOL DISTRICTS OF PASCACK VALLEY REGIONAL, EMERSON, HILLSDALE, MONTVALE, PARK RIDGE, RIVER VALE, and WESTWOOD REGIONAL, bodies corporate of the State of New Jersey, located within the County of Bergen (hereinafter collectively referred to as the "Member Districts") and Northern Valley Regional High School District, Region III (hereinafter referred to as the "Non-Member District"), a non-member district of Region II, is to be in effect from July 1, 2019 to June 30, 2020.

**WITNESSETH**

WHEREAS, Region II is the provider of Occupational and Physical Therapy services to its Member Districts; and

WHEREAS, the Member Districts of Region II desire to utilize the expertise of its Therapists for the students of non-member school districts who require such services; and

WHEREAS, Region II is prepared to and desires to furnish Occupational and Physical Therapy services to the Non-Member District; and

WHEREAS, the parties are desirous of memorializing the terms of their agreement;

NOW, THEREFORE, based upon the foregoing premises and mutual promises and covenants contained herein, the parties agree as follows:

1. Region II shall be responsible for contracting with occupational therapists and physical therapists to provide services to students of the Non-Member District.

2. Region II will ensure that appropriate credentials are on file for all occupational therapists and physical therapists.

3. Region II shall verify time sheets and process payments to therapists monthly.

4. It is understood and agreed by the parties that Region II is not responsible for the therapist's failure to provide the services agreed upon herein, but will make every effort to provide alternative services should such failure occur.

5. Pursuant to N.J.S.A. 18A:18A-5, the services of occupational and physical therapists are professional services that are exempt from the requirements of public bidding. Therefore, Region II shall solicit quotations for OT/PT services on an as-needed basis and shall award contracts which are in the best interests of Region II and the Non-Member district, price and experience considered. Region II shall enter into a formal written contract directly with each therapist on behalf of the Non-Member district participating in this Joint Purchasing Agreement. Region II shall also issue purchase orders in its

own name to the therapists and make payments directly to them. Non-Member districts shall be billed by Region II on a monthly basis for their respective shares of the therapists' and consultants' contracts as more particularly described below. The Non-Member district shall make payment to Region II within thirty (30) days of the date of said bill.

6. OT/PT EVALUATIONS: Region II shall separately invoice the Non-Member district for services in connection with evaluations performed by the therapists. Payment shall be made to Region II within thirty (30) days of receipt of said bill.

7. OT/PT SERVICES: Region II shall invoice and receive payment from the individual Non-Member district based on the rate of $100.00 per hour.

8. The terms and conditions of this Agreement shall not be modified except by the written consent of both parties hereto.

9. This Agreement shall be governed by the laws of the State of New Jersey. Any action arising out of this Agreement shall be brought before a court of competent jurisdiction of the State of New Jersey.

10. The failure of either party to exercise any right it may have shall not constitute a waiver of that right.

11. This Agreement represents the entire agreement of the parties hereto in respect of the subject matter contained herein

and supersedes all prior agreements, promises, covenants, arrangements, communications, representations or warranties, whether oral or written, by any officer, employee or representative of any party hereto. Any prior agreement of the parties hereto in respect of the subject matter contained herein is hereby terminated and cancelled.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above-written.

WITNESS:

PASCACK VALLEY COUNCIL FOR SPECIAL EDUCATION - REGION II

_____

STEPHANIE DEBRUYNE
Coordinator of Special Education Services for Region II

_____

Pamela Baxley
Business Administrator/Board Secretary

Pascack Valley Regional High School District, LEA for Pascack Valley Council for Special Education

Dated: _____

Dated: _____

WITNESS:

_____

Non-Member District
Business Administrator/Board Secretary

_____

Non-Member District
Board President

Dated: _____

Dated: _____

# TECHNOLOGY SHARED SERVICES AGREEMENT

This agreement is made this 1st day of July 2019 between **Northern Valley Regional High School District** with its principal offices located at 162 Knickerbocker Road, Demarest, New Jersey ("Northern Valley") and the **Demarest Board of Education** with its principal offices located at 568 Piermont Road, Demarest, New Jersey 07627("Demarest").

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes public entities to enter into a contract with each other to subcontract any service which one of the parties to the agreement is empowered to render within its own jurisdiction, including services incidental to the primary purpose of any of the participating entities; and

**WHEREAS**, Demarest and Northern Valley are both authorized to provide technology support services for their respective entities; and

**WHEREAS,** Demarest and Northern Valley are of the opinion that the technology support services can be more efficiently and economically provided to each party through a joint agreement for the subcontracting of such services (hereinafter referred to as "the Agreement"); and

**WHEREAS:** the boards of education realize that efficiencies can be gained by a shared services agreement pursuant to N.J.S.A. 40A:65-1 et seq. in which Northern Valley would provide technical services for Demarest Board of Education.

**NOW THEREFORE,** with an intention to be bound Northern Valley and Demarest agree as follows:

1. Services to be performed by Northern Valley:
    a. End user support
    b. Installation of educational and operational software on the appropriate staff and student computers
    c. Support for printers, copiers, fax and other ancillary equipment
    d. Support for the Demarest network
    e. Recommendations for new installations and improvements
    f. Support for network and computer upgrades
    g. Suggested training for staff members
    h. Student information oversight
    i. Video surveillance system
    j. Photocopy management
    k. Telecommunication services
    l. Provision of Full Time Technician, Franklin Reynoso to Demarest School District.
    m. Northern Valley will provide services to Demarest five (5) days per week, forty (40) hours per week. The Demarest School District is entitled to additional services for one (1) evening per month for a total of twelve (12) evenings per year, not to exceed four (4) hours in length per event.
    n. Franklin Reynoso and/or any other individual providing technology support services shall at all times remain an employee of Northern Valley and not an employee of Demarest. Northern Valley shall be responsible for the payment of salary and the provision of benefits. Reynoso and/or any other individual providing services shall operate on the Northern Valley School calendar.
    o. All other terms and conditions of employment will be in accordance with the Addendum to Memorandum of Agreement to the Northern Valley Education Association labor agreement.

2. **Standards and Scope of Performance:** The Northern Valley Business Administrator will oversee the administration of the Northern Valley technology staff and will inform Demarest of any issues which may impact support.

3. **Compensation:** The Northern Valley Regional High School District will be compensated at a rate of $79,200, for July 1, 2019 to June 30, 2020, to be paid monthly in twelve (12) equal installments of $6,600. In the event of a dispute between the parties over the amount due under the terms of this Agreement, the challenged amount shall be paid by Demarest without prejudice to its right to file a lawsuit to determine the amount actually owed to Northern Valley.

4. **Duration**: This Agreement shall commence on July 1, 2019 and end on June 30, 2020. Both parties will renew the agreement annually, before July 1st. If either party does not wish to renew this Agreement, it must notify the other party and the School Business Administrator in writing by April 30th before the annual renewal.

5. **Indemnification and Insurance:** Demarest assumes all liability for, and agrees to indemnify and hold Northern Valley Regional and its agents, servants, and employees harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any acts or omissions by Demarest, its agents, servants or employees related to the performance of Demarest's obligations under the terms of this Agreement.

   Both parties shall maintain full and complete liability insurance, in limits not less than the maximum amounts of liability coverage now maintained by each party, throughout the term of this Agreement and cause the other party to be designated on its policy as an additional insured.

6. **Termination**: Northern Valley may terminate this Agreement if Demarest (1) persistently or repeatedly fails to make payment in accordance with this Agreement; or (2) otherwise commits a breach of this Agreement.

7. **Entire Agreement**: This Agreement and the employment agreement for the Technical Services set forth the entire understanding of the parties hereto with respect to its subject matter. This Agreement shall not be modified, in whole, or in part, except by writing signed by each of the parties hereto.

8. **Governing Law**: This Agreement shall, in all respects, be governed by and construed under the laws of the State of New Jersey.

9. **Severability**: If any term or condition of this Agreement, or any application of this Agreement shall be determined to be contrary to the laws of the State of New Jersey or the United States, such terms or condition or application shall not be deemed to be valid except to the extent permitted by law, but all other terms and conditions and applications shall continue in full force and effect.

10. **Public Inspection**: Each party shall maintain a copy of the Agreement on file at its offices, which shall be open to the public for inspection.

11. **Notices**: All notices and other communications hereunder shall be in writing and shall be deemed to have been given when delivered or three (3) days after mailed by First Class Registered or Certified Mail, postage prepaid addressed to:

To Northern Valley Regional:

Northern Valley Regional
High School Board of Education
162 Knickerbocker Road
Demarest, New Jersey 07627

To Demarest Board of Education:

Demarest Board of Education
568 Piermont Road
Demarest, New Jersey 07627

12. **Limitation of Employment:** Demarest agrees that during the term of this Agreement, and for an additional period of one (1) year following the termination or expiration of this Agreement, Demarest shall not directly or indirectly offer employment to, employ, seek the counsel of, or contract for services with any Northern Valley employees providing services under this Agreement during the term, or any renewal term, of this Agreement. In the event that Demarest violates this provision, Demarest shall pay Northern Valley, for each violation, a monetary amount equal to one (1) year's contract cost of the Northern Valley employee in question, including but not limited to salary and benefits. It is understood and agreed that, in addition to the foregoing remedy, Northern Valley may also terminate this Agreement without prior notice in the event of Demarest's violation of this provision.

This Agreement has been approved by resolution of each District at a duly convened meeting by a recorded role call majority vote of the membership of each Board. The respective Board Presidents are authorized to execute this Agreement on behalf of their Board of Education.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands and seals the day and date first above written.

**WITNESS:**

**NORTHERN VALLEY REGIONAL**
**HIGH SCHOOL BOARD OF EDUCATION**

_____

By: _____
Board President

Dated:

**WITNESS:**

**DEMAREST BOARD OF EDUCATION**

_____

By: Diane Holzberg
Board President

Dated: 7/17/19

**TECHNOLOGY SHARED SERVICES AGREEMENT**

This agreement is made this 1st day of July 2019 between **Northern Valley Regional High School District** with its principal offices located at 162 Knickerbocker Road, Demarest, New Jersey ("Northern Valley") and the the **Haworth Board of Education** with its principal offices located at 205 Valley Road, Haworth, NJ 07641("Haworth").

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes public entities to enter into a contract with each other to subcontract any service which one of the parties to the agreement is empowered to render within its own jurisdiction, including services incidental to the primary purpose of any of the participating entities; and

**WHEREAS**, Haworth and Northern Valley are both authorized to provide technology support services for their respective entities; and

**WHEREAS,** Haworth and Northern Valley are of the opinion that the technology support services can be more efficiently and economically provided to each party through a joint agreement for the subcontracting of such services (hereinafter referred to as "the Agreement"); and

**WHEREAS:** the boards of education realize that efficiencies can be gained by a shared services agreement pursuant to N.J.S.A. 40A:65-1 et seq. in which Northern Valley would provide technical services for Haworth Board of Education.

**NOW THEREFORE,** with an intention to be bound Northern Valley and Haworth agree as follows:

1. Services to be performed by Northern Valley:
    1. End user support
    2. Installation of educational and operational software on the appropriate staff and student computers
    3. Support for printers, copiers, fax and other ancillary equipment
    4. Support for the Haworth network
    5. Recommendations for new installations and improvements
    6. Support for network and computer upgrades

7. Suggested training for staff members

8. Student information oversight

9. Video surveillance system

10. Photocopy management

11. Telecommunication services

12. Provision of Full Time Technician, Jose Cordero to Haworth School District.

13. Northern Valley will provide services to Haworth five (5) days per week, forty (40) hours per week. The Haworth School District is entitled to additional services for one (1) evening per month for a total of twelve (12) evenings per year, not to exceed four (4) hours in length per event.

14. Jose Cordero and/or any other individual providing technology support services shall at all times remain an employee of Northern Valley and not employees of Haworth. Northern Valley shall be responsible for the payment of salary and the provision of benefits. Cordero and/or any other individual providing services shall operate on the Northern Valley School calendar.

15. All other terms and conditions of employment will be in accordance with the Addendum to Memorandum of Agreement to the Northern Valley Education Association labor agreement.

2. **Standards and Scope of Performance:** The Northern Valley Business Administrator will oversee the administration of the Northern Valley technology staff and will inform Haworth of any issues which may impact support.

3. **Compensation:** The Northern Valley Regional High School District will be compensated at a rate of $69,600, for July 1, 2019 to June 30, 2020, to be paid monthly in twelve (12) equal installments of $5,800. In the event of a dispute between the parties over the amount due under the terms of this Agreement, the challenged amount shall be paid by Haworth without prejudice to its right to file a lawsuit to determine the amount actually owed to Northern Valley.

4. **Duration**: This Agreement shall commence on July 1, 2019 and end on June 30, 2020. Both parties will renew the agreement annually, before July 1st. If either party does not wish to renew the

Technology Shared Services Agreement, it must notify the other party and the School Business Administrator in writing by April 30th before the annual renewal.

5. **Indemnification and Insurance:** Haworth assumes all liability for, and agrees to indemnify and hold Northern Valley Regional and its agents, servants, and employees harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any acts or omissions by Haworth, its agents, servants or employees related to the performance of Haworth's obligations under the terms of this Agreement.

   Both parties shall maintain full and complete liability insurance, in limits not less than the maximum amounts of liability coverage now maintained by each party, throughout the term of this Agreement and cause the other party to be designated on its policy as an additional insured.

6. **Termination**: Northern Valley may terminate this Agreement if Haworth (1) persistently or repeatedly fails to make payment in accordance with this Agreement; or (2) otherwise commits a breach of this Agreement.

7. **Entire Agreement**: This Agreement and the employment agreement for the Technical Services set forth the entire understanding of the parties hereto with respect to its subject matter. The Agreement shall not be modified, in whole, or in part, except by writing signed by each of the parties hereto.

8. **Governing Law**: This Agreement shall, in all respects, be governed by and construed under the laws of the State of New Jersey.

9. **Severability**: If any term or condition of this Agreement, or any application of this Agreement shall be determined to be contrary to the laws of the State of New Jersey or the United States, such terms or condition or application shall not be deemed to be valid except to the extent permitted by law, but all other terms and conditions and applications shall continue in full force and effect.

10. **Public Inspection**: Each party shall maintain a copy of the Agreement on file at its offices, which shall be open to the public for inspection.

11. **Notices**: All notices and other communications hereunder shall be in writing and shall be deemed to have been given when delivered or three (3) days after mailed by First Class Registered or Certified Mail, postage prepaid addressed to:

To Northern Valley Regional: Northern Valley Regional
High School Board of Education
162 Knickerbocker Road
Demarest, New Jersey 07627

To Haworth Board of Education: Haworth Board of Education
205 Valley Road
Haworth, New Jersey 07641

12. **Limitation of Employment:** Haworth agrees that during the term of this Agreement, and for an additional period of one (1) year following the termination or expiration of this Agreement, Haworth shall not directly or indirectly offer employment to, employ, seek the counsel of, or contract for services with any Northern Valley employees providing services under this Agreement during the term, or any renewal term, of this Agreement. In the event that Haworth violates this provision, Haworth shall pay Northern Valley, for each violation, a monetary amount equal to one (1) year's contract cost of the Northern Valley employee in question, including but not limited to salary and benefits. It is understood and agreed that, in addition to the foregoing remedy, Northern Valley may also terminate this Agreement without prior notice in the event of Haworth's violation of this provision.

This Agreement has been approved by resolution of each District at a duly convened meeting by a recorded role call majority vote of the membership of each Board. The respective Board Presidents are authorized to execute this Agreement on behalf of their Board of Education.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands and seals the day and date first above written.

**WITNESS:**

**NORTHERN VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION**

_____ By: _____

Board President

Dated:

**WITNESS:**

**HAWORTH BOARD OF EDUCATION**

_____ By: _____

Board President

Dated:

Northern Valley Schools
Office of Curriculum and Instruction
162 Knickerbocker Road•Demarest, NJ 07627 201•768•2200
Closter • Demarest • Harrington Park • Haworth • Northvale • Norwood • Old Tappan • Northern Valley Regional High School District

**Title IIA, III, III-Immigrant, and IV-Part A Consortium Memorandum of Agreement between the Northern Valley Regional High School Board of Education, as Lead Applicant,**

**And**

**Closter School District**

**Consortium Members School Year 2019-2020: Closter, Demarest, Harrington Park, Haworth, Northvale, Norwood, Old Tappan, Northern Valley Regional High School**

In order to gain the full advantages of the ESEA Grant, the Northern Valley Schools have formed a consortium for Title IIA, III, III- Immigrant, and IV-Part A. The Closter School District (in conjunction with all other Northern Valley Regional School Districts) agrees to be a part of this consortium. The filing, writing and collection of resources will be handled through the Northern Valley Curriculum Center, under the administration of the Northern Valley Regional High School, which has been designated as the acting fiscal agent and lead education agency ("LEA") for the consortium.

As the LEA, the fiscal responsibilities of the Northern Valley Regional High School District include:

1. Overseeing and undertaking all fiscal transactions of the consortium, including but not limited to, requisitions, purchases and payments of ESEA grant funds;

2. Maintaining records of all financial transactions carried out on behalf of the consortium;

3. Ensuring that funds are shared and spent to carry out goals in the application that benefit all consortium members equally;

4. Submitting necessary budget amendments; and

5. Maintaining the written agreement(s) regarding consortium members' participation.

To meet the accountability provisions of Titles II, III and IV of the ESEA, the consortium will abide by the ESEA, governing regulations, the Title II, III, III Immigrant and IV Part A NJDOE and ESEA application, and all related United States Department of Education and New Jersey Department of Education agency guidance. Additionally, and regarding the accountability provisions of Title III, all English language Learners (ELLs) will be assessed with the ACCESS for ELLs test. The consortium will respond as as an individual LEA when the consortium fails to meet the objectives for making progress in learning English or attaining English proficiency based on time in the language assistance program.

The consortium will efficiently use ESEA funds to meet the identified needs of the consortium members and to carry out the purposes of the ESEA, as set forth in the consortium's 2019-2020 Title II, III, III Immigrant and IV Part A NJDOE and ESEA grant application.

Title I grant money received by any of the consortium members will be the responsibility of the respective consortium member(s) and is not subject of this Memorandum of Agreement.

**Signatures**

1) **Northern Valley Regional High School Board of Education (LEA)**

Northern Valley Regional High School District — Date

Title

2) **Closter School District**

Closter School District — 5/24/19 Date

BOARD PRESIDENT
Title

Northern Valley Schools
Office of Curriculum and Instruction
162 Knickerbocker Road•Demarest, NJ 07627 201•768•2200
Closter • Demarest • Harrington Park • Haworth • Northvale • Norwood • Old Tappan • Northern Valley Regional High School District

**Title IIA, III, III-Immigrant, and IV-Part A Consortium Memorandum of Agreement between the Northern Valley Regional High School Board of Education, as Lead Applicant,**

**And**

**Demarest School District**

**Consortium Members School Year 2019-2020: Closter, Demarest, Harrington Park, Haworth, Northvale, Norwood, Old Tappan, Northern Valley Regional High School**

In order to gain the full advantages of the ESEA Grant, the Northern Valley Schools have formed a consortium for Title IIA, III, III- Immigrant, and IV-Part A. The Demarest School District (in conjunction with all other Northern Valley Regional School Districts) agrees to be a part of this consortium. The filing, writing and collection of resources will be handled through the Northern Valley Curriculum Center, under the administration of the Northern Valley Regional High School, which has been designated as the acting fiscal agent and lead education agency ("LEA") for the consortium.

As the LEA, the fiscal responsibilities of the Northern Valley Regional High School District include:

1. Overseeing and undertaking all fiscal transactions of the consortium, including but not limited to, requisitions, purchases and payments of ESEA grant funds;

2. Maintaining records of all financial transactions carried out on behalf of the consortium;

3. Ensuring that funds are shared and spent to carry out goals in the application that benefit all consortium members equally;

4. Submitting necessary budget amendments; and

5. Maintaining the written agreement(s) regarding consortium members' participation.

To meet the accountability provisions of Titles II, III and IV of the ESEA, the consortium will abide by the ESEA, governing regulations, the Title II, III, III Immigrant and IV Part A NJDOE and ESEA application, and all related United States Department of Education and New Jersey Department of Education agency guidance. Additionally, and regarding the accountability provisions of Title III, all English language Learners (ELLs) will be assessed with the ACCESS for ELLs test. The consortium will respond as as an individual LEA when the consortium fails to meet the objectives for making progress in learning English or attaining English proficiency based on time in the language assistance program.

The consortium will efficiently use ESEA funds to meet the identified needs of the consortium members and to carry out the purposes of the ESEA, as set forth in the consortium's 2019-2020 Title II, III, III Immigrant and IV Part A NJDOE and ESEA grant application.

Title I grant money received by any of the consortium members will be the responsibility of the respective consortium member(s) and is not subject of this Memorandum of Agreement.

**Signatures**

1) **Northern Valley Regional High School Board of Education (LEA)**

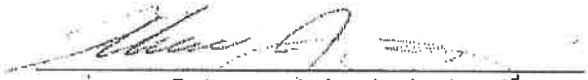
_____ _____

Northern Valley Regional High School District Date

_____

Title

2) **Demarest School District**



_____ _____

Demarest School District Date



_____

Title

# HARRINGTON PARK
## SCHOOL DISTRICT
## BOARD OF EDUCATION

**ADAM D. FRIED, ED.D.**
**SUPERINTENDENT**
**BOARD SECRETARY**

**BRYAN JURSCA**
**BUSINESS ADMINISTRATOR**

May 17, 2019

Northern Valley Regional High School District
162 Knickerbocker Road - PO Box 270
Demarest, NJ 07627
Attn: Business Administrator

RE: **Title IIA, III, III-Immigrant, and IV-Part A Consortium Memorandum of Agreement Consortium Members School Year 2019-2020**

Gentlemen:

Enclosed please find signed **Title IIA, III, III-Immigrant, and IV-Part A Consortium Memorandum of Agreement Consortium Members School Year 2019-2020** in duplicate approved on 05/16/19 by the Harrington Park Board of Education.

Please sign and return one copy of the agreement to our office for our records.

Very truly yours,

Bryan Jursca
Business Administrator

BJ/kl
enclosures

Northern Valley Schools
Office of Curriculum and Instruction
162 Knickerbocker Road•Demarest, NJ 07627 201•768•2200
Closter • Demarest • Harrington Park • Haworth • Northvale • Norwood • Old Tappan • Northern Valley Regional High School District

**Title IIA, III, III-Immigrant, and IV-Part A Consortium Memorandum of Agreement between the Northern Valley Regional High School Board of Education, as Lead Applicant,**

**And**

**Harrington Park School District**

**Consortium Members School Year 2019-2020: Closter, Demarest, Harrington Park, Haworth, Northvale, Norwood, Old Tappan, Northern Valley Regional High School**

In order to gain the full advantages of the ESEA Grant, the Northern Valley Schools have formed a consortium for Title IIA, III, III- Immigrant, and IV-Part A. The Harrington Park School District (in conjunction with all other Northern Valley Regional School Districts) agrees to be a part of this consortium. The filing, writing and collection of resources will be handled through the Northern Valley Curriculum Center, under the administration of the Northern Valley Regional High School, which has been designated as the acting fiscal agent and lead education agency ("LEA") for the consortium.

As the LEA, the fiscal responsibilities of the Northern Valley Regional High School District include:

1. Overseeing and undertaking all fiscal transactions of the consortium, including but not limited to, requisitions, purchases and payments of ESEA grant funds;

2. Maintaining records of all financial transactions carried out on behalf of the consortium;

3. Ensuring that funds are shared and spent to carry out goals in the application that benefit all consortium members equally;

4. Submitting necessary budget amendments; and

5. Maintaining the written agreement(s) regarding consortium members' participation.

To meet the accountability provisions of Titles II, III and IV of the ESEA, the consortium will abide by the ESEA, governing regulations, the Title II, III, III Immigrant and IV Part A NJDOE and ESEA application, and all related United States Department of Education and New Jersey Department of Education agency guidance. Additionally, and regarding the accountability provisions of Title III, all English language Learners (ELLs) will be assessed with the ACCESS for ELLs test. The consortium will respond as as an individual LEA when the consortium fails to meet the objectives for making progress in learning English or attaining English proficiency based on time in the language assistance program.

The consortium will efficiently use ESEA funds to meet the identified needs of the consortium members and to carry out the purposes of the ESEA, as set forth in the consortium's 2019-2020 Title II, III, III Immigrant and IV Part A NJDOE and ESEA grant application.

Title I grant money received by any of the consortium members will be the responsibility of the respective consortium member(s) and is not subject of this Memorandum of Agreement.

**Signatures**

1) **Northern Valley Regional High School Board of Education (LEA)**

_____ _____

Northern Valley Regional High School District Date

_____

Title

2) **Harrington Park School District**

Laura Selbo 5/16/2019

Harrington Park School District Date

Board of Ed President

Title

**Haworth Public School**

## CERTIFIED RESOLUTION

## BOARD OF EDUCATION MEETING – May 21, 2019

Upon the recommendation of the Superintendent, the Haworth Board of Education approves the Title IIA, III, III-Immigrant, and IV-Part A Consortium Memorandum of Agreement between the Northern Valley Regional High School Board of Education, as Lead Applicant, and the Haworth School District for the 2019-20 school year.

ROLL CALL VOTE:

AYES: 7

NAYS: 0

ABSTENTIONS: 0

## CERTIFICATION

I hereby certify that the within Resolution was adopted by the Haworth Board of Education by a majority vote at its duly authorized meeting on May 21, 2019.

KRISTI GIAMBONA
Board Secretary

Dated: May 22, 2019

205 Valley Road
Ph: 201-384-5526

Haworth, New Jersey 07641
Fax: 201-384-8619

XIII b.

Northern Valley Schools
Office of Curriculum and Instruction
162 Knickerbocker Road•Demarest, NJ 07627 201•768•2200
Closter • Demarest • Harrington Park • Haworth • Northvale • Norwood • Old Tappan • Northern Valley Regional High School District

**Title IIA, III, III-Immigrant, and IV-Part A Consortium Memorandum of Agreement between the Northern Valley Regional High School Board of Education, as Lead Applicant,**

**And**

**Haworth School District**

**Consortium Members School Year 2019-2020: Closter, Demarest, Harrington Park, Haworth, Northvale, Norwood, Old Tappan, Northern Valley Regional High School**

In order to gain the full advantages of the ESEA Grant, the Northern Valley Schools have formed a consortium for Title IIA, III, III- Immigrant, and IV-Part A. The Haworth School District (in conjunction with all other Northern Valley Regional School Districts) agrees to be a part of this consortium. The filing, writing and collection of resources will be handled through the Northern Valley Curriculum Center, under the administration of the Northern Valley Regional High School, which has been designated as the acting fiscal agent and lead education agency ("LEA") for the consortium.

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2. Maintaining records of all financial transactions carried out on behalf of the consortium;

3. Ensuring that funds are shared and spent to carry out goals in the application that benefit all consortium members equally;

4. Submitting necessary budget amendments; and

5. Maintaining the written agreement(s) regarding consortium members' participation.

To meet the accountability provisions of Titles II, III and IV of the ESEA, the consortium will abide by the ESEA, governing regulations, the Title II, III, III Immigrant and IV Part A NJDOE and ESEA application, and all related United States Department of Education and New Jersey Department of Education agency guidance. Additionally, and regarding the accountability provisions of Title III, all English language Learners (ELLs) will be assessed with the ACCESS for ELLs test. The consortium will respond as as an individual LEA when the consortium fails to meet the objectives for making progress in learning English or attaining English proficiency based on time in the language assistance program.

The consortium will efficiently use ESEA funds to meet the identified needs of the consortium members and to carry out the purposes of the ESEA, as set forth in the consortium's 2019-2020 Title II, III, III Immigrant and IV Part A NJDOE and ESEA grant application.

Title I grant money received by any of the consortium members will be the responsibility of the respective consortium member(s) and is not subject of this Memorandum of Agreement.

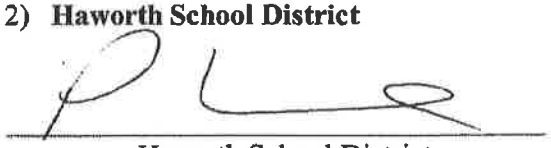
**Signatures**

1) **Northern Valley Regional High School Board of Education (LEA)**

Northern Valley Regional High School District — Date

Title

2) **Haworth School District**



Haworth School District — 5/21/19 Date

Mr. Paul Wolford

Business Administrator/Director of Education

Title

Northern Valley Schools
Office of Curriculum and Instruction
162 Knickerbocker Road•Demarest, NJ 07627 201•768•2200
Closter • Demarest • Harrington Park • Haworth • Northvale • Norwood • Old Tappan • Northern Valley Regional High School District

**Title IIA, III, III-Immigrant, and IV-Part A Consortium Memorandum of Agreement between the Northern Valley Regional High School Board of Education, as Lead Applicant,**

**And**

**Northvale School District**

**Consortium Members School Year 2019-2020: Closter, Demarest, Harrington Park, Haworth, Northvale, Norwood, Old Tappan, Northern Valley Regional High School**

In order to gain the full advantages of the ESEA Grant, the Northern Valley Schools have formed a consortium for Title IIA, III, III- Immigrant, and IV-Part A. The Northvale School District (in conjunction with all other Northern Valley Regional School Districts) agrees to be a part of this consortium. The filing, writing and collection of resources will be handled through the Northern Valley Curriculum Center, under the administration of the Northern Valley Regional High School, which has been designated as the acting fiscal agent and lead education agency ("LEA") for the consortium.

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**Signatures**

1) **Northern Valley Regional High School Board of Education (LEA)**

Northern Valley Regional High School District — Date

Title

2) **Northvale School District**

Northvale School District — 5/17/19 Date

SUPERINTENDENT
Title

Northern Valley Schools
Office of Curriculum and Instruction
162 Knickerbocker Road•Demarest, NJ 07627 201•768•2200
Closter • Demarest • Harrington Park • Haworth • Northvale • Norwood • Old Tappan • Northern Valley Regional High School District

**Title IIA, III, III-Immigrant, and IV-Part A Consortium Memorandum of Agreement between the Northern Valley Regional High School Board of Education, as Lead Applicant,**

**And**

**Norwood School District**

**Consortium Members School Year 2019-2020: Closter, Demarest, Harrington Park, Haworth, Northvale, Norwood, Old Tappan, Northern Valley Regional High School**

In order to gain the full advantages of the ESEA Grant, the Northern Valley Schools have formed a consortium for Title IIA, III, III- Immigrant, and IV-Part A. The Norwood School District (in conjunction with all other Northern Valley Regional School Districts) agrees to be a part of this consortium. The filing, writing and collection of resources will be handled through the Northern Valley Curriculum Center, under the administration of the Northern Valley Regional High School, which has been designated as the acting fiscal agent and lead education agency ("LEA") for the consortium.

As the LEA, the fiscal responsibilities of the Northern Valley Regional High School District include:

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**Signatures**

1) **Northern Valley Regional High School Board of Education (LEA)**

Northern Valley Regional High School District — Date

Title

2) **Norwood School District**

Michael Sprague

Norwood School District — 5/29/2019 Date

President, Norwood Board of Education

Title

Northern Valley Schools
Office of Curriculum and Instruction
162 Knickerbocker Road•Demarest, NJ 07627 201•768•2200
Closter • Demarest • Harrington Park • Haworth • Northvale • Norwood • Old Tappan • Northern Valley Regional High School District

**Title IIA, III, III-Immigrant, and IV-Part A Consortium Memorandum of Agreement between the Northern Valley Regional High School Board of Education, as Lead Applicant,**

**And**

**Old Tappan School District**

**Consortium Members School Year 2019-2020: Closter, Demarest, Harrington Park, Haworth, Northvale, Norwood, Old Tappan, Northern Valley Regional High School**

In order to gain the full advantages of the ESEA Grant, the Northern Valley Schools have formed a consortium for Title IIA, III, III- Immigrant, and IV-Part A. The Old Tappan School District (in conjunction with all other Northern Valley Regional School Districts) agrees to be a part of this consortium. The filing, writing and collection of resources will be handled through the Northern Valley Curriculum Center, under the administration of the Northern Valley Regional High School, which has been designated as the acting fiscal agent and lead education agency ("LEA") for the consortium.

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**Signatures**

1) **Northern Valley Regional High School Board of Education (LEA)**

Northern Valley Regional High School District — Date: 7/11/19

Board President
Title

2) **Old Tappan School District**

Old Tappan School District — Date: 6/10/19

SDA
Title

Northern Valley Schools
Office of Curriculum and Instruction
162 Knickerbocker Road•Demarest, NJ 07627 201•768•2200
Closter • Demarest • Harrington Park • Haworth • Northvale • Norwood • Old Tappan • Northern Valley Regional High School District

**Title IIA, III, III-Immigrant, and IV-Part A Consortium Memorandum of Agreement between the Northern Valley Regional High School Board of Education, as Lead Applicant,**

**And**

**Old Tappan School District**

**Consortium Members School Year 2019-2020: Closter, Demarest, Harrington Park, Haworth, Northvale, Norwood, Old Tappan, Northern Valley Regional High School**

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**Signatures**

1) **Northern Valley Regional High School Board of Education (LEA)**

Northern Valley Regional High School District — Date: 7/11/19

Board President
Title

2) **Old Tappan School District**

Old Tappan School District — Date: 6/10/19

SDA
Title

# SHARED SERVICES AGREEMENT
# STAFF DEVELOPMENT

**THIS AGREEMENT** is made this 24 day of June, 2019, by and between the Board of Education of Old Tappan ("Old Tappan") and the Board of Education of the Northern Valley Regional High School District ("Northern Valley") (collectively, "the Parties").

## WITNESSETH

**WHEREAS,** the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 *et seq.*, authorizes public entities to enter into a contract with each other to subcontract any service which the Parties are empowered to render within their own jurisdictions, including services incidental to the primary purposes of any of the participating entities;

**WHEREAS,** Old Tappan and Northern Valley are both authorized to employ and to utilize the services of a teaching staff member in their respective school districts; and

**WHEREAS,** Old Tappan employs Amy Brown ("Brown") as a literacy interventionist, who is capable of providing services as a Staff Developer; and

**WHEREAS,** Northern Valley is desirous of utilizing Brown as a part- time Staff Developer; and

**WHEREAS,** the Parties anticipate that they may achieve efficiencies and economies by sharing the services that Ms. Brown can provide; and

**WHEREAS,** the Parties are desirous of entering into a shared services agreement which would authorize the shared use of Ms. Brown's services for the mutual benefit of both Parties; and

**NOW THEREFORE,** based on the foregoing premises, and in consideration of the mutual promises and covenants of the Parties as set forth below, the Parties agree as follows:

1. **Services to be Performed.** Old Tappan agrees to provide Northern Valley

with Ms. Brown's services as a Staff Developer, who shall work on the premises of and under the direction of Northern Valley two days per week during the months of September through June during the term of this Agreement, in accordance with a schedule to be developed cooperatively by the Parties. When working in Northern Valley, Ms. Brown shall adhere to the hours of work required of Northern Valley employees.

Notwithstanding Ms. Brown's work in Northern Valley, she shall remain an employee of Old Tappan at all times, which shall provide her with the salary and benefits as set forth in the collective negotiations agreement between the Old Tappan Board of Education and the Old Tappan Education Association.

Northern Valley shall not require Ms. Brown to conduct an evaluation of another teacher as part of her responsibilities as a Staff Developer.

**2. Standards and Scope of Performance.** Ms. Brown shall perform her job duties in accordance with applicable State law, the policies and procedures of the school district in which she is performing services, and the job description adopted by mutual agreement of Old Tappan and Northern Valley. Each party shall conduct an annual review of her performance, consistent with their respective policies and practices, and the Parties shall mutually confer from time to time to confirm whether Ms. Brown is satisfactorily performing her duties.

**3. Costs and Payment Procedures.** Northern Valley shall pay Old Tappan forty percent of Ms. Brown's salary and benefits (including but not limited to insurance benefits) paid by Old Tappan. Northern Valley's cost per this Agreement shall not exceed $ 43,836.72. Payment shall be made by Northern Valley to Old Tappan in a single payment, due on September 1, 2019. Should Old Tappan cease to provide Northern Valley with Ms. Brown's services as the Staff Developer before the end of the term of this Agreement, Old Tappan shall pay a *pro rata* refund to Northern Valley.

**4. Duration and Termination.** This Agreement shall begin on September 1, 2019 and shall end on June 30, 2020. Either Party may terminate this Agreement before its expiration, without cause, upon the delivery of 120 days' advance written notice of termination. If Northern Valley terminates this Agreement on less than 120 days' advance written notice of termination, it shall nevertheless remain liable for the amounts set forth under Paragraph 3 of this Agreement, prorated for 120 days following the date notice is given.

**5. Indemnification and Insurance.** Old Tappan assumes all liability for, and agrees to indemnify and hold Northern Valley and its agents, servants, and employees harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any acts or omissions by Old Tappan, its agents, servants or employees related to the performance of Old Tappan's obligations under the terms of this Agreement. Furthermore, Northern Valley assumes all liability for, and agrees to indemnify and hold Old Tappan and its agents, servants, and employees harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with, any acts or omissions by Northern Valley, its agents, servants or employees related to the performance of Northern Valley's obligations under the terms of this Agreement. The Parties shall each name the other as an additional insured on their respective insurance policies for coverage of any loss or claim that might arise in connection with the implementation of this Agreement.

**6. Merger.** This Agreement merges and supersedes all prior negotiations, representations, and agreements between the parties relating to the subject matter of this Agreement and constitutes the entire contract between the parties.

**7. Modification.** This Agreement may be modified only in a writing signed by both parties.

**8. Waiver.** No waiver by either party of any term or condition of the Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or a different provision of this Agreement. Neither party may waive any of its right or any obligations of the other party or any provision of this Agreement except by a writing signed by that party.

**9. Severability.** If any of the provisions contained in this Agreement is held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**10. Notice.** All notices pertaining to the Agreement shall be in writing, and delivered in person or sent certified mail to the Parties at the following address: to Old Tappan, Attention Doug Barrett, School Business Administrator/Board Secretary, Old Tappan Board of Education, 277 Old Tappan Road, Old Tappan, New Jersey 07675; to Northern Valley: Marc Capizzi, School Business

Administrator, Northern Valley Regional High School District Board of Education, 162 Knickerbocker Road, Demarest, New Jersey 07627.

**11. Governing Law.** This Agreement shall be governed, construed, and interpreted in accordance with the law of the State of New Jersey as it applies to contracts made and performed in New Jersey. The Superior Court of the State of New Jersey, in the County of Bergen, shall have jurisdiction to hear and determine any claim or disputes pertaining directly or indirectly to the Agreement or to any matter arising therefrom. Each of the parties hereby expressly submits and consents in advance to such jurisdiction in any action or proceeding commenced by the other in such court.

**12. Assignment.** Neither party may transfer or assign any of its rights or obligations under this Agreement without the prior written consent of the other, and any such transfer or assignment or attempt threat shall be null and void.

**13. Section Headings.** Section headings are for reference purposes only and shall not in any way affect the meaning or interpretation of any provision of this Agreement.

**14. Counterparts.** This Agreement may be executed in any number of counterparts, which, taken together, shall constitute but one instrument. It is not necessary that all parties sign all or any one of the counterparts, but each party must sign at least one counterpart for the Agreement to be effective.

**15. Public Inspection.** A copy of this document shall be available for public inspection at the offices of both parties immediately after passage of a resolution to become a party to the Agreement in accordance with N.J.S.A. 40A:65-5(b).

**THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK**

**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above-written.

**NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT BOARD OF EDUCATION**

_____ _____

Business Administrator/ Board President Board Secretary

Dated:_____ Dated: _____

**OLD TAPPAN BOARD OF EDUCATION**

_____ _____

Business Administrator/ Board President Board Secretary

Dated:_____ Dated: _____

| Route | Transporter | School | 19-20 Rate, CPI & Aide | 19-20 Aide | 19-20 Rate w/CPI (no aide) | ROUTE TOTAL 10 MONTHS | ROUTE TOTAL 11 MONTHS |
|---|---|---|---|---|---|---|---|
| S346 | Rinaldi | Norwood Public School | $186.25 | $0.00 | $186.25 | $34,083.75 | $39,112.50 |
| S4 | Rinaldi | Bleshman | $223.05 | $0.00 | $223.05 | $40,818.10 | $46,840.44 |
| S456 | Rinaldi | Valley-TBD (HP & OLV) | $212.92 | $0.00 | $212.92 | $38,965.23 | $44,714.20 |
| S575 | Rinaldi | New Bridges Program | $144.69 | $36.00 | $108.69 | $26,477.98 | $30,384.57 |
| S620 | Rinaldi | Valley HP & Valley OLV | $216.20 | $27.00 | $189.20 | $39,563.95 | $45,401.25 |
| S621 | Rinaldi | Valley Norwood | $213.24 | $27.00 | $186.24 | $39,022.46 | $44,779.88 |
| S689-1 | Rinaldi | NVOT | $165.27 | $45.00 | $120.27 | $30,243.50 | $34,705.66 |
| S689-2 | Rinaldi | NVOT | $154.27 | $34.00 | $120.27 | $28,230.50 | $32,395.66 |
| S690 | Rinaldi | NVOT | $183.00 | $34.00 | $149.00 | $33,489.07 | $38,430.08 |
| S784 | PIE am | OLV | $106.50 | $20.00 | $86.50 | $19,488.78 | $22,364.17 |
| S785 | PIE pm | OLV | $106.50 | $20.00 | $86.50 | $19,488.78 | $22,364.17 |
| S823 | Rinaldi | Cresskill Jr/Sr HS/Community Steps to Independence (CSI) | $98.56 | no (15) | $98.56 | $18,036.67 | $20,697.82 |
| S843 | ACE | Banyan School, Fairfield, NJ | $205.32 | $38.00 | $167.32 | $37,573.93 | $43,117.63 |
| S844-1 | Rinaldi | NVRHS Demarest | $112.47 | no (20) | $112.47 | $20,581.76 | $23,618.41 |
| S844-2 | Rinaldi | NVRHS Demarest | $122.24 | $20.00 | $102.24 | $22,369.92 | $25,670.40 |
| S863 | Rinaldi | Bergen Center | $99.15 | $18.00 | $81.15 | $18,143.89 | $20,820.86 |
| S866 | Valley | Sage Day, Mahwah | $130.70 | $0.00 | $130.70 | $23,918.78 | $27,447.78 |
| S890 | Valley | Alpine Learning Group | $206.32 | $24.00 | $182.32 | $37,756.56 | $43,327.20 |
| S891 | Rinaldi | BOCES | $164.82 | $33.00 | $131.82 | $30,162.54 | $34,612.75 |
| S895 | Rinaldi | Northvale Public School | $118.48 | $16.00 | $102.48 | $21,681.99 | $24,880.97 |
| SA913A | Rinaldi | Paramus Vocational | $178.93 | $36.00 | $142.93 | $32,744.19 | $37,575.30 |
| SA940 | Rinaldi | Tenakill Middle School | $179.70 | $30.00 | $149.70 | $32,885.10 | $37,737.00 |
| SA965-1 | Rinaldi | Valley Program | $171.99 | $24.00 | $147.99 | $31,474.17 | $36,117.90 |
| SA965-2 | Rinaldi | Valley Program | $171.99 | $24.00 | $147.99 | $31,474.17 | $36,117.90 |
| SA965-3 | Rinaldi | Valley Program | $171.99 | $24.00 | $147.99 | $31,474.17 | $36,117.90 |
| SA965-4 | Rinaldi | Valley Program | $171.99 | $24.00 | $147.99 | $31,474.17 | $36,117.90 |
| SA965-5 | Rinaldi | Valley Program | $171.99 | $24.00 | $147.99 | $31,474.17 | $36,117.90 |
| SA969 | Valley | Nova Elementary/Villano | $127.98 | $26.00 | $101.98 | $23,420.34 | $26,875.80 |
| SA971 | Rinaldi | Regional Programs | $83.24 | $24.00 | $59.24 | $15,232.92 | $17,480.40 |
| SA991-1 | Valley | BCC & Summit Work Sites | $132.58 | no (42.50) | $132.58 | $24,262.14 | $27,841.80 |

| Route | Transporter | School | 19-20 Rate, CPI & Aide | 19-20 Aide | 19-20 Rate w/CPI (no aide) | ROUTE TOTAL 10 MONTHS | ROUTE TOTAL 11 MONTHS |
|---|---|---|---|---|---|---|---|
| SA991-2 | Valley | BCC & Summit Work Sites | $132.58 | no (42.50) | $132.58 | $24,262.14 | $27,841.80 |
| SA991-3 | Valley | BCC & Summit Work Sites | $130.62 | no (42.50) | $130.62 | $23,903.46 | $27,430.20 |
| SA992-1 | Valley | Summit (3 vehicles) | $226.81 | $42.50 | $184.31 | $41,506.23 | $47,630.10 |
| SA992-2 | Valley | Summit (3 vehicles) | $226.81 | $42.50 | $184.31 | $41,506.23 | $47,630.10 |
| SA992-3 | Valley | Summit (3 vehicles) | $223.44 | $42.50 | $180.94 | $40,889.52 | $46,922.40 |
| SA993 | Gentle Ride | Luther Lee Emerson | $144.17 | $30.00 | $114.17 | $26,383.11 | $30,275.70 |
| SA1011 | Valley | CTC Academy | $321.34 | $48.75 | $272.59 | $58,805.22 | $67,481.40 |
| SA1012 | Valley | Windsor Bergen Academy | $172.97 | $41.75 | $131.22 | $31,653.51 | $36,323.70 |
| SA1015 | Valley | EPIC | $257.42 | $38.75 | $218.67 | $47,107.86 | $54,058.20 |
| SA1019 | ABC | Haworth | $47.68 | $0.00 | $47.68 | $8,725.44 | $10,012.80 |
| SA1021 | STAR | Phoenix | $242.46 | $35.00 | $207.46 | $44,370.18 | $50,916.60 |
| SA1034 | ABC | SBJC-Maywood | $138.98 | $0.00 | $138.98 | $25,433.34 | $29,185.80 |

**STATE OF NEW JERSEY**
DEPARTMENT OF EDUCATION
BERGEN COUNTY OFFICE
ONE BERGEN COUNTY PLAZA, SUITE 350
HACKENSACK, NJ 07601-7076
201-336-6875
FAX 201-336-6880

PHILIP D. MURPHY, *GOVERNOR*
SHEILA Y. OLIVER, *LT. GOVERNOR*

LAMONT O. REPOLLET, ED.D., *COMMISSIONER*
JOSEPH ZARRA, *INTERIM EXECUTIVE COUNTY SUPERINTENDENT*

June 12, 2019

Mr. James Santana
Superintendent
Northern Valley Regional High School District
162 Knickerbocker Road
Demarest, NJ 07627

***Re: Business Administrator/Board Secretary Employment Contract***

Dear Mr. Santana:

In accordance with N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8(j), I have reviewed the employment contract for Marc A. Capizzi, Business Administrator/Board Secretary, Northern Valley Regional High School District. The provisions of this contract are in compliance with the regulations. This contract is approved for the period commencing on July 1, 2019, through June 30, 2020.

If there are any changes to the terms of this contract, you will need to submit it to the Executive County Superintendent for review and approval prior to the required public notice and hearing of such changes. *When the "approved" contract is fully executed, please provide a copy to the County Office with a copy of the Board Resolution approving the contract.*

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

Sincerely,

Joseph Zarra
Interim Executive County Superintendent

JZ/HPW/laf
c: Marc A. Capizzi, BA/BS
Board President (Letter ONLY)

# EMPLOYMENT AGREEMENT

**BETWEEN**
**THE NORTHERN VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION**
**AND**
**MARC A. CAPIZZI**

This Agreement is made this ____ day of _____ **2019**, by and between the Northern Valley Regional High School Board of Education, which has its offices located at 162 Knickerbocker Road, Demarest, New Jersey 07627 (hereinafter referred to as the "Board"), and **Marc Capizzi** (hereinafter referred to as ("School Business Administrator/Board Secretary").

WHEREAS, the Board is desirous of employing School Business Administrator/Board Secretary; and

WHEREAS, the School Business Administrator/Board Secretary is the holder of an appropriate certificate as prescribed by the State Board of Education to serve as School Business Administrator/Board Secretary; and

WHEREAS, the Board desires to provide the School Business Administrator/Board Secretary with a written agreement as to the terms and conditions of employment in order to enhance administrative stability and continuity within the schools, which the Board believes generally improves the quality of its overall education program; and

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

APPROVED

NOW, THEREFORE, based upon the foregoing premises and mutual provisions and covenants contained herein, the parties agree as follows:

1. EMPLOYMENT

The Board hereby employs **Marc Capizzi** as School Business Administrator/Board Secretary and he hereby accepts employment as School Business Administrator/Board Secretary.

2. TERM.

This Agreement shall commence on **July 1, 2019** and end on **June 30, 2020**, unless terminated earlier in accordance with the provisions of Section Twelve (12) hereof or upon a mutually agreed upon earlier termination date.

3. CERTIFICATION.

The School Business Administrator/Board Secretary holds a valid and current standard certificate as a School Business Administrator in the State of New Jersey.

4. DUTIES.

The School Business Administrator agrees to provide his best professional services to the Board and to faithfully perform the duties of the position of School Business Administrator/Board Secretary, as assigned by the Board or Superintendent and as prescribed by federal and state law, the regulations of the State Board of Education and other federal and state agencies, the bylaws, policies and regulations of the Board, and job description for the position, as may be revised by the Board.

APPROVE

5. WORK YEAR. **Marc Capizzi** shall perform the duties of School Business Administrator/Board Secretary on a twelve-month basis.

6. COMPENSATION. During the term of this Agreement the School Business Administrator/Board Secretary shall not be reduced in compensation, including salary and benefits.

A. Salary. The Board shall pay the School Business Administrator/Board Secretary an annual salary of **One Hundred Eighty Thousand dollars ($180,000.00).** This salary shall be paid in accordance with the schedule of salary payments in effect for other twelve-month certified employees.

B. Leaves. The Board shall provide the following leaves as part of the School Business Administrator/Board Secretary's compensation:

(1) Vacation. The School Business Administrator shall be entitled to twenty-five (25) vacation days during the 2019-2020 school year. The School Business Administrator shall be permitted to take vacation days with the prior approval of the Superintendent and is encouraged to use at least two weeks of vacation during periods when school is not in session.

The Board encourages the School Business Administrator to take his full vacation allotment each year. A maximum of five (5) unused vacation days will only carry over to the subsequent contract year; thereafter, if unused, they will be forfeited.

Upon separation from employment, the School Business Administrator/Board Secretary shall be paid for up to 10 unused vacation days.

APPROVE

The per diem rate for unused vacation days shall be calculated as 1/260th of the School Business Administrator/Board Secretary's final annual salary. The Board shall make any such payment within thirty (30) days after the School Business Administrator/Board Secretary's last day of employment.

(2) Holidays. The School Business Administrator/Board Secretary shall be entitled to all holidays granted to other administrators in the school district, with pay only when schools and Board offices are closed. Specifically, the School Business Administrator is entitled to the following holidays:

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- and the day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Martin Luther King Day
- President's Day,
- Good Friday and Memorial Day

When Columbus Day, Veteran's Day, Martin Luther King Day, and Lincoln's Birthday are days when school is in session, "in lieu of days" will be awarded at the rate of one-to-one. If Independence Day falls on Saturday, the Friday before will be granted as a holiday; if this day falls on a Sunday, the Monday after will be granted as a holiday.

(3) Sick Leave. The School Business Administrator/Board Secretary shall be allowed twelve (12) days paid sick leave. The unused portion of such leave, at the end of each school year, shall be cumulative, up to a maximum of twelve (12) days per year. Any payout of

APPROVE

unused, accrued sick leave can be made only upon retirement, and shall not exceed Fifteen Thousand Dollars ($15,000.00).

(4) Personal Leave. The School Business Administrator/Board Secretary shall be granted three (3) days of absence for personal matters. Personal days are non-cumulative and non-reimbursable.

(5) Bereavement Leave. The School Business Administrator/Board Secretary shall be entitled to a leave of absence without loss of pay following a death in the immediate family (e.g)., spouse, son, daughter, father, grandparent, mother, sister, brother, mother-in-law, father-in-law, daughter-in-law, and/or son-in-law). It shall be granted for three (3) consecutive calendar days, following the date of death.

The School Business Administrator shall be entitled to one (1) days' leave of absence without loss of pay following the death of a relative outside the immediate family occurs. Additional bereavement days may be granted at the discretion of the Superintendent.

C. Medical Insurance. The School Business Administrator/Board Secretary can be enrolled in the Board's medical insurance plans for certified employees), the Board shall provide, as part of the School Business Administrator/Board Secretary compensation, major medical, prescription, dental, and vision care insurance coverage, at her option, consistent with that provided to other full-time certified employees. Should the School Business Administrator/Board Secretary elect to participate in this coverage, pursuant to applicable law and regulation, the employee shall contribute an

APPROVED

amount toward payment of premiums in accordance with Tier IV of P.L. 2011, c. 78. In the event that the School Business Administrator/Board Secretary has alternate coverage, he may waive the coverage offered by the Board by timely completing a health insurance waiver form and, in return for same, shall receive 45% of the premium as an in-lieu of payment based upon the level of coverage to which he would have otherwise been entitled, i.e., single, two adult, parent-child or full family, subject to applicable limitations of P.L. 2011, c. 78, or $5,000, whichever is less. The in-lieu of payment shall be made in accordance with the schedule of such payments in effect for other certified employees.

D. Liability Insurance. The Board agrees to cover the School Business Administrator/Board Secretary under the Board's liability insurance.

E. Disability Insurance. The Board will provide disability insurance for the School Business Administrator/Board Secretary with a policy that has a thirty (30) day waiting period and a maximum limit of 60% of salary, at a cost not to exceed Two Thousand Five Hundred Dollars ($2,500). The Board shall reimburse the School Business Administrator/Board Secretary for payment of the premium.

F. Smartphone/Computer: The Board shall supply the School Business Administrator/Board Secretary with the use of a smartphone, together with an unlimited data plan, as well as a district computer, both of which are the property of the Board and shall be returned to the District at the end of the School Business Administrator/Board Secretary employment with the District. The Board shall be responsible for all costs associated with the maintenance of

APPROVED

the devices. Incidental personal use of the devices by the School Business Administrator/Board Secretary shall be permitted. The devices shall be replaced as necessary

G. Mileage Reimbursement. The School Business Administrator/Board Secretary shall be reimbursed for actual mileage when using his personal vehicle for Board business as annually established by the Annual Appropriations Act or the New Jersey Office of Management and Budget.

7. SEPARATION FROM SERVICE. The School Business Administrator shall also receive the following as part of his compensation at the time of his retirement:

A. Sick Days. In accordance with N.J.S.A. 18A:30-3.5 and N.J.S.A. 18A:30-3.6, upon the School Business Administrator/Board Secretary's retirement from employment with the district, the Board will pay for unused sick days, up to a maximum of Fifteen Thousand ($15,000) Dollars, at a per diem rate of the School Business Administrator/Board Secretary's final annual salary. Throughout this Agreement, the School Business Administrator/Board Secretary's per diem rate shall be calculated as 1/260th of his then-current annual salary.

8. PROFESSIONAL GROWTH. The Board encourages the continuing professional growth of the School Business Administrator/Board Secretary through his participation, as he might

APPROVED

decide in light of his responsibilities as School Business Administrator/Board Secretary, in the following:

A. The operations, programs, and other activities conducted or sponsored by local, state and national school administrators and school board associations.

B. Seminars and courses offered by public or private educational institutions;

C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the School Business Administrator/Board Secretary to perform his professional responsibilities for the Board;

D. Visits to other institutions; and,

E. Other activities promoting the professional growth of the School Business Administrator/Board Secretary.

The Board agrees to reimburse the School Business Administrator/Board Secretary for approved, professional growth opportunities. In its encouragement, the Board shall permit a reasonable amount of release time for the School Business Administrator/Board Secretary , with prior Board approval, to attend to such matters and, subject to the limitations contained in N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9 and N.J.A.C. 6A:23A-7.1 et seq., shall pay for all necessary and related travel, registration and sustenance expenses of the School Business Administrator/Board Secretary to attend regional and county conferences, up to two state conferences, and one national conference. Additionally, the School

APPROVE

Business Administrator/Board Secretary, at his option and with prior Board approval, shall attend and be reimbursed for transportation, lodging, sustenance, and registration expenses incurred in the participation of professional growth activities, in an amount not to exceed Three Thousand Dollars ($3,000.00).

9. MEMBERSHIP DUES. The Board shall pay one hundred (100%) percent of the School Business Administrator/Board Secretary 's membership dues and/or charges to the American Association of School Business Officials, New Jersey Association of School Business Officials and Bergen County Association of School Business Officials. In addition, the Board will pay membership fees in such other professional groups as the Board and Superintendent, and School Business Administrator/Board Secretary deem appropriate.

10. OUTSIDE ACTIVITIES. the School Business Administrator/Board Secretary shall devote his time, attention and energy to the business of the district. However, he may be engaged in employment or other activities that do not interfere with her full-time responsibilities as School Business Administrator/Board Secretary. Such activities that require the School Business Administrator/Board Secretary to be absent from the district shall be reported to the Superintendent. If the School Business Administrator/Board Secretary chooses to engage in such outside employment or activities on weekends, on his vacation or personal time, or at any other time when she is not required to be present in the district, he shall retain any compensation or honoraria paid.

APPROVED

11. EVALUATION. In the event that the Superintendent determines that the performance of the School Business Administrator/Board Secretary is unsatisfactory in any respect, he shall describe in writing and in reasonable detail the specific recommendations for improvement in all instances where the Superintendent deems performance to be unsatisfactory. The School Business Administrator/Board Secretary shall have the right to respond in writing to the evaluation. This response shall become a permanent attachment to the School Business Administrator/Board Secretary 's personnel file upon his request.

12. TERMINATION OF EMPLOYMENT. The employment contemplated by this Agreement may be terminated by:

A. Mutual agreement of the parties; or

B. Either party at any time prior to acquisition of tenure by giving the other party ninety (90) days written notice.

C. In the event the School Business Administrator/Board Secretary 's certificate is revoked, this contract shall be null and void as of the date of such revocation.

13. RELEASE OF PERSONNEL INFORMATION/ PERSONNEL RECORDS. The School Business Administrator/Board Secretary shall have the right, upon request, to review the contents of his personnel file and to receive copies at Board expense of any documents contained therein. He shall be entitled to have a representative accompany his during such review. At least once every year, the School Business Administrator/Board Secretary shall have the right to indicate those documents and/or other materials in his

APPROVED

file that he believes to be obsolete or otherwise inappropriate to retain; and, upon final approval of the Board, such documents identified by his shall be destroyed.

No material derogatory to the School Business Administrator/Board Secretary 's conduct, service, character, or personality shall be placed in his personnel file unless he has had an opportunity to review the material. The School Business Administrator/Board Secretary shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The School Business Administrator/Board Secretary shall also have the right to submit a written answer to such material.

14. COMPLETE AGREEMENT. This Agreement embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties and the approval of the Executive County Superintendent.

15. CONFLICTS. In the event of any conflict between the terms, conditions and provisions of this Agreement and the provisions of the Board's policies or any permissive state or federal law, the terms of this Agreement shall take precedence over the contrary provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.

16. SAVINGS CLAUSE. If during the term of this Agreement, it is found that a specific clause in the Employment Agreement is contrary to federal

APPROVED

or state law, the remainder of the Employment Agreement not affected by such ruling shall remain in full force and effect. The parties hereto represent to each other that they fully understand the terms and conditions of this Employment Agreement, and agree to be bound by same pursuant to the rules and regulations of the Department of Education and the laws of the State of New Jersey.

17. MODIFICATION CLAUSE: The terms and conditions of this Employment Agreement shall not be modified except by the written consent of both Parties hereto and review and approval by the Executive County Superintendent. Any amendments to this Employment Agreement shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Employment Agreement.

18. REVOCATION CLAUSE: The Parties hereto agree that in the event the School Business Administrator/Board Secretary 's certification is permanently revoked, all provisions of this Employment Agreement shall be null and void as of the date of the revocation, and if the School Business Administrator/Board Secretary is lawfully precluded from performing his duties by any Judgment, Order direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Employment Agreement shall terminate ant the School Business Administrator/Board Secretary 's employment shall cease.

APPROVE

WHEREAS, a duly authorized officer of the Board has approved the terms and conditions of this Agreement, and

WHEREAS, the School Business Administrator/Board Secretary has approved of the terms and conditions of this Agreement; and

WHEREAS, this Agreement has been approved by a vote of the members of the Board of Education of the Northern Valley Regional High School District at its meeting of May 13, 2019 and has been made a part of the minutes of that meeting.

IN WITNESS WHEREOF, the parties set their hands and seals to this Agreement effective on the day and year first above-written.

APPROVED

WITNESS:

NORTHERN VALLEY REGIONAL
BOARD OF EDUCATION

_____

By: _____
Board President

_____
Marc A. Capizzi

# SCHOOL BUSINESS ADMINISTRATOR

**Detailed Statement of Contract Costs**

District: Northern Valley Regional High School District

Name: Marc Capizzi

Job Title: School Business Adminstrator/Board Secretary

District Grade Span: 9-12

On Roll Students as of 10-15-18 2209

| Yrs. As District BA 0 Total Yrs. As BA 6 Total Yrs in District 0 | 2018-2019 | 2019-2020 | Difference | % Inc |
|---|---|---|---|---|
| **Salary** | | | | |
| Salary Prorated | $ 180,000 | $ 180,000 | $180,000 | 100.00% |
| Subcontracted Services | $ - | $ - | | |
| Longevity | $ - | $ - | | |
| **TOTAL ANNUAL SALARY** | $ 180,000 | $ 180,000 | $0 | 0.00% |
| **Additonal Salary** | | | | |
| Quantitative Merit Goals | $ - | $ - | | |
| Qualitative Merit Goals | $ - | $ - | | |
| Additional Compensation - Describe: Management of Regional Program Budgets | $ - | $ - | | |
| Total Additional Salary | $ - | $ - | $0 | #DIV/0! |
| **TOTAL ANNUAL SALARY PLUS ADDITIONAL COMPENSATION** | $ 180,000 | $ 180,000 | $0 | 0.00% |
| **Board Contribution for Cost of Premiums for:** | | | | |
| Health Insurance Prorated | $ 24,638 | $ 25,880 | | |
| Prescription Insurance | $ - | $ - | | |
| Dental Insurance prorated | $ 1,261 | $ 1,261 | | |
| Vision Insurance Pro rated | $ 52 | $ 52 | | |
| Disability Insurance | $ - | $ - | | |
| Other Insurance - Describe: | $ - | $ - | | |
| Waiver of Benefits | $ - | $ - | | |
| Section 125 Plan Reimbursements - Describe: | $ - | $ - | | |
| Board Cost of Premiums | $ 25,951 | $ 27,193 | $1,242 | 4.79% |
| Employee Contribution to Premiums as per Law | $ 9,082 | $ 9,517 | $435 | 4.79% |
| **TOTAL HEALTH BENEFITS COMPENSATION** | $ 16,869 | $ 17,676 | $807 | 4.78% |
| **Other Compensation** | | | | |
| Travel and Expense Reimbursement (Estimated Annual Cost) | | $ - | | |
| Professional Development (Capped Amount or Estimated Annual Cost) | $ 3,000 | $ 3,000 | | |
| Tuition Reimbursement | $ 1,750 | $ 1,750 | | |
| Mentoring Expenses - Describe: | $ - | $ - | | |
| National/State/County/Local/Other Dues | $ 1,100 | $ 1,100 | | |
| Subscriptions | $ - | $ - | | |
| Board Paid Cell Phone or Reimbursement for Personal Cell Phone | $ 600 | $ 600 | | |
| Computer for Home use, including supplies, maintenance, internet | $ - | $ - | | |
| Other - Describe: Professional Liability Insurance & Bond Insurance | $ - | $ - | | |
| **TOTAL OTHER COMPENSATION** | $ 6,450 | $ 6,450 | $0 | 0.00% |
| **Sick and Vacation Compensation** | | | | |
| Maximum Payment for Unused Sick Leave Upon Retirement | $ 15,000 | $ 15,000 | | |
| Maximum Payment for Unused Vacation Leave - Retirement or Separation | $ 6,923 | $ 17,307 | | |
| **TOTAL UNUSED SICK AND VACATION PAYMENT** | $ 21,923 | $ 32,307 | $10,384 | 47.37% |
| **TOTAL CONTRACT COST** | $ 225,242 | $ 236,433 | $11,191 | 4.97% |
| Vacation Days 25 Holidays 12 Personal Days 3 Total 40 | | | | |

Revised 2/1/19

The New Jersey State Board of Examiners has authorized issuance of this certificate that permits you to serve as a professional educator in the public schools of New Jersey.

Pursuant to N.J.S.A. 18A:26-2, any person employed as a teaching staff member by a district board of education or a charter school board of trustees shall hold a valid and appropriate certificate. N.J.A.C. 6A:9-5.2(b) requires a newly employed or reassigned teaching staff member to exhibit an appropriate certificate prior to assuming any duties of the new position. Therefore, it is important that you safeguard this certificate.

Please note that it is a violation of N.J.S.A. 18A:26-2 to accept employment under a certificate that you know was printed or issued erroneously. If there are any errors associated with this certificate, please return the original certificate with a brief cover letter to the New Jersey Department of Education, PO Box 500, Trenton, NJ 08625-0500.

Best wishes to you in your endeavors to enhance the academic achievement of New Jersey's children.

XXX-XX-3167
Trn# 535780

# The State of New Jersey

Cert# 912843

Department of Education
State Board of Examiners
Standard Certificate

*This is to certify that*

MARC A CAPIZZI

| Issued | Expires | County | District |
|---|---|---|---|
| 08/12 | | 00 | 0000 |

Has met all of the requirements established by the State Board of Education and is authorized to serve in the public schools of New Jersey as indicated below:

School Business Administrator

Christopher D. Cerf
Commissioner of Education

Robert R. Higgins
Secretary, Board of Examiners

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
BERGEN COUNTY OFFICE
ONE BERGEN COUNTY PLAZA, SUITE 350
HACKENSACK, NJ 07601-7076
201-336-6875
FAX 201-336-6880

PHILIP D. MURPHY, *GOVERNOR*
SHEILA Y. OLIVER, *LT. GOVERNOR*

LAMONT O. REPOLLET, ED.D., *COMMISSIONER*
JOSEPH ZARRA, *INTERIM EXECUTIVE COUNTY SUPERINTENDENT*

June 12, 2019

Mr. Marc A. Capizzi
Business Administrator/Board Secretary
Northern Valley Regional High School District
162 Knickerbocker Road
Demarest, NJ 07627

***Re: Assistant Superintendent for Curriculum and Instruction Employment Contract***

Dear Mr. Capizzi:

In accordance with N.J.A.C. 6A:23A-3.1, and N.J.S.A. 18A:7-8(j), I have reviewed the employment contract for Deborah Sarmir, Assistant Superintendent for Curriculum and Instruction, Northern Valley Regional School District. The provisions of this contract are in compliance with the regulations. This contract is approved for the period from July 1, 2019, through June 30, 2020.

If there are any changes to the terms of this contract, you will need to submit it to the Executive County Superintendent for review and approval prior to the required public notice and hearing of such changes. *When the "approved" contract is fully executed, please provide a copy to the County Office with a copy of the Board Resolution approving the contract.*

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

Sincerely,

Joseph Zarra
Interim Executive County Superintendent

JZ/HPW/laf
c: James Santana, Superintendent
Board President (Letter ONLY)

# EMPLOYMENT AGREEMENT

**BETWEEN**
**THE NORTHERN VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION**
**AND**
**DEBORAH SARMIR**

This Agreement is made this _____ day of _____ **2019**, by and between the Northern Valley Regional High School Board of Education, which has its offices located at 162 Knickerbocker Road, Demarest, New Jersey 07627 (hereinafter referred to as the "Board"), and Deborah Sarmir (hereinafter referred to as "Assistant Superintendent).

WHEREAS, the Board is desirous of employing an Assistant Superintendent for Curriculum and Instruction; and

WHEREAS, the Assistant Superintendent is the holder of an appropriate certificate as prescribed by the State Board of Education to serve as Assistant Superintendent for Curriculum and Instruction; and

WHEREAS, the Board desires to provide the Assistant Superintendent with a written agreement as to her terms and conditions of employment in order to enhance administrative stability and continuity within the schools, which the Board believes generally improves the quality of its overall education program; and

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

APPROVED

NOW, THEREFORE, based upon the foregoing premises and mutual provisions and covenants contained herein, the parties agree as follows:

1. EMPLOYMENT.

The Board hereby employs Deborah Sarmir as Assistant Superintendent for Curriculum and Instruction and she hereby accepts employment as Assistant Superintendent for Curriculum and Instruction.

2. TERM.

This Agreement shall commence on **July 1, 2019** and end on **June 30, 2020**, unless terminated earlier in accordance with the provisions of Section Twelve (12) hereof or upon a mutually agreed upon earlier termination date.

3. CERTIFICATION.

The Assistant Superintendent holds a valid and current standard certificate as a school administrator in the State of New Jersey.

4. DUTIES.

The Assistant Superintendent agrees to provide her best professional services to the Board and to faithfully perform the duties of the position of Assistant Superintendent for curriculum and instruction, as assigned by the Board or Superintendent and as prescribed by federal and state law, the regulations of the State Board of Education and other federal and state agencies, the bylaws, policies and regulations of the Board, and job description for the position, as may be revised by the Board.

5. WORK YEAR. Deborah Sarmir shall perform the duties of Assistant Superintendent on a twelve-month basis.

APPROVED

6. COMPENSATION. During the term of this Agreement the Assistant Superintendent shall not be reduced in compensation, including salary and benefits.

A. Salary. The Board shall pay the Assistant Superintendent an annual (pro-rated) salary of **One Hundred Sixty-One Thousand, Eight Hundred Ninety Four dollars and 40 cents ($161,894.40).** This salary shall be paid in accordance with the schedule of salary payments in effect for other twelve-month certified employees.

B. Leaves. The Board shall provide the following leaves as part of the Assistant Superintendent's compensation:

(1) Vacation. The Assistant Superintendent shall be entitled to twenty-five (25) vacation days during the 2019-2020 school year. The Assistant Superintendent shall be permitted to take vacation days with the prior approval of the Superintendent and is encouraged to use at least two weeks of vacation during periods when school is not in session.

The Board encourages the Assistant Superintendent to take her full vacation allotment each year. A maximum of five (5) unused vacation days will only carry over to the subsequent contract year; thereafter, if unused, they will be forfeited.

Upon separation from employment, the Assistant Superintendent shall be paid for her unused, accumulated vacation days. The per diem rate for unused vacation days shall be calculated as 1/260th of the Assistant Superintendent's

APPROVED

final annual salary. The Board shall make any such payment within thirty (30) days after the Assistant Superintendent's last day of employment.

(2) Holidays. The Assistant Superintendent shall be entitled to all holidays granted to other administrators in the school district, with pay only when schools and Board offices are closed. Specifically, the Assistant Superintendent is entitled to the following holidays:

Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
and the day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Martin Luther King Day
President's Day,
Good Friday and Memorial Day

When Columbus Day, Veteran's Day, Martin Luther King Day, and Lincoln's Birthday are days when school is in session, "in lieu of days" will be awarded at the rate of one-to-one. If Independence Day falls on Saturday, the Friday before will be granted as a holiday; if this day falls on a Sunday, the Monday after will be granted as a holiday.

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(3) Sick Leave. The Assistant Superintendent shall be allowed twelve (12) days paid sick leave. The unused portion of such leave, at the end of each school year, shall be cumulative, up to a maximum of twelve (12) days per year. Any payout of unused, accrued sick leave can be made only upon retirement, and shall not exceed Fifteen Thousand Dollars ($15,000.00).

(4) Personal Leave. The Assistant Superintendent shall be granted three (3) days of absence for personal matters. Personal days are non-cumulative and non-reimbursable.

(5) Bereavement Leave. The Assistant Superintendent shall be entitled to a leave of absence without loss of pay following a death in the immediate family (e.g., spouse, son, daughter, father, grandparent, mother, sister, brother, mother-in-law, father-in-law, daughter-in-law, and/or son-in-law). It shall be granted for three (3) consecutive calendar days, following the date of death.

The Assistant Superintendent shall be entitled to one (1) days' leave of absence without loss of pay following the death of a relative outside the immediate family occurs. Additional bereavement days may be granted at the discretion of the Superintendent.

C. Medical Insurance. The Assistant Superintendent can be enrolled in the Board's medical insurance plans for certified employees), the Board shall provide, as part of the Assistant Superintendent's compensation, major medical, prescription, dental, and vision care insurance coverage, at her option, consistent with that provided to other full-time certified employees. Should the Assistant Superintendent elect to participate in this coverage, pursuant to applicable law and regulation, the employee shall contribute an amount toward payment of premiums in accordance with Tier IV of P.L. 2011, c. 78. In the event that the Assistant Superintendent has alternate coverage, she may waive the coverage offered by the Board by timely completing a health insurance waiver

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form and, in return for same, shall receive 45% of the premium as an in-lieu of payment based upon the level of coverage to which she would have otherwise been entitled, i.e., single, two adult, parent-child or full family, subject to applicable limitations of P.L. 2011, c. 78, or $5,000, whichever is less. The in-lieu of payment shall be made in accordance with the schedule of such payments in effect for other certified employees.

D. Liability Insurance. The Board agrees to cover the Assistant Superintendent under the Board's liability insurance.

E. Disability Insurance. The Board will provide disability insurance for the Assistant Superintendent with a policy that has a thirty (30) day waiting period and a maximum limit of 60% of salary, at a cost not to exceed Two Thousand Five Hundred Dollars ($2,500). The Board shall reimburse the Assistant Superintendent for payment of the premium.

F. Smartphone/Computer: The Board shall supply the Assistant Superintendent with the use of a smartphone, together with an unlimited data plan, as well as a district computer, both of which are the property of the Board and shall be returned to the District at the end of the Assistant Superintendent's employment with the District. The Board shall be responsible for all costs associated with the maintenance of the devices. Incidental personal use of the devices by the Assistant Superintendent shall be permitted. The devices shall be replaced as necessary

APPROVED

G. Mileage Reimbursement. The Assistant Superintendent shall be reimbursed for actual mileage when using her personal vehicle for Board business as annually established by the Annual Appropriations Act or the New Jersey Office of Management and Budget.

7. SEPARATION FROM SERVICE. The Assistant Superintendent shall also receive the following as part of her compensation at the time of her retirement:

A. Sick Days. In accordance with N.J.S.A. 18A:30-3.5 and N.J.S.A. 18A:30-3.6, upon the Assistant Superintendent's retirement from employment with the district, the Board will pay for unused sick days, up to a maximum of Fifteen Thousand ($15,000) Dollars, at a per diem rate of the Assistant Superintendent's final annual salary. Throughout this Agreement, the Assistant Superintendent's per diem rate shall be calculated as 1/260th of her then-current annual salary.

8. PROFESSIONAL GROWTH. The Board encourages the continuing professional growth of the Assistant Superintendent through her participation, as he might decide in light of her responsibilities as Assistant Superintendent, in the following:

A. The operations, programs, and other activities conducted or sponsored by local, state and national school administrators and school board associations.

B. Seminars and courses offered by public or private educational institutions;

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C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Assistant Superintendent to perform her professional responsibilities for the Board;

D. Visits to other institutions; and

E. Other activities promoting the professional growth of the Assistant Superintendent.

The Board agrees to reimburse the Assistant Superintendent for approved, professional growth opportunities. In its encouragement, the Board shall permit a reasonable amount of release time for the Assistant Superintendent, with prior Board approval, to attend to such matters and, subject to the limitations contained in N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9 and N.J.A.C. 6A:23A-7.1 et seq., shall pay for all necessary and related travel, registration and sustenance expenses of the Assistant Superintendent to attend regional and county conferences, up to two state conferences, and one national conference. Additionally, the Assistant Superintendent, at her option and with prior Board approval, shall attend and be reimbursed for transportation, lodging, sustenance, and registration expenses incurred in the participation of professional growth activities, in an amount not to exceed Three Thousand Dollars ($3,000.00).

9. MEMBERSHIP DUES. The Board shall pay one hundred (100%) percent of the Assistant Superintendent's membership dues and/or charges to the American Association of School Administrators, New Jersey Association of School Administrators, Bergen County Association of School Administrators, and

APPROVED

the Bergen County Curriculum Consortium. In addition, the Board will pay membership fees in such other professional groups as the Board and Superintendent, and Assistant Superintendent deem appropriate.

10. OUTSIDE ACTIVITIES. the Assistant Superintendent shall devote her time, attention and energy to the business of the district. However, she may be engaged in employment or other activities that do not interfere with her full-time responsibilities as Assistant Superintendent. Such activities that require the Assistant Superintendent to be absent from the district shall be reported to the Superintendent. If the Assistant Superintendent chooses to engage in such outside employment or activities on weekends, on her vacation or personal time, or at any other time when she is not required to be present in the district, she shall retain any compensation or honoraria paid.

11. EVALUATION. In the event that the Superintendent determines that the performance of the Assistant Superintendent is unsatisfactory in any respect, she shall describe in writing and in reasonable detail the specific recommendations for improvement in all instances where the Superintendent deems performance to be unsatisfactory. The Assistant Superintendent shall have the right to respond in writing to the evaluation. This response shall become a permanent attachment to the Assistant Superintendent's personnel file upon her request.

12. TERMINATION OF EMPLOYMENT. The employment contemplated by this Agreement may be terminated by:

A. Mutual agreement of the parties; or

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B. Either party at any time prior to acquisition of tenure by giving the other party ninety (90) days written notice.

C. In the event the Assistant Superintendent's certificate is revoked, this contract shall be null and void as of the date of such revocation.

13. RELEASE OF PERSONNEL INFORMATION/ PERSONNEL RECORDS. The Assistant Superintendent shall have the right, upon request, to review the contents of her personnel file and to receive copies at Board expense of any documents contained therein. She shall be entitled to have a representative accompany her during such review. At least once every year, the Assistant Superintendent shall have the right to indicate those documents and/or other materials in her file that she believes to be obsolete or otherwise inappropriate to retain; and, upon final approval of the Board, such documents identified by her shall be destroyed.

No material derogatory to the Assistant Superintendent's conduct, service, character, or personality shall be placed in her personnel file unless she has had an opportunity to review the material. The Assistant Superintendent shall acknowledge that she has had the opportunity to review such material by affixing her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Assistant Superintendent shall also have the right to submit a written answer to such material.

14. COMPLETE AGREEMENT. This Agreement embodies the entire agreement between the parties hereto and cannot be varied except by written

APPROVED

agreement of the undersigned parties and the approval of the Executive County Superintendent.

15. CONFLICTS. In the event of any conflict between the terms, conditions and provisions of this Agreement and the provisions of the Board's policies or any permissive state or federal law, the terms of this Agreement shall take precedence over the contrary provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.

16. SAVINGS CLAUSE. If during the term of this Agreement, it is found that a specific clause in the Employment Agreement is contrary to federal or state law, the remainder of the Employment Agreement not affected by such ruling shall remain in full force and effect. The parties hereto represent to each other that they fully understand the terms and conditions of this Employment Agreement, and agree to be bound by same pursuant to the rules and regulations of the Department of Education and the laws of the State of New Jersey.

17. MODIFICATION CLAUSE: The terms and conditions of this Employment Agreement shall not be modified except by the written consent of both Parties hereto and review and approval by the Executive County Superintendent. Any amendments to this Employment Agreement shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Employment Agreement.

18. REVOCATION CLAUSE: The Parties hereto agree that in the event the Assistant Superintendent's certification is permanently revoked, all

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provisions of this Employment Agreement shall be null and void as of the date of the revocation, and if the Assistant Superintendent is lawfully precluded from performing his duties by any Judgment, Order direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Employment Agreement shall terminate ant the Assistant Superintendent's employment shall cease.

WHEREAS, a duly authorized officer of the Board has approved the terms and conditions of this Agreement, and

WHEREAS, the Assistant Superintendent has approved of the terms and conditions of this Agreement; and

WHEREAS, this Agreement has been approved by a vote of the members of the Board of Education of the Northern Valley Regional High School District at its meeting of **May 14, 2019**, and has been made a part of the minutes of that meeting.

IN WITNESS WHEREOF, the parties set their hands and seals to this Agreement effective on the day and year first above-written.

APPROVED

WITNESS:

NORTHERN VALLEY REGIONAL
BOARD OF EDUCATION

By: _____
Board President

_____
School Business Administrator/
Board Secretary

_____
Deborah Sarmir

# ASSISTANT/DEPUTY SUPERINTENDENT

**Detailed Statement of Contract Costs**

District: Northern Valley Regional High School District

Name: Deborah Sarmir

Job Title: Assistant Superintendent

District Grade Span:9-12

On Roll Students as of 10-15-18 2209

| | 2018-2019 | 2019-2020 | Difference | % Inc |
|---|---|---|---|---|
| **Salary** | | | | |
| Salary | $ 158,100 | $ 161,894 | $161,894 | 102.40% |
| Subcontracted Services | $ - | $ - | | |
| Longevity | $ - | $ - | | |
| **TOTAL ANNUAL SALARY** | **$ 158,100** | **$ 161,894** | **$3,794** | **2.40%** |
| **Additonal Salary** | | | | |
| Quantitative Merit Goals | $ - | $ - | | |
| Qualitative Merit Goals | $ - | $ - | | |
| Additional Compensation - Describe: | $ - | $ - | | |
| Total Additional Salary | $ - | $ - | $0 | #DIV/0! |
| **TOTAL ANNUAL SALARY PLUS ADDITIONAL COMPENSATION** | **$ 158,100** | **$ 161,894** | **$3,794** | **2.40%** |
| **Board Contribution for Cost of Premiums for:** | | | | |
| Health Insurance | $ 36,083 | $ 37,887 | | |
| Prescription Insurance | $ - | $ - | | |
| Dental Insurance | $ - | $ - | | |
| Vision Insurance | $ - | $ - | | |
| Disability Insurance | $ 2,500 | $ 2,500 | | |
| Other Insurance - Describe: | $ - | $ - | | |
| Waiver of Benefits | $ - | $ - | | |
| Section 125 Plan Reimbursements - Describe: | $ - | $ - | | |
| Board Cost of Premiums | $ 38,583 | $ 40,387 | $1,804 | 4.68% |
| Employee Contribution to Premiums as per Law | $ 12,629 | $ 13,260 | $631 | 5.00% |
| **TOTAL HEALTH BENEFITS COMPENSATION** | **$ 25,954** | **$ 27,127** | **$1,173** | **4.52%** |
| **Other Compensation** | | | | |
| Travel and Expense Reimbursement (Estimated Annual Cost) | $ - | $ - | | |
| Professional Development (Capped Amount or Estimated Annual Cost) | $ 3,000 | $ 3,000 | | |
| Tuition Reimbursement | $ 1,750 | $ 1,750 | | |
| Mentoring Expenses - Describe: | $ - | $ - | | |
| National/State/County/Local/Other Dues | $ 1,100 | $ 1,100 | | |
| Subscriptions | $ - | $ - | | |
| Board Paid Cell Phone or Reimbursement for Personal Cell Phone | $ 600 | $ 600 | | |
| Computer for Home use, including supplies, maintenance, Internet | $ - | $ - | | |
| Other - Describe: Professional Liability Insurance & Bond Insurance | $ - | $ - | | |
| **TOTAL OTHER COMPENSATION** | **$ 6,450** | **$ 6,450** | **$0** | **0.00%** |
| **Sick and Vacation Compensation** | | | | |
| Maximum Payment for Unused Sick Leave Upon Retirement | $ 15,000 | $ 15,000 | | |
| Maximum Payment for Unused Vacation Leave - Retirement or Separation | $ 15,202 | $ 15,566 | | |
| **TOTAL UNUSED SICK AND VACATION PAYMENT** | **$ 30,202** | **$ 30,566** | **$364** | **1.21%** |
| **TOTAL CONTRACT COST** | **$ 220,706** | **$ 226,037** | **$5,331** | **2.42%** |

Vacation Days 25 Holidays 12 Personal Days 3 Total 40

Revised 5/16/17

## Certification View

| | | | |
|---|---|---|---|
| **Tracking Number:** | 327685 | **Birth Date:** | 05 DEC |
| **SSN:** | xxx-xx- 8458 | **Email:** | dsarmir@mtad.us |
| **Name:** | Sarmir, Deborah | **Phone Number:** | 609-548-8526 |

# List of all the Certificate(s) issued by NJ Dept. Of Education as of Sat 06/03/2017 at 10:45:58 PM EDT

| Seq # | Certificate Type<br>Base code | Endorsement<br>Month/Year Issued (MM/YYYY) | County code<br>Month/Year Expiration (MM/YYYY) | District code<br>Certificate ID |
|---|---|---|---|---|
| 1 | Standard<br>3 - Reciprocal agreements with another state. | 1000 - Elementary School Teacher<br>09/1992 | 00 - BY APPLICANT | 00106492 |
| 2 | Standard<br>2 - Completion of a New Jersey approved professional education program. | 0105 - Supervisor<br>08/2009 | 23 - Col of St.Elizabeth | 0000 - Unknown<br>744689 |
| 3 | CE<br>2 - Completion of a New Jersey approved professional education program. | 0299 - Principal<br>05/2010 | 23 - Col of St.Elizabeth | 0000 - Unknown<br>744641 |
| 4 | Provisional<br>1 - Transcript evaluation | 0299 - Principal<br>08/2011 | 19 - HUNTERDON<br>07/2013 | 5600 - West Amwell Twp<br>833561 |
| 5 | Provisional<br>1 - Transcript evaluation | 0299 - Principal<br>05/2013 | 35 - SOMERSET<br>07/2014 | 3530 - Montgomery Twp<br>902630 |
| 6 | Standard<br>1 - Transcript evaluation | 0200 - Principal<br>01/2014 | 00 - BY APPLICANT | 0000 - Unknown<br>931249 |
| 7 | CE<br>1 - Transcript evaluation | 0101 - School Administrator<br>10/2015 | 00 - BY APPLICANT | 0000 - Unknown<br>1007062 |
| 8 | Provisional<br>1 - Transcript evaluation | 0101 - School Administrator<br>10/2013 | 35 - SOMERSET<br>07/2017 | 3530 - Montgomery Twp<br>1007724 |
| 9 | Standard<br>1 - Transcript evaluation | 0101 - School Administrator<br>10/2016 | 00 - BY APPLICANT | 0000 - Unknown<br>1042238 |

* For additional information about certification, please contact the Office of Certification and Induction at:

New Jersey Department of Education
P.O. Box 500
Trenton, NJ 08625-0500
*or*
call us: (609) 292-2070
*or*
Email us: Licensing.Requests@doe.state.nj.us

2019-2020
Reappointment List

| Notes | Department | Bldg. | Last Name | First Name | Title | Category | 2018-2019 Base Salary | Salary Type | Percentage | Increase | 2019-2020 Total Compensation |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Administration | Administratio | Parducci | Susan I | Conf Secretary to BA | Confidentials | $ 120,892.96 | Regular Salary | 1.2% | $ 1,450.72 | $ 122,343.68 |
| | Administration | Administratio | Valentino | Nancy | Personnel Assistant | Confidentials | $ 109,521.37 | Regular Salary | 1.2% | $ 1,314.26 | $ 110,835.63 |
| | Technology Department | Old Tappan H | Bookstaver | Julie | District Data Coordinator | Confidentials | $ 108,162.26 | Regular Salary | 1.2% | $ 1,297.95 | $ 109,460.21 |
| | Administration | Administratio | Carnicelli | Janet | Adm Asst to Supt | Confidentials | $ 94,406.10 | Regular Salary | 2.4% | $ 2,265.75 | $ 96,671.85 |
| Same Salary | Administration | Administratio | Perez | Donna | Payroll Coordinator | Confidentials | $ 89,000.00 | Regular Salary | 0.0% | $ - | $ 89,000.00 |
| Same Salary | Custodial and Maintenance | Administratio | DeMatteo | Douglas | Supervisor B&G | Confidentials | $ 102,500.00 | Regular Salary | 0.0% | $ - | $ 102,500.00 |
| Same Salary | District | Distrct | Lovitch | Joan | District Sub Caller | Sub Caller | $ 10,200.00 | Regular Salary | 0.0% | $ - | $ 10,200.00 |
| | Spec. Ed. | Demarest | Morrissey | Denise | Braillist | Confidentials | $ 29,544.24 | Regular Salary | 2.4% | $ 709.06 | $ 30,253.30 |

NVEA NON-CERTIFICATED STAFF
REAPPOINTMENTS

| Notes | Bldg. | Last Name | First Name | Title | Tenure Status | Track | 18-19 Step | FTE | 18-19 Salary | Salary Type | Stipend Amt #1 | Stipend Desc #1 | Stipend Amt #2 | Stipend Desc #2 | 18-19 Total Comp |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Old Tappan HS | Eno | Meghan | Secretary B Assoc | Tenured | SEC BB | 5.0 | Full time | $ 63,129.00 | Salary Guide Pay | $ 1,600.00 | Prof Improvement | | | $ 64,729.00 |
| | Old Tappan HS | Esposito | Jenise | Secretary D Adm Secy | Tenured | SEC DD | 11.0 | Full time | $ 86,388.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 88,188.00 |
| | Administration | Gonzalez | Melissa | Secretary B Assoc | Non tenured | SEC BB | 5.0 | 6/10 - 60% c | $ 37,877.40 | Salary Guide Pay | $ 960.00 | Prof Improvement | | | $ 38,837.40 |
| | Region III | Guarino | Diane | Secretary C Secy | Tenured | SEC CC | 11.0 | Full time | $ 82,040.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 83,840.00 |
| | Demarest HS | Holuba | Anne | Secretary D Adm Secy | Tenured | SEC DD | 6.0 | Full time | $ 72,630.00 | Salary Guide Pay | $ 1,600.00 | Prof Improvement | | | $ 74,230.00 |
| | Demarest HS | Jeffs | Diane | Secretary B Assoc | Tenured | SEC BB | 11.0 | 105/120 - 10 | $ 67,981.37 | Salary Guide Pay | $ 1,400.00 | Prof Improvement | $ 1,575.00 | Longevity 10 yrs | $ 70,956.37 |
| | Region III | Kaechele | Susanne | Secretary E Bookeep | Tenured | SEC EE | 11.0 | Full time | $ 90,735.00 | Salary Guide Pay | $ 1,600.00 | Prof Improvement | $ 1,800.00 | Longevity 10 yrs | $ 94,135.00 |
| | Demarest HS | Kayserian | Soci | Secretary B Assoc | Non tenured | SEC BB | 2.0 | 10/24 - 1/2 c | $ 23,246.00 | Salary Guide Pay | $ 666.67 | Prof Improvement | | | $ 23,912.67 |
| | Demarest HS | Kohler | Kristin | Secretary D Adm Secy | Tenured | SEC DD | 11.0 | Full time | $ 86,388.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 88,188.00 |
| | Administration | Kreielsheimer | Samantha | Secretary D Adm Secy | Non tenured | SEC DD | 2.0 | Full time | $ 63,333.00 | Salary Guide Pay | $ 1,600.00 | Prof Improvement | | | $ 64,933.00 |
| | Demarest HS | Lo Bue | Christine | Secretary C Secy | Tenured | SEC CC | 11.0 | Full time | $ 82,040.00 | Salary Guide Pay | $ 1,200.00 | Prof Improvement | $ 1,800.00 | Longevity 10 yrs | $ 85,040.00 |
| | Old Tappan HS | Luby | Amy P | Secretary B Assoc | Tenured | SEC BB | 11.0 | Full time | $ 77,693.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 79,493.00 |
| | Region III | Masterson | Barbara | Secretary C Secy | Tenured | SEC CC | 11.0 | Full time | $ 82,040.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 83,840.00 |
| | Old Tappan HS | Melvin | Donna | Secretary B Assoc | Non tenured | SEC BB | 01.0 | 10/24 - 1/2 c | $ 22,951.00 | Salary Guide Pay | | | | | $ 22,951.00 |
| | Old Tappan HS | Orr | Marie | Secretary B Assoc | Tenured | SEC BB | 8.0 | Full time | $ 70,003.00 | Salary Guide Pay | | | | | $ 70,003.00 |

NVEA NON-CERTIFICATED STAFF
REAPPOINTMENTS

| Notes | Bldg. | Last Name | First Name | Title | Tenure Status | Track | 18-19 Step | FTE | 18-19 Salary | Salary Type | Stipend Amt #1 | Stipend Desc #1 | Stipend Amt #2 | Stipend Desc #2 | 18-19 Total Comp |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Demarest HS | Paspalas | Alexandra | Secretary B Assoc | Non tenured | SEC BB | 00.0 | Full time | $ 52,441.00 | Salary Guide Pay | $ 1,600.00 | Prof Improvement | | | $ 54,041.00 |
| | Demarest HS | Pesce | Diane B | Secretary B Assoc | Tenured | SEC BB | 11.0 | Full time | $ 77,693.00 | Salary Guide Pay | $ 1,600.08 | Prof Improvement | $ 1,800.00 | Longevity 10 yrs | $ 81,093.08 |
| | Old Tappan HS | Petillo | Carolyn M | Secretary B Assoc | Tenured | SEC BB | 11.0 | 105/120 - 10 | $ 67,981.38 | Salary Guide Pay | $ 1,575.00 | Longevity 10 yrs | | | $ 69,556.38 |
| | Administration | Saljanin | Christine | Secretary B Assoc | Non tenured | SEC BB | 6.0 | 10/12 - 10 m | $ 54,445.81 | Salary Guide Pay | $ 1,333.33 | Prof Improvement | | | $ 55,779.14 |
| | Old Tappan HS | Solazzo | Barbara | Secretary B Assoc | Tenured | SEC BB | 6.0 | 105/120 - 10 | $ 57,168.13 | Salary Guide Pay | $ 1,400.00 | Prof Improvement | | | $ 58,568.13 |
| | Region III | Spadaccini | Joanne | Secretary D Adm Secy | Tenured | SEC DD | 11.0 | Full time | $ 86,388.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 88,188.00 |

NVEA NON-CERTIFICATED STAFF
REAPPOINTMENTS

| Notes | Bldg. | Last Name | First Name | Title | Tenure Status | Track | 19-20 Step | FTE | 19-20 Base Salary | Salary Type | Stipend Amt #1 | Stipend Desc #1 | Stipend Amt #2 | Stipend Desc #2 | 19-20 Total Comp |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Old Tappan HS | Eno | Meghan | Secretary B Assoc | Tenured | SEC BB | 6.0 | Full time | $ 66,251.00 | Salary Guide Pay | $ 1,600.00 | Prof Improvement | | | $ 67,851.00 |
| | Old Tappan HS | Esposito | Jenise | Secretary D Adm Secy | Tenured | SEC DD | 11.0 | Full time | $ 87,304.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 89,104.00 |
| | Administration | Gonzalez | Melissa | Secretary B Assoc | Non tenured | SEC BB | 6.0 | 6/10 - 60% c | $ 39,750.00 | Salary Guide Pay | $ 960.00 | Prof Improvement | | | $ 40,710.00 |
| | Region III | Guarino | Diane | Secretary C Secy | Tenured | SEC CC | 11.0 | Full time | $ 82,956.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 84,756.00 |
| | Demarest HS | Holuba | Anne | Secretary D Adm Secy | Tenured | SEC DD | 7.0 | Full time | $ 76,096.00 | Salary Guide Pay | $ 1,600.00 | Prof Improvement | | | $ 77,696.00 |
| | Demarest HS | Jeffs | Diane | Secretary B Assoc | Tenured | SEC BB | 11.0 | 105/120 - 10 | $ 68,782.88 | Salary Guide Pay | $ 1,400.00 | Prof Improvement | $ 1,575.00 | Longevity 10 yrs | $ 71,757.88 |
| | Region III | Kaechele | Susanne | Secretary E Bookeep | Tenured | SEC EE | 11.0 | Full time | $ 91,651.00 | Salary Guide Pay | $ 1,600.00 | Prof Improvement | $ 1,800.00 | Longevity 10 yrs | $ 95,051.00 |
| | Demarest HS | Kayserian | Soci | Secretary B Assoc | Non tenured | SEC BB | | 10/24 - 1/2 of 10 months of 1 | | Salary Guide Pay | | | | | $ - |
| | Demarest HS | Kohler | Kristin | Secretary D Adm Secy | Tenured | SEC DD | 11.0 | Full time | $ 87,304.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 89,104.00 |
| | Administration | Kreielsheimer | Samantha | Secretary D Adm Secy | Non tenured | SEC DD | 3.0 | Full time | $ 66,445.00 | Salary Guide Pay | $ 1,600.00 | Prof Improvement | | | $ 68,045.00 |
| | Demarest HS | Lo Bue | Christine | Secretary C Secy | Tenured | SEC CC | 11.0 | Full time | $ 82,956.00 | Salary Guide Pay | $ 1,200.00 | Prof Improvement | $ 1,800.00 | Longevity 10 yrs | $ 85,956.00 |
| | Old Tappan HS | Luby | Amy P | Secretary B Assoc | Tenured | SEC BB | 11.0 | Full time | $ 78,609.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 80,409.00 |
| | Region III | Masterson | Barbara | Secretary C Secy | Tenured | SEC CC | 11.0 | Full time | $ 82,956.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 84,756.00 |
| | Old Tappan HS | Melvin | Donna | Secretary B Assoc | Non tenured | SEC BB | 1.5 | 10/24 - 1/2 c | $ 23,332.94 | Salary Guide Pay | | | | | $ 23,332.94 |
| | Old Tappan HS | Orr | Marie | Secretary B Assoc | Tenured | SEC BB | 9.0 | Full time | $ 73,388.00 | Salary Guide Pay | | | | | $ 73,388.00 |

NVEA NON-CERTIFICATED STAFF
REAPPOINTMENTS

| Notes | Bldg. | Last Name | First Name | Title | Tenure Status | Track | 19-20 Step | FTE | 19-20 Base Salary | Salary Type | Stipend Amt #1 | Stipend Desc #1 | Stipend Amt #2 | Stipend Desc #2 | 19-20 Total Comp |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Demarest HS | Paspalas | Alexandra | Secretary B Assoc | Non tenured | SEC BB | 0.0 | Full time | $ 53,357.00 | Salary Guide Pay | $ 1,600.00 | Prof Improvement | | | $ 54,957.00 |
| | Demarest HS | Pesce | Diane B | Secretary B Assoc | Tenured | SEC BB | 11.0 | Full time | $ 78,609.00 | Salary Guide Pay | $ 1,600.08 | Prof Improvement | $ 1,800.00 | Longevity 10 yrs | $ 82,009.08 |
| | Old Tappan HS | Petillo | Carolyn M | Secretary B Assoc | Tenured | SEC BB | 11.0 | 105/120 - 10 | $ 68,782.88 | Salary Guide Pay | $ 1,575.00 | Longevity 10 yrs | | | $ 70,357.88 |
| | Administration | Saljanin | Christine | Secretary B Assoc | Non tenured | SEC BB | 7.0 | 10/12 - 10 m | $ 57,117.48 | Salary Guide Pay | $ 1,333.33 | Prof Improvement | | | $ 58,450.81 |
| | Old Tappan HS | Solazzo | Barbara | Secretary B Assoc | Tenured | SEC BB | 7.0 | 105/120 - 10 | $ 59,973.38 | Salary Guide Pay | $ 1,400.00 | Prof Improvement | | | $ 61,373.38 |
| | Region III | Spadaccini | Joanne | Secretary D Adm Secy | Tenured | SEC DD | 11.0 | Full time | $ 87,304.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 89,104.00 |

NVEA NON-CERTIFICATED STAFF
REAPPOINTMENTS

| Notes | Bldg. | Last Name | First Name | Title | Tenure Status | Track | 18-19 Step | FTE | 18-19 Salary | Salary Type | Stipend Amt #1 | Stipend Desc #1 | Stipend Amt #2 | Stipend Desc #2 | 18-19 Total Comp |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Old Tappan HS | Argueta | Victor | Cust/Maint | Non tenured | CUST JM | 1.0 | Full time | $ 53,410.00 | Salary Guide Pay | | | | | $ 53,410.00 |
| | Demarest HS | Arias | Alfonso | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 73,485.00 |
| | Old Tappan HS | Biancorosso | Michael | Cust/Maint | Non tenured | CUST MA | 2.5 | Full time | $ 57,122.00 | Salary Guide Pay | | | | | $ 57,122.00 |
| | Old Tappan HS | Bland | Joanne | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 73,485.00 |
| | Demarest HS | Bresa | Vahide M | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 73,485.00 |
| | Mail | Bresa | Sadbere | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 73,485.00 |
| | Demarest HS | Bruno | Philip A | Custodial Services | Tenured | CUST MA | 09.0 | Full time | $ 75,267.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 76,867.00 |
| | Old Tappan HS | Carchi | Luis | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,020.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 72,620.00 |
| | Region III | Cedeno | Angel | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 73,485.00 |
| | Old Tappan HS | DeGennaro | Thomas | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | $ 5,300.00 | Lead Custodian | $ 78,785.00 |
| | Demarest HS | Elliott | Patrick | Cust/Maint | Non tenured | CUST JM | 3.0 | Full time | $ 58,030.00 | Salary Guide Pay | | | | | $ 58,030.00 |
| | Region III | Frank | William | Custodial Services | Non tenured | CUST JM | 1.0 | Full time | $ 53,410.00 | Salary Guide Pay | | | | | $ 53,410.00 |
| | Old Tappan HS | Hanabergh | Mark J | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 73,485.00 |
| | Old Tappan HS | Higgins | Mark T | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 73,485.00 |
| | Old Tappan HS | Kohler | John W | Custodial Services | Tenured | CUST MA | 09.0 | Full time | $ 75,267.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | $ 5,300.00 | Lead Custodian | $ 82,167.00 |
| | Demarest HS | Martin | William W | Cust/Maint | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 73,485.00 |
| | Old Tappan HS | McGlynn | Brian | Cust/Maint | Non tenured | CUST JM | 3.0 | Full time | $ 58,030.00 | Salary Guide Pay | | | | | $ 58,030.00 |
| | Old Tappan HS | Muti | Joseph | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 73,485.00 |
| | Old Tappan HS | Neumann | Thomas E | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 73,485.00 |
| | Region III | Nigro | Timothy | Cust/Maint | Non tenured | CUST JM | 1.0 | 5/10 - 50% ( | $ 27,705.00 | Salary Guide Pay | | | | | $ 27,705.00 |
| Incr. Withhold | Demarest HS | Organo | Joseph | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,020.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 72,620.00 |

NVEA NON-CERTIFICATED STAFF
REAPPOINTMENTS

| Notes | Bldg. | Last Name | First Name | Title | Tenure Status | Track | 18-19 Step | FTE | 18-19 Salary | Salary Type | Stipend Amt #1 | Stipend Desc #1 | Stipend Amt #2 | Stipend Desc #2 | 18-19 Total Comp |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Old Tappan HS | Pangione | Gary | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 73,485.00 |
| | Demarest HS | Pesce | Mark A | Cust/Maint | Non tenured | CUST MA | 2.0 | Full time | $ 58,332.00 | Salary Guide Pay | | | | | $ 58,332.00 |
| | Demarest HS | Prettypaul | Patrick | Custodial Services | Non tenured | CUST JM | 2.5 | Full time | $ 56,875.00 | Salary Guide Pay | | | | | $ 56,875.00 |
| | Demarest HS | Remy | Richard C | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 73,485.00 |
| | Old Tappan HS | Restrepo | Jose | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 73,485.00 |
| | Demarest HS | Rrjolli | Arben | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 73,485.00 |
| | Demarest HS | Scaglione | Joseph | Cust/Maint | Non tenured | CUST JM | 2.5 | Full time | $ 56,875.00 | Salary Guide Pay | | | | | $ 56,875.00 |
| | Demarest HS | Smithson | Gerard | Custodial Services | Non tenured | CUST JM | 5.0 | Full time | $ 62,647.00 | Salary Guide Pay | $ 5,300.00 | Lead Custodian | | | $ 67,947.00 |
| | Demarest HS | Ubl | Anthony M | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 71,885.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | $ 5,300.00 | Lead Custodian | $ 78,785.00 |
| | Old Tappan HS | Xaka | Abaz | Custodial Services | Non tenured | CUST JM | 5.0 | Full time | $ 62,647.00 | Salary Guide Pay | | | | | $ 62,647.00 |
| | | | | | | | | | | | | | | | |
| | Demarest HS | Altomare | Jacquelyn | Secretary B Assoc | Non tenured | SEC BB | 7.0 | Full time | $ 67,625.00 | Salary Guide Pay | | | | | $ 67,625.00 |
| | Demarest HS | Arricale | Tomoko | Secretary B Assoc | Non tenured | SEC BB | 2.0 | Full time | $ 56,983.00 | Salary Guide Pay | | | | | $ 56,983.00 |
| | Demarest HS | Ayvaliotis | Karen | Secretary B Assoc | Tenured | SEC BB | 8.0 | 105/120 - 10 | $ 61,252.63 | Salary Guide Pay | $ 1,400.00 | Prof Improvement | | | $ 62,652.63 |
| | Old Tappan HS | Benasillo | Nicole | Secretary B Assoc | Tenured | SEC BB | 5.5 | Full time | $ 64,232.00 | Salary Guide Pay | | | | | $ 64,232.00 |
| | Demarest HS | Brewer | Gayla | Secretary B Assoc | Non tenured | SEC BB | 5.0 | Full time | $ 63,129.00 | Salary Guide Pay | | | | | $ 63,129.00 |
| | Old Tappan HS | Cerrato | Gloria | Secretary D Adm Secy | Tenured | SEC DD | 11.0 | Full time | $ 86,388.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 88,188.00 |
| | Administration | Chavarriaga | Gloria P | Secretary B Assoc | Tenured | SEC BB | 11.0 | Full time | $ 77,693.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 79,493.00 |
| Incr. Withhold | Administration | Cioffi | Joy | Secretary E Bookeep | Tenured | SEC EE | 11.0 | Full time | $ 89,843.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 91,643.00 |

NVEA NON-CERTIFICATED STAFF
REAPPOINTMENTS

| Notes | Bldg. | Last Name | First Name | Title | Tenure Status | Track | 19-20 Step | FTE | 19-20 Base Salary | Salary Type | Stipend Amt #1 | Stipend Desc #1 | Stipend Amt #2 | Stipend Desc #2 | 19-20 Total Comp |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Old Tappan HS | Argueta | Victor | Cust/Maint | Non tenured | CUST JM | 2.0 | Full time | $ 56,623.00 | Salary Guide Pay | | | | | $ 56,623.00 |
| | Demarest HS | Arias | Alfonso | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Old Tappan HS | Biancorosso | Michael | Cust/Maint | Non tenured | CUST MA | 3.5 | Full time | $ 62,864.50 | Salary Guide Pay | | | | | $ 62,864.50 |
| | Old Tappan HS | Bland | Joanne | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Demarest HS | Bresa | Vahide M | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Mail | Bresa | Sadbere | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Demarest HS | Bruno | Philip A | Custodial Services | Tenured | CUST MA | 09.0 | Full time | $ 76,170.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 77,770.00 |
| | Old Tappan HS | Carchi | Luis | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Region III | Cedeno | Angel | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Old Tappan HS | DeGennaro | Thomas | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | $ 5,300.00 | Lead Custodian | $ 79,688.00 |
| | Demarest HS | Elliott | Patrick | Cust/Maint | Non tenured | CUST JM | 4.0 | Full time | $ 61,242.00 | Salary Guide Pay | | | | | $ 61,242.00 |
| | Region III | Frank | William | Custodial Services | Non tenured | CUST JM | 2.0 | Full time | $ 56,623.00 | Salary Guide Pay | | | | | $ 56,623.00 |
| | Old Tappan HS | Hanabergh | Mark J | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Old Tappan HS | Higgins | Mark T | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Old Tappan HS | Kohler | John W | Custodial Services | Tenured | CUST MA | 09.0 | Full time | $ 76,170.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | $ 5,300.00 | Lead Custodian | $ 83,070.00 |
| | Demarest HS | Martin | William W | Cust/Maint | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Old Tappan HS | McGlynn | Brian | Cust/Maint | Non tenured | CUST JM | 4.0 | Full time | $ 61,242.00 | Salary Guide Pay | | | | | $ 61,242.00 |
| | Old Tappan HS | Muti | Joseph | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Old Tappan HS | Neumann | Thomas E | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Region III | Nigro | Timothy | Cust/Maint | Non tenured | CUST JM | 2.0 | 5/10 - 50% c | $ 28,311.50 | Salary Guide Pay | | | | | $ 28,311.50 |
| Incr. Withhold | Demarest HS | Organo | Joseph | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |

NVEA NON-CERTIFICATED STAFF
REAPPOINTMENTS

| Notes | Bldg. | Last Name | First Name | Title | Tenure Status | Track | 19-20 Step | FTE | 19-20 Base Salary | Salary Type | Stipend Amt #1 | Stipend Desc #1 | Stipend Amt #2 | Stipend Desc #2 | 19-20 Total Comp |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Old Tappan HS | Pangione | Gary | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Demarest HS | Pesce | Mark A | Cust/Maint | Non tenured | CUST MA | 3.0 | Full time | $ 61,655.00 | Salary Guide Pay | | | | | $ 61,655.00 |
| | Demarest HS | Prettypaul | Patrick | Custodial Services | Non tenured | CUST JM | 3.5 | Full time | $ 60,087.50 | Salary Guide Pay | | | | | $ 60,087.50 |
| | Demarest HS | Remy | Richard C | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Old Tappan HS | Restrepo | Jose | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Demarest HS | Rrjolli | Arben | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | | | $ 74,388.00 |
| | Demarest HS | Scaglione | Joseph | Cust/Maint | Non tenured | CUST JM | 3.5 | Full time | $ 60,087.50 | Salary Guide Pay | | | | | $ 60,087.50 |
| | Demarest HS | Smithson | Gerard | Custodial Services | Non tenured | CUST JM | 6.0 | Full time | $ 65,858.00 | Salary Guide Pay | $ 5,300.00 | Lead Custodian | | | $ 71,158.00 |
| | Demarest HS | Ubl | Anthony M | Custodial Services | Tenured | CUST JM | 09.0 | Full time | $ 72,788.00 | Salary Guide Pay | $ 1,600.00 | Custodial 10 yrs | $ 5,300.00 | Lead Custodian | $ 79,688.00 |
| | Old Tappan HS | Xaka | Abaz | Custodial Services | Non tenured | CUST JM | 6.0 | Full time | $ 65,858.00 | Salary Guide Pay | | | | | $ 65,858.00 |
| | | | | | | | | | | | | | | | |
| | Demarest HS | Altomare | Jacquelyn | Secretary B Assoc | Non tenured | SEC BB | 8.0 | Full time | $ 70,919.00 | Salary Guide Pay | | | | | $ 70,919.00 |
| | Demarest HS | Arricale | Tomoko | Secretary B Assoc | Non tenured | SEC BB | 2.0 | Full time | $ 57,899.00 | Salary Guide Pay | | | | | $ 57,899.00 |
| | Demarest HS | Ayvaliotis | Karen | Secretary B Assoc | Tenured | SEC BB | 9.0 | 105/120 - 1( | $ 64,214.50 | Salary Guide Pay | $ 1,400.00 | Prof Improveme nt | | | $ 65,614.50 |
| | Old Tappan HS | Benasillo | Nicole | Secretary B Assoc | Tenured | SEC BB | 6.5 | Full time | $ 67,396.00 | Salary Guide Pay | | | | | $ 67,396.00 |
| | Demarest HS | Brewer | Gayla | Secretary B Assoc | Non tenured | SEC BB | 6.0 | Full time | $ 66,251.00 | Salary Guide Pay | | | | | $ 66,251.00 |
| | Old Tappan HS | Cerrato | Gloria | Secretary D Adm Secy | Tenured | SEC DD | 11.0 | Full time | $ 87,304.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 89,104.00 |
| | Administration | Chavarriaga | Gloria P | Secretary B Assoc | Tenured | SEC BB | 11.0 | Full time | $ 78,609.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 80,409.00 |
| Incr. Witthold | Administration | Cioffi | Joy | Secretary E Bookeep | Tenured | SEC EE | 11.0 | Full time | $ 90,735.00 | Salary Guide Pay | $ 1,800.00 | Longevity 10 yrs | | | $ 92,535.00 |

NVEA TECH TEAM
2019-2020

| Last Name | First Name | Title | Track | Step | FTE | 2019-2020 Base Salary | Salary Type | Stipend Amt #1 | Stipend Desc #1 | Stipend Amt #2 | Stipend Desc #2 | Stipend Amt #3 | Stipend Desc #3 | 2019-2020 Total Comp |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Abbondante | Tara | Computer Technician | CT & CT AV | 3 | Full time | $ 43,980.00 | Regular Salary | $ 750.00 | Casper T1 | $ 500.00 | Casper T2 | | | $ 45,230.00 |
| Cewulka | Samuel | Computer Technician | CT & CT AV | 8 | Full time | $ 49,518.00 | Regular Salary | $ 750.00 | Casper T1 | | | | | $ 50,268.00 |
| Cordero | Jose | Computer Technician | CT & CT AV | 10 | Full time | $ 51,923.00 | Regular Salary | $ 750.00 | A+ Cert T1 | $ 750.00 | Casper T1 | $ 500.00 | Casper T2 | $ 53,923.00 |
| Donald | Coswayne | Lead Computer Tech | LCT | 13 | Full time | $ 66,461.00 | Regular Salary | $ 750.00 | Casper T1 | $ 500.00 | Casper T2 | $ 750.00 | G Suite T1 | $ 68,461.00 |
| Galvis | Brian | Computer Technician | CT & CT AV | 3 | Full time | $ 43,980.00 | Regular Salary | $ 750.00 | Casper T1 | | | | | $ 44,730.00 |
| Giaccotto | David | Computer Technician | CT & CT AV | 11 | Full time | $ 53,169.00 | Regular Salary | $ 750.00 | Laptop T1 | $ 500.00 | Desktop T2 | $ 300.00 | IOS T3 | $ 54,719.00 |
| Pitoniak | Christopher | Computer Technician | CT & CT AV | 11 | Full time | $ 53,169.00 | Regular Salary | | | | | | | $ 53,169.00 |
| Reynoso | Franklin | Computer Technician | CT & CT AV | 10 | Full time | $ 51,923.00 | Regular Salary | $ 750.00 | G Suite T1 | | | | | $ 52,673.00 |
| Santander | Bryant | Lead Computer Tech | LCT | 10 | Full time | $ 61,897.00 | Regular Salary | $ 750.00 | Laptop T1 | $ 500.00 | Desktop T2 | $ 750.00 | Casper T1 | $ 63,897.00 |

**Administrative Regulations**
**Board of Education**
**Northern Valley Regional**
**High School District**

**JOB DESCRIPTION**

**TITLE:** **DIRECTOR OF TECHNOLOGY**

**QUALIFICATIONS:**

1. Bachelor's degree from an accredited college or university.
2. Demonstrated knowledge of computer hardware, software, programming, networking and other technology systems and media relevant to the district's educational and operations programs.
3. Demonstrated experience with supervision and management of technicians, technical staff and coordinating with vendors
4. Experienced project manager successfully meeting timelines, designing and implementing new construction, wired-wireless networks, computers labs, security cameras, storage, computer, mobile and server solutions
5. Familiarity with a wide variety of personal computing devices and technologies along with networking structures needed to support them including district-level software such as Active Directory, VM Software, and Casper.
6. Strong understanding of educational technology, curriculum, and instruction.
7. Experience with managing data backup strategies and disaster recovery solutions
8. Excellent interpersonal, communication, presentation, troubleshooting, analytical, and organizational skills
9. Has participated in ongoing professional development in this field, with experience in supporting others in developing his or her technological competencies.
10. Experience with a 1:1 computing environment in an educational setting preferred.

**REPORTS TO:** Assistant Superintendent for Curriculum & Instruction

Liaisons with: Supervisor of Educational Technology, Principals, Supervisors, and Network Engineer

**PERFORMANCE AND RESPONSIBILITIES:**

**Organization and Management:**

1. Supervise the identification, evaluation, acquisition, development, and implementation of all instructional technology and information systems for the district.

2. Provide leadership and coordination of all involved in the development and implementation of the 1:1 Technology Initiative.
3. Supervises, evaluates and recommends for hire all district technicians, and the district's administrative support personnel.

**Financial Affairs:**

1. Develop and administer the district's technology budget by developing long-range vision and the ever-changing needs of the district, fosters relationships with vendors and potential funders, and plans for unanticipated changes to the budget
2. Negotiate and arrange for contracted, leased, outsourced or purchased technology services, software and hardware.
3. Provides leadership for short term and long range planning for all technology initiatives: vision, goals, program objectives/strategies/activities, infrastructure, staffing straining, evaluation, budgeting and collaboration with others.
4. Ensures the effective and efficient implementation of our technology help desk, work order system, asset security, and inventory systems.
5. Fosters contacts with vendors to provide needed educational and administrative technology solutions.
6. Coordinates the recycling of expired and obsolete technology equipment.
7. Leads the charge to research, plan, purchase, deploy, control, secure, inventory and maintain the entire district-owned data network, as well as all district computers, servers, storage arrays, battery backup appliances, cell phones and other mobile devices

**Technology:**

1. Administers the computer network domain, security, directory services, and all related policies.
2. Coordinates effective technological securities such as our district firewall and web filtering solutions in coordination with the Supervisor of Instructional Technology and the Director of Innovation.
3. Oversees the operation of all district services hosted by the technology department.
4. Manages the district's virtual server, network storage, spam filter, email, email archiving, folder quota, user directory, account authentication, antivirus, print auditing, laptop tracking systems/solutions, while ensuring that our technology systems are both cohesive and effective.
5. Actively researches and shares results of instructional and professional hardware, and consults with directors, supervisors, administrators and teachers to advise on the purchase of instructional and professional software and technology trends for the purpose of improving the effectiveness of the district administration and all of our instructional programming.
6. Test, schedules, proactively monitors end of life, and implements

updates to network equipment and systems to maintain system integrity
7. Assists with data systems integrations.

**Curriculum:**

1. Direct and administer the effective application of educational technology in teaching and learning in collaboration with the Supervisor of Education Technology, the Director of Innovation and the Assistant Superintendent of Curriculum & Instruction.
2. Develop assessment tools for measuring the effectiveness of instructional technology in teaching and learning in collaboration with Supervisor of Education Technology, the Director of Innovation, and the Assistant Superintendent of Director of Curriculum & Instruction.
3. Assist in the determination of how to best use technology to meet the district's educational goals in collaboration with Supervisor of Education Technology and the Director of Innovation and the Assistant Superintendent of Director of Curriculum & Instruction.
4. Coordinate with district administration to establish and communicate a clear, long-range vision of ongoing infusion of technology into curriculum and instruction to enhance student achievement in collaboration with Supervisor of Education Technology and Director of Curriculum & Instruction.

**Supervision:**

1. The Director of Technology shall supervise staff members placed under his/her jurisdiction and evaluate their performances and provide appropriate reports to the Superintendent of the Northern Valley Regional High School District.
2. Evaluates and all policy pertaining to the purchase, use, and acceptable use of all district technology systems. Makes recommendations to the Superintendent for changes in policy as necessary.
3. In conjunction with the Director of Innovation, the Supervisor of Technology Education plans technology-based professional development experiences for district staff.
4. Confers with administrators, technicians, and classroom teachers for the purpose of creating a system of proactive, transparent communication regarding the purchase, and implementation of all district technology

**Community Relations:**

1. Employs an effective system of proactive communication
2. Maintains liaison with parent/faculty organization, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
3. Upon request of the Superintendent of schools, attends board meetings, actively participates in all relevant Board Committee Meetings such as the Board of Education Technology Committee

and prepares such reports for the board as the Superintendent may request.

4. Attends special events held to recognize student achievement and other school-sponsored activities and events.
5. Represent the district on the articulation conversation with the sending school districts.

**Other:**

Perform other responsibilities as assigned by the Superintendent of the Northern Valley Regional High School District or Assistant Superintendent of Curriculum & Instruction.

**Evaluation:**

The Assistant Superintendent of Curriculum & Instruction will have the responsibility for the evaluation of this job performance in accordance with Board Policy.

**TERMS OF EMPLOYMENT:**

Twelve Month Contract
Non-Bargaining
Terms and conditions of employment to be established by the Board of Education

**SALARY:** Salary negotiable commensurate with experience.

**ADOPTED BY:** Northern Valley Regional High School District

**DATE:** **June 24, 2019**

# 2018-2019
# Substitute List
## June 2019 BOE Agenda

| Substitutes | | |
|---|---|---|
| **First Name** | **Last Name** | **Notes** |
| Bohen | Lainia | Pending VP Approval |

**Attachment "Substitutes"**