

# **Regular Public Meeting**

## **October 30, 2023**

		
<p><b>President</b> L. Daniel Rodriguez</p>	<p><b>Vice President</b> Judith Sanchez</p>	<p><b>Board Member</b> Abril Barrales-Garcia</p>
		
<p><b>Board Member</b> Maryann Capursi</p>	<p><b>Board Member</b> Craig B. Miller</p>	<p><b>Board Member</b> Christina Schratz</p>
		
<p><b>Board Member</b> Arthur G. Soto</p>	<p><b>Board Member</b> Ronald Van Rensalier</p>	<p><b>Board Member</b> Leslie Zuniga</p>

**REGULAR PUBLIC MEETING – October 30, 2023**

- 1. Call to Order.....1
- 2. Invocation.....1
- 3. Pledge of Allegiance.....1
- 4. Roll Call.....1
- 5. Recognition of.....1
  - Advanced Placement Scholars
- 6. Presentation.....1
  - Student Achievement Data
- 7. Student Representative Report.....1
  - Passaic High School, Nicole Hernandez
- 8. Report of the Superintendent.....1
  - Report of the New Jersey Quality Single Accountability Continuum (QSAC) Scores 2022-2023
- 9. Public Participation.....1
- 10. Executive Session.....2
- 11. Report of the President.....2
- 12. Committee Reports .....2
- 13. Agenda Items
  - A. Approval of Minutes.....A-1
  - B. Personnel.....B-1-B-99
  - C. Tuitions.....C-1-C-5
  - D. Authorizations .....D-1-D-17
  - E. Board Secretary/Treasurer of School Monies Report .....E-1
  - F. Payment of Bills.....F-1
  - G. Finance and Accounting Reports.....G-1-G-5
  - H. Award of Contracts.....H-1-H-22
- 14. NEW AND UNFINISHED BUSINESS.....I-1**
- 15. ADJOURNMENT.....I-1**

## **ORDER OF BUSINESS**

### **1. Call to Order**

This meeting is being held in accordance with the “Open Public Meetings Act”, Chapter 231, Laws of 1975. The notice of this meeting was mailed to The Herald News and The Record, and to the presidents of the five employee groups. A copy of the meeting notice was delivered to the Office of Municipal Clerk and posted on the bulletin board at City Hall. A copy was also posted at the Board of Education Administration Building. Annual notice was filed in accordance with N.J.S.A. 10:4-8(d). Adequate notice has been provided in accordance with the law.

### **2. Invocation**

God, guide us in the decisions to be deliberated this evening and help us to work together in the best interest of the children and the parents of the City of Passaic.

### **3. Pledge of Allegiance**

### **4. Roll Call**

### **5. Recognition of: Advanced Placement Scholars**

### **6. Presentation of: Student Achievement Data**

### **7. Student Representative: Passaic High School, Nicole Hernandez**

### **8. Report of the Superintendent**

- Report of the New Jersey Quality Single Accountability Continuum (QSAC) Scores 2022-23

### **9. Public Participation**

At this portion of the meeting, members of the public will be able to question and comment on any item on the published agenda or on items/topics not on the agenda. Members of the public are requested to sign the register with their names and addresses. Please wait to be recognized by the President of the Board. Approach the microphone and give your name and address for the record.

Please be advised that the Board of Education will not entertain any comments from persons who communicate obscene material, make statements which are considered bias intimidation in which a person intends to intimidate any individual or group because of race, color, religion, gender, handicap, sexual orientation or ethnicity or makes comments intending to harass or speak any offensive language. The person who makes these statements will relinquish his/her allotted five (5) minutes for public participation.

The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Please bear in mind that students and employees have specific legal rights afforded by the laws of New Jersey. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments. All comments and questions are to be directed through the President.

**10. Executive Session**

Recommends that the Passaic Board of Education meets in Executive Session on October 30, 2023, at the Passaic Board of Education, 663 Main Avenue, Passaic, New Jersey to discuss personnel matters, student matters, legal updates and HIB Reports.

**11. Report of the President****12. Committee Reports****13. Agenda Items**

- A. Approval of Minutes
- B. Personnel
- C. Tuitions
- D. Authorizations
- E. Board Secretary/Treasurer of School Monies Report
- F. Payment of Bills
- G. Finance and Accounting Reports
- H. Award of Contracts

**14. New and Unfinished Business****15. Adjournment**

The next **Regular Public Meeting** of the Passaic Board of Education will be held on **Monday, November 20, 2023** at 6:00 p.m. at the Passaic Board of Education, Board Meeting Room, 663 Main Avenue, 6<sup>th</sup> Floor, Passaic, New Jersey.

**October 30, 2023**

Time: 6:03 pm

**AGENDA:****1. Call to Order**

President Rodriguez called the meeting to order at 6:03 pm He called on the Assistant School Business Administrator/Assistant Board Secretary, Mr. R. Aaron Bowman, to address the public. He stated that this meeting was being held in accordance with the "Open Public Meetings Act." Notice of this meeting was mailed to The Herald News and The Record, and to the presidents of the five employee groups. A copy of the meeting notice was delivered to the Office of Municipal Clerk and posted at City Hall. A copy was also posted at the Board of Education and filed in accordance with the law.

**2. Invocation****3. Pledge of Allegiance****4. Roll Call**

Board Members Present:

Vice President Judith Sanchez, Mr. Craig Miller, Ms. Abril Barrales-Garcia, Ms. Maryann Capursi, Mr. Arthur Soto, Mr. Ronald Van Rensalier, Ms. Leslie Zuniga, President Rodriguez

Also Present: Dr. Sandra Montañez-Diodonet, Superintendent of Schools, Mr. Jeffrey Truppo, Assistant Superintendent of Schools, Ms. Stefania Duarte, Assistant Superintendent of Curriculum and Instruction, Ms. Lillian D'Elia, Acting School Business Administrator/Acting Board Secretary, Mr. R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, Dr. Manuel Negron, Chief of Operations, Mr. Miguel Frias, Director of Human Resources and Mr. Yaacov Brisman, Board Attorney

**5. Recognition of Advanced Placement Scholars:****Commissioner Capursi:**

Tonight, my fellow Commissioners and I would like to recognize outstanding student achievement by acknowledging students who have achieved status as Advanced Placement Scholars, Advanced Placement Scholars with Honors, and Advanced Placement Scholars with Distinction.

The title of AP Scholar is granted to students who earn scores of 3.0 or higher on three or more AP exams. Please join me in recognizing our 2023 AP Scholars:

- Joel Camarena, Grade 11, Science
- Adelenne Cruz, Grade 12, Science
- Aneudy Dume, Grade 11, Science
- Keriza Godines, Grade 12, Science
- Alex Hernandez, Grade 11, Science
- Gabriela Huapaya, Grade 12, Science
- Alicia Julmisse, Grade 12, Science
- Raindy Lora, Grade 11, Science
- Eury Masselle, Grade 12, Science
- Jesus Mata, Grade 12, Science
- Darianny Nunez, Grade 12, Science
- Angelica Otero Vargas, Grade 12, Science
- Alexa Perez Cuahtepitzi, Grade 11, Science
- Cesar Ramirez, Grade 11, Science
- Raymond Ramirez, Grade 12, Science
- Sujal Rana, Grade 12, Science
- Mirielle Tejada, Grade 12, Science
- Leslie Almonte, Grade 12, Prep
- Ashley Arriaga, Grade 12, Prep
- Jade Cruz Torres, Grade 12, Prep
- Marilyn Feliz, Grade 12, Prep
- Jessica Latorre, Grade 11, Prep
- Angel Perez, Grade 11, Prep
- Jeilyn Rivera, Grade 12, Prep
- Kaedey Rivera, Grade 12, Prep

The next students that we will recognize earned the title of Advanced Placement Scholar with Honors. To be recognized as an Advanced Placement Scholar with Honors, students must earn an average score of at least 3.25 on all AP Exams taken, with grades of three or higher on four or more of these exams.

Congratulations to:

- Seidy Castillo, Grade 12, Science
- Anthony Montiel-Villalobos, Grade 12, Science
- Diego Nunez, Grade 12, Science
- Ryan Williams, Grade 12, Science

The last group of AP scholars that we will recognize this evening have achieved the title of Advanced Placement Scholar with Distinction. Recognition as an Advanced Placement Scholar with Distinction is granted to a student who receives an average score of at least 3.5 on all AP exams taken, with scores of 3 or higher on five or more of these exams. Please join me in recognizing:

- Lila Gavin, Grade 12, Prep
- Logan Bravo, Grade 12, Science
- Steven Nunez-Diaz, Grade 12, Science
- Nidhi Rana, Grade 12, Science

Congratulations to all of our students and their families on this academic success, and thank you to our Advanced Placement teachers for all of your efforts.

## 6. Presentation of: Student Achievement Data

Presented by Mr. Ronald Newman – see report attached.

Commissioners Miller and Soto congratulated Mr. Newman on well-presented presentation.

## 7. Student Report: Passaic High School, Nicole Hernandez

### **PHS Report:**

- Poll Worker Training and Voter Registration- Mayor Lora and his team worked with approximately 40 students from PHS, Prep, and PASE on Thursday, October 5 to learn about serving the community as poll workers for upcoming elections. In addition, The Passaic County Board of Elections hosted a voter registration event on October 4 where over 100 students registered to vote, equipping them to participate in this critical democratic process.
- Homecoming- On Friday, October 13, Boverini Stadium was dressed in red to support our football team and crown this year's Homecoming King and Queen. It was a beautiful ceremony where students from all three schools were recognized by their families and classmates. Congratulations, Nicole Hernandez and Lisandro Bello, from PHS, who were crowned Homecoming Queen and King.
- Pep Rally and Spirit Week- The three high schools showcased their school spirit during Spirit Week, from October 16 through October 20. Students dressed in pink for Cancer Awareness, showed off their class colors, sported their favorite jerseys, and dressed as twins or a squad, culminating in '90s theme on Friday. On Thursday, October 19, over 1500 students walked to Boverini Stadium for our Fall Pep Rally. This was the first time we celebrated our fall sports team, marching band, and other clubs at the stadium.
- Fifteen students from our Film and Television Broadcasting Pathway participated in the All-American High School Film Festival across three locations throughout New York City, culminating in a screening of two films on Sunday, October 22. In addition, two seniors participated as junior jurors during the Montclair Film Festival.
- Family Field Trip to Alstede Farm- On Saturday, October 28, over 45 families or 150 individuals participated in a Family Field Trip to Alstede Farms. Parents and their children picked apples or pumpkins, took hay rides, got lost in the corn maze, and enjoyed other activities in this seasonal cultural activity. This activity highlights parents as "first teachers" and "first learners," as they model important behaviors for their children. The next trip is being planned to the Bronx Zoo to see the winter lights celebration in January.
- PHS has begun to promote positive behaviors using the application, Minga. Students earn points for showing school spirit, getting caught doing acts of kindness, getting to class on time, and wearing their school uniforms. Minga is our campus management platform that promotes school safety and engagement that we have been utilizing and expanding since last year.

### **PREP Report:**

- On Wednesday, October 25, students from prep, PASE and PHS were invited to visit Princeton University and The College of New Jersey on college tours. Students had a beautiful day and were accompanied by Assistant Superintendent, Mr. Truppo.
- Prep's digital art pathway students were invited to Ramapo college to act as judges, prescreening digital short submissions for Ramapo's 2024 Animated Shorts Film Festival.

- All freshmen students were celebrated on Friday, October 27th in the first annual Pathway Sorting Ceremony. The entire school came together to welcome the announcement of placement of students their pathways. The Prep DJs accompanied the event. A great day for the entire school!

**PREP Report:**

- Rob Holla from Dallas, TX met with the entire school on Friday in two assemblies addressing the very dangerous concern of vaping and how it is impacting American youth.

**PASE Report**

- On Wednesday, October 25th, Passaic Academy for Science and Engineering’s modern band group, Study Session, performed at the New Jersey School Boards Association (NJSBA) Workshop in Atlantic City under the direction of Keith Place. Study Session performed songs such as Johnny B. Goode by Chuck Berry and Reptilia from the Strokes. The crowd was rocking out and having a fantastic time.
- This year, Passaic Academy earned Platinum recognition on the AP School Honor Roll and the AP Access Award from College Board.
- Passaic Academy for Science and Engineering had 27 students, Grades 6 through 10, participate in the following NJIT Saturday STEM Programs: Mathematics, Exploring Careers in Technology and Engineering, and Robotics. Students spent five Saturdays on NJIT campus engaged in hands-on experiences with staff and current NJIT college students.
- On Thursday, October 26th, the Passaic Academy for Science and Engineering held a Hispanic Heritage Celebration. The festivities commenced with a vibrant procession of Hispanic flags, followed by student performances of traditional dances from Mexico, Peru, and the Dominican Republic. Our modern band also performed various songs, including "La Vida es Un Carnival" by Celia Cruz. This memorable event was a celebration of community and the beauty of cultural expression.

8. **Report of the Superintendent:**

Superintendent Dr. Diodonet read the results of the Report of the New Jersey Quality Single Accountability Continuum (QSAC) Scores 2022-2023.

*Sneak Peek of the Week!*  
*Top 5 Things You Should Know!*  
*Week Ending – October 6, 2023*

1	On Tuesday, October 3, 2023 we held the Superintendent’s Fall Principal’s meeting at School No.9. Divisional Targets for every department were shared and discussed with Principals.
2	Students have concluded their ELA and Math Fall/Pre-Assessments this week. This data is used as our baseline for Winter and Spring Assessment outcomes.
3	The District Security Response Plan is ready and for county approval. We are 2 ½ months ahead of schedule!
4	I attended Homecoming along with many of the Commissioners.
5	I also attended the Pep Rally -Rock/Paper/Scissors.



## Sneak Peek of the Week!

### Top 5 Things You Should Know!

### Week Ending – October 12, 2023

1	On Sunday, October 8 <sup>th</sup> , 2023 I attended the Team Passaic Tea Party! It was a wonderful event held by the First Lady and hosted by our Commissioners, Barrales-Garcia, Capursi, Schratz, and Zuniga were in attendance.
2	This week students were administered the SATs and PSATs at PHS, PREP ad PASE. Grades 9-12 students has a ½ day.
3	On October 10, 2023, I had the pleasure of beginning my mentoring cycles with 11 PHS students grades 9-12. These Check-In-Cycles” ensure that students are up to date with their credits and that they have a “Success Plan” to move forward. Dr. Edwin Garcia works hand and hand with me on these cycles.
4	On October 11 <sup>th</sup> , 2023, the Passaic Fire Department hosted its annual Fire Prevention Day. It was a great event.
5	On October 12 <sup>th</sup> , 2023, School No.8 had its Ribbon Cutting Ceremony for their playground. School No.3 also had an assembly celebrating the opening of their new playground. Retired and two-time Super Bowl Champion Mr. Ottis Jr. Anderson was present for both events.  The School No.8 playground was made possible due to a grant from the NJDOE and a legislation sponsored by Senator Paul Sarlo, in which we were awarded \$76k. We also thanked Mayor Lora and the City of Passaic for their partnership in building the School No.8 playground, which required their endorsement of the project...

## Sneak Peek of the Week!

### Top 5 Things You Should Know!

### Week Ending – October 20, 2023

1	PASE Academy has received the Status of Honor Roll for Access and Platinum Status by the Board of Advanced Placement. We are extremely proud of this distinction.
2	Our three high schools participated in the Teen Summit at William Paterson this week as well as the Future Educators Conference, which was also held at William Paterson University.
3	This week we held our first Senior Status meeting of the year with the three high school Principals to discuss graduation rates and expectations for the Class of 2024.
4	I met with the CEO of the United Passaic Organization (UPO) and we are planning to host a Community Resource Fair on January 27, 2024 at the Dayton Avenue Complex. We will be asking the City of Passaic to partner with us on this venture.

*Sneak Peek of the Week!*  
*Top 5 Things You Should Know!*  
*Week Ending – October 27, 2023*

1	Workshop 2023 was held this week in Atlantic City. Thank you, Commissioners, for attending. I believe we had the most commissioners in attendance in this county. I know, like you, there was a great deal of learning that took place. The legal seminar I attended was full of good and useful information.
2	I attended the consolation game and met with band parents outside of the stadium on the 26 <sup>th</sup> where they voiced their concerns and we are working on them. There will also be a meeting on Wednesday where I and Ms. Duarte will be meeting with them.
3	Today was a Professional Development day.
4	

**ESSER UPDATES**

**ESSER II/CRRSA**

- Entire ESSER II/CRRSA and subgrants have been expended.

**ESSER III/ARP -SEPTEMBER, 2024**

- Total drawdowns of \$28.469mm. Total remaining balance of \$27.62mm (we are over the 50% mark!)
- \$5mm expended for HVAC projects since our last meeting. \$18.559mm expended out of \$45.7 million awarded for Construction Projects.

**Superintendent Dr. Diodonet:**

If you see the sheet I gave you regarding the QSAC scores, 80% is what we needed to pass, the only section that we need improvement on is the curriculum and instruction which is 71% and we will be monitoring that. That is an area that we keep trying to improve on a year to year basis but every year fall short of that.

**Commissioner Capursi:**

Can you please explain which is the grade level we are lacking on for curriculum and instruction?

**Superintendent Dr. Diodonet:**

We fell short on our assessment data, and we did not qualify for a waiver.

**This concludes the report of Superintendent of Schools, Dr. Diodonet**

---

Sandra M. Diodonet

**9. Public Participation:**

President Rodriguez invited members of the public to participate via Board Meeting Participation Forms, which were made available prior to the start of the meeting. Questions/comments were read aloud by Mr. Yaacov Brisman, Board Attorney:

<b>Name/Address:</b>	Deborah 60 Richard St.
<b>Question/Comment:</b>	Band Issues
<b>Name/Address:</b>	Marcos 64 Sherman St..
<b>Question/Comment:</b>	Band Issues
<b>Name/Address:</b>	Student see name on list
<b>Question/Comment:</b>	Band Issues
<b>Name/Address:</b>	Renee Griggs
<b>Question/comments</b>	Band issues
<b>Name/Address</b>	Alexis Smith 5 North Jersey
<b>Question/comments</b>	Coaching Cheerleading Job
<b>Name/Address</b>	Mary Jimenez 76 Aycrigg Avenue (Cheerleader)
<b>Question/comments</b>	Removal of Coach Smith as Cheerleading Coach
<b>Name/Address</b>	Janae Williams (Cheerleader)
<b>Question/comments</b>	Removal of Coach Smith as Cheerleading Coach
<b>Name/Address</b>	Chayla Barbosa -Parent
<b>Question/Comment</b>	Cheerleading Team
<b>Name/Address</b>	Theresa Guterrez Parent
<b>Question/Comment</b>	Cheerleading Coach Smith removed
<b>Name/Comment</b>	Silva 222 Third Street
<b>Question/Comments</b>	Removal of Cheerleading Coach Smith
<b>Name/Address:</b>	Julia Almonte Cheerleader
<b>Questions/Comments:</b>	Removal of Cheerleading Coach Smith
<b>Name/Address:</b>	Dr. Edwin Garcia 65 Main Street, Passaic Street
<b>Questions/Comments:</b>	Band Issues
<b>Name/Address:</b>	Cheerleaders (2)
<b>Questions/Comments:</b>	Removal of Cheerleading Coach Smith
<b>Name/Address:</b>	Cheerleaders (3 girls)
<b>Question/Comments:</b>	Removal of Cheerleading Coach Smith
<b>Name/Address:</b>	Maritza Bello 360 Lafayette Avenue
<b>Question/Comments:</b>	Removal of Cheerleading Coach Smith/Band Issues-we no longer want Dr. Lala
<b>Name/Address:</b>	Lydia 388 Monroe St.
<b>Question/Comments:</b>	Marching Band issues lack of communication and complaints.
<b>Name/Address:</b>	Alex 60 Richard Street
<b>Question/Comments:</b>	Band Issues Dr. Lala
<b>Name/Address:</b>	Destiny 116 Linden Street
<b>Question/Comments:</b>	Removal of Cheerleading Coach Smith
<b>Name/Address:</b>	19 East Monroe Street, Student
<b>Questions/Comments:</b>	Removal of Cheerleading Coach Smith
<b>Name/Address</b>	Alina Duran 563 Mc Kinney Street parent
<b>Questions/Comments:</b>	Support of Coach Smith to be reinstated
<b>Name/Address:</b>	Joshua Santiago 77 Myrtle Avenue Std.
<b>Questions/Comments:</b>	Support of Coach Smith
<b>Name/Address:</b>	Michael Clark 372 Harrison Street Std
<b>Questions/Comments</b>	Support of Coach Smith
<b>Name/Address:</b>	Beronica Abuto 45 Leonard Place
<b>Questions/Comments:</b>	Volunteer parent with the marching band – band issues with Dr. Lala

<b>Name/Address:</b>	Parent
<b>Questions/Comments:</b>	Supporting Cheerleading Coach Smith reconsider reinstatement.
<b>Name/Address:</b>	Cheerleaders
<b>Questions/Comments:</b>	Supporting Cheerleading Coach Smith

Motion to close Public Participation: Mr. Miller

Moved: Mr. Soto  
 Seconded: Mr. Van Rensalier

Voice Vote: 8 votes yes

Public participation closed at: 8:15

President Rodriguez addressed the public about their concerns and issues.  
 One member of the public had to be escorted out of the meeting for rudeness toward the Board President and Board Attorney.

#### **10. Executive Session 8:25 pm**

A motion was presented to meet in Executive Session to discuss personnel matters, student matters, legal updates and HIB reports at 8:25 pm

Moved: Mr. Van Rensalier  
 Seconded: Mr. Soto

Voice Vote: 8 yes  
 Roll Call: 8 yes

A roll call to reconvene was presented at: 8:53 pm

Miller /Soto

#### **11. Report of the President**

President Rodriguez: I attended my 1993 Class reunion, the Football Game and I also got married.

#### **12. Committee Reports – Policy Committee**

Vice President Sanchez: Policy committee met and discussed the three policies on the agenda and we also negotiated the PASA MOA.

**13. AGENDA ITEMS**

**A. APPROVAL OF MINUTES**

- Minutes - Regular Public Meeting - September 26, 2023
- Executive Session - September 26, 2023

**1. Retirements**

Ms. Sandra Montañez-Diodonet, Superintendent of Schools, recommends that the following requests for retirement be approved on the date indicated:

<u>Name</u>	<u>Position</u>	<u>Effective Date of Retirement</u>
Eddie Ray, Sr.	Passaic Academy for Science & Engineering Assistant Custodian (PC@iuz) 11-000-262-100-86-0000	1/1/24
Mary Ann Washington	Passaic Preparatory Academy Administrative Secretary (Schools) (PC@imp) 15-000-240-105-27-0000	1/1/24

**2. Resignations**

Ms. Sandra Montañez-Diodonet, Superintendent of Schools, recommends that the following request for resignations be approved on the date indicated:

<u>Name</u>	<u>Position</u>	<u>Effective Date of Resignation</u>
Tara Goss	School No. 22 Teacher Assignment: Autistic (PC@kcw) 15-214-100-101-22-0000	12/19/23
Brittany Grullon	Division of Student Advocacy Administrative Secretary (PC@eio) 11-000-221-105-65-0000	12/1/23
Michael Ramirez	Passaic Preparatory Academy Security Aide (PC@iwi) 15-000-266-100-27-0000	10/12/23
Gladis Ramos Loyola*	School No. 19 Teacher Assignment: Gr. 2 Bilingual (PC@hgx) 15-240-100-101-19-0000	6/30/23
Toni Reilly	School No. 23 Teacher Assignment: Autistic (PC@kfv) 15-214-100-101-23-0000	12/17/23

*Note: Employee was erroneously omitted from the June 26, 2023 Board agenda.*

**3. Leave of Absences**

Ms. Sandra Montañez-Diodonet, Superintendent of Schools, recommends that the following requests for a leave of absence be approved on the dates indicated:

<u>Name</u>	<u>Position</u>	<u>Date(s)</u>
Maximiano Almonte	School No. 22 Assistant Custodian (PC@jxi) 11-000-262-100-86-0000	9/28/23 – 11/20/23 (with pay) 11/21/23 – 12/22/23 (without pay)
Kristin Barbetta	School No. 22 Teacher Assignment: Gr. 5 (PC@kkb) 15-120-100-101-22-0000	10/9/23 – 10/13/23 (with pay)
Julia Beltre	Office of Food Services General Cafeteria Worker (PC@jmd) 60-910-310-100-71-0000	10/23/23 – 10/24/23 (with pay) 10/25/23 – 11/3/23 (without pay)
Justina Beltre	School No. 21 Teacher Assignment: Gr. 3 General (ESL) (PC@jaq) 15-240-100-101-21-0000	10/26/23 – 11/20/23 (with pay) 11/21/23 – 11/22/23 (without pay)
Joan Blanchard	Division of Operations Administrative Secretary (PC@kpk) 11-000-261-100-86-0000	10/16/23 – 11/6/23 (without pay)
Willie Bradley	School No. 8 Head Custodian (PC@axm) 20-218-200-110-08-0000	11/7/23 – 12/15/23 (with pay)
Marianela Brito	Office of Food Services General Cafeteria Worker (PC@jlg) 60-910-310-100-71-0000	10/19/23 – 11/13/23 (without pay)
Madelaine Campos	School No. 10 Paraprofessional Assignment: Kindergarten (PC@afq) 15-190-100-106-10-0000	10/2/23 – 11/15/23 (with pay)
Aida Collazo	School No. 11 Paraprofessional Assignment: Kindergarten (PC@iro) 15-190-100-106-11-0000	10/9/23 – 10/20/23 (with pay)
Priyank Desai	School No. 6 Paraprofessional Assignment: LLD (PC@gaz) 15-204-100-106-06-0000	11/27/23 – 1/10/24 (with pay)

**Leave of Absences (Continued)**

<u>Name</u>	<u>Position</u>	<u>Date(s)</u>
Serafino DeSalvo	School No. 23 Teacher Assignment: Math (PC@jza) 15-130-100-101-23-0000	10/31/23 – 1/25/24 (with pay) 1/26/24 – 2/9/24 (without pay)
Idania Dopico	School No. 1 Paraprofessional Assignment: LLD-MM (PC@ans) 15-204-100-106-10-0000	9/20/23 – 10/18/23 (with pay)
Douglas Dudek	Passaic High School Teacher Assignment: Physical Ed./Health (PC@cwX) 15-140-100-101-12-0000	12/4/23 – 12/22/23 (with pay)
Nieves Estrella	School No. 22 Paraprofessional Assignment: Autistic (PC@kmg) 15-214-100-106-22-0000	11/14/23 – 11/22/23 (with pay)
Elaine Fernandez	School No. 24 Teacher Assignment: Preschool (PC@jvg) 20-218-100-101-24-0000	9/21/23 – 12/21/23 (with pay) 12/22/23 – 1/5/24 (with pay)
Omar Fleites	School No. 6 Paraprofessional Assignment (Preschool) (PC@ajx) 20-218-100-106-06-0000	10/16/23 – 12/11/23 (with pay)
Arianette Fuentes	School No. 23 Teacher Assignment: Science (PC@kgi) 15-130-100-101-23-0000	9/8/23 – 12/1/23 (with pay)
Elizabeth Gauthier	Passaic High School Teacher Assignment: Music (PC@cum) 15-140-100-101-12-0000	10/16/23 – 11/29/23 (with pay)
Vanessa Griess	School No. 10 Teacher Assignment: Grs. 4/5 (PC@jdk) 15-120-100-101-10-0000	10/30/23 – 12/22/23 (with pay)



**Leave of Absences (Continued)**

<u>Name</u>	<u>Position</u>	<u>Date(s)</u>
Saladean Holloway	School No. 22 Paraprofessional Assignment: Autistic (PC@kcd) 15-214-100-106-22-0000	11/7/23 – 1/5/24 (without pay)
Timothy Holmes, Sr.	Passaic Academy for Science & Engineering Assistant Custodian (PC@iva) 11-000-262-100-86-0000	10/3/23 – 10/11/23 (with pay) 10/12/23 – 10/13/23 (without pay) 10/16/23 – 10/20/23 (with pay) 10/23/23 – 11/8/23 (without pay)
Jesus Hurtado	Division of Facilities General Maintenance Worker (PC@azn) 11-000-261-100-86-0000	10/23/23 – 12/22/23 (with pay)
Felicia Javier-Mojica	School No. 20 General Cafeteria Worker (PC@jmg) 60-910-310-100-71-0000	9/18/23 – 9/27/23 (with pay) 9/28/23 – 11/2/23 (without pay)
Vanessa Keen	School No. 25 Teacher Assignment: Inclusion/Resource (PC@klm) 15-213-100-101-25-0000	11/14/23 – 12/1/23 (with pay)
Rose Kim	School No. 21 Paraprofessional Assignment: LLD-Severe (PC@jpt) 11-000-217-100-70-0000	10/13/23 – 10/27/23 (with pay)
Melissa Lombardi	School No. 24 Teacher Assignment: Preschool (PC@kjp) 11-216-100-101-70-0000	11/14/23 – 12/22/23 (without pay)
Yeimy Marte	School No. 11 Teacher Assignment: Gr. 2 Bil. (PC@hfv) 15-240-100-101-11-0000	1/2/24 – 2/22/24 (without pay)
Janet Mion	Office of Food Services Luncheon Aide (PC@bhh) 60-910-310-100-71-0082	10/3/23 – 10/16/23 (with pay)
Dr. Manuel Negron	Chief of Operations Office Chief of Operations (PC@gcr) 11-000-251-100-85-0000	9/22/23 (with pay) 10/13/23 (with pay)

**Leave of Absences (Continued)**

<u>Name</u>	<u>Position</u>	<u>Date(s)</u>
Claudia Nieves	School No. 7 Teacher Assignment: Preschool (PC@jbz) 20-218-100-101-07-0000	10/30/23 – 12/1/23 (with pay)
Andrzej Ogonowski	Itinerant Computer Technician (PC@jug) 11-000-252-100-88-0000	10/2/23 – 10/31/23 (with pay)
George Oliver	Office of Food Services Cook Manager (PC@jmw) 60-910-310-100-71-0000	10/20/23 (with pay) 10/23/23 – 11/2/23 (with pay) 11/3/23 – 11/6/23 (with pay) 11/7/23 (with pay) 11/8/23 – 11/20/23 (without pay) 2/9/24 (with pay) 6/7/24 (with pay)
Namrata Pandya	School No. 1 Assistant Principal (PC@arm) 15-000-240-103-01-0000	10/16/23 – 10/27/23 (with pay)
Ruth Perez	Division of Operations Transportation Manager (PC@gtj) 11-000-270-160-89-0000	9/26/23 – 10/6/23 (with pay)
Odelia Pyron	Passaic High School Teacher Assignment: Business Ed. (PC@bqv) 15-140-100-101-12-0000	9/8/23, 9/19/23, 10/3/23, 10/4/23, 10/17/23 and 11/7/23 (with pay)
Kristie Redner	School No. 15 Teacher Assignment: Preschool (PC@gde) 20-218-100-101-15-0000	10/17/23 – 11/22/23 (with pay)
Amanda Rice	School No. 20 Teacher Assignment: Music (PC@gzh) 15-120-100-101-20-0000	10/20/23 – 11/17/23 (without pay)
Erica Rodriguez	School No. 25 School Social Worker (PC@knd) 11-000-219-104-70-0000	11/1/23 – 11/22/23 (with pay)
Renato Rosas	School No. 1 Teacher Assignment: Computer Application (PC@iyc) 15-000-222-177-01-0000	10/13/23 – 10/24/23 (with pay) 10/25/23 – 11/17/23 (without pay)

**Leave of Absences (Continued)**

<u>Name</u>	<u>Position</u>	<u>Date(s)</u>
Susan Soprano	Division of Elementary & Secondary Education Supervisor of Social Studies (PC@gsg) 11-000-221-102-66-0000	1/2/24 – 3/8/24 (with pay)
Yesenia Soriano	Office of Food Services General Cafeteria Worker (PC@keo) 60-910-310-100-71-0000	10/9/23 – 10/20/23 (with pay) 10/23/23 – 10/27/23 (without pay)
America Sotelo	School No. 23 Teacher Assignment: Social Studies (PC@jyr) 15-130-100-101-23-0000	10/11/23 – 10/18/23 (with pay) 10/19/23 – 10/26/23 (without pay)
Nathan Starr	School No. 1 Head Custodian (PC@awk) 11-000-262-100-86-0000	11/1/23 – 12/1/23 (with pay)
Adam Szwalek	School No. 10 Teacher Assignment: Kindergarten (PC@cml) 15-110-100-101-10-0000	9/12/23 – 11/30/23 (with pay)
Daria Tecza	School No. 19 Administrative Secretary (Schools) (PC@eci) 15-000-240-105-19-0000	10/2/23 – 10/26/23 (with pay)
Dale Thomas	School No. 6 Administrative Assistant (Schools) (PC@hpz) 15-000-240-105-06-0000	9/18/23 – 10/26/23 (with pay) 10/27/23 – 12/12/23 (without pay)
Gwendolyn Tiller	School No. 7 Teacher Assignment: Preschool (PC@daj) 20-218-100-101-07-0000	9/28/23 – 10/13/23 (with pay)
Shirley Trejos	School No. 24 Paraprofessional Assignment: Preschool (PC@kbb) 20-218-100-106-24-0000	10/2/23 – 12/4/23 (without pay)
Nadine Tuesta	School No. 24 Paraprofessional Assignment: Preschool Disabled (PC@kby) 20-218-100-106-24-0000	9/26/23 – 10/23/23 (with pay) 10/24/23 – 11/3/23 (without pay)

**Leave of Absences (Continued)**

<u>Name</u>	<u>Position</u>	<u>Date(s)</u>
Evelisse Turbides	School No. 10 Teacher Assignment: ESL (PC@btz) 15-240-100-101-10-0000	11/14/23 – 2/9/24 (with pay) 2/12/24 – 5/14/24 (without pay)
Vanessa Valdes	School No. 6 Teacher Assignment: Gr. 2 General (ESL) (PC@hhe) 15-240-100-101-06-0000	11/14/23 – 11/22/23 (with pay)
Ramon Vargas	Passaic High School Paraprofessional Assignment: Autistic (PC@aot) 15-214-100-106-12-0000	11/29/23 – 12/11/23 (with pay)
Karina Vazquez	Passaic High School School Social Worker (PC@dxs) 11-000-219-104-70-0000	10/5/23 – 11/1/23 (with pay)
Rachel Williams	School No. 24 Teacher Assignment: Preschool Disabled (PC@kqc) 20-218-100-101-24-0000	11/14/23 – 11/15/23 (with pay) 11/16/23 – 11/22/23 (without pay)
Latavia Wright	School No. 3 Teacher Assignment: Inclusion/Resource (PC@hvh) 15-213-100-101-03-0000	1/2/24 – 3/13/24 (with pay) 3/14/24 – 6/14/24 (without pay) 6/17/24 – 6/30/24 (without pay)

**4. Appointments**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following persons at the salary rate indicated, subject to compliance with Board Policies.

**Certificated:**

Aleman, Glorymar	Passaic High School Teacher Assignment: Social Studies PC@kqu 15-140-100-101-12-0000	<u>10/9/23 – 6/30/24</u> MA – 13 \$81,785
------------------	--	--

*MA from University of Phoenix  
Holds a Teacher of Social Studies Standard Certificate  
\*Pending Chapter 5 Clearance*

**Certificated (Continued):**

Valspirit, Victorie C.	School No. 23 Teacher Assignment: Art PC@kal 15-130-100-101-23-0000	<u>10/16/23 – 6/30/24</u> BA – 11 \$65,125
------------------------	---	---

*BA from New Jersey City University  
Holds a Teacher of Art Standard Certificate  
\*Pending Chapter 5 Clearance*

**Non-Certificated:**

Benda, Gianna J.	Passaic High School Administrative Secretary (Schools) PC@dri 15-000-240-105-12-0000	<u>11/1/23 – 6/30/24</u> Adm. Secy. - 1 \$47,280
Garcia-Ortega, Alan	Technology Computer Technician PC@jue 11-000-252-100-88-0000	<u>11/1/23 – 6/30/24</u> PADCAM-G - 1 \$51,784
Johnson, Trent	Passaic High School Head Custodian PC@ayr 11-000-262-100-86-0000	<u>11/1/23 – 6/30/24</u> Head Cust. - 8 \$62,830
Kadkweh, Aslan	Technology Network Administrator PC@hvp 11-000-252-100-88-0000	<u>11/15/23 – 6/30/24</u> PADCAM-F - 6 \$83,213
Lozano, Edwin	School No. 22 Head Custodian PC@jxb 11-000-262-100-86-0000	<u>11/1/23 – 6/30/24</u> Head Cust. - 4 \$56,460
Patino, Ana	School No. 24 Paraprofessional Assignment: PreK Paraprofessional PC@kbw 20-218-100-106-24-0000	<u>11/1/23 – 6/30/24</u> PA - 3 \$36,051 + \$4,250 college credits
Pena Mendez, Austria	School No. 24 Assistant Custodian PC@jxx 11-000-262-100-86-0000	<u>11/1/23 – 6/30/24</u> Asst.Cust. - 1 \$46,685
Vargas, Steven	Technology Data Systems Administrator PC@hum 11-000-252-100-88-0000	<u>11/1/23 – 6/30/24</u> PADCAM-F - 1 \$73,031

**5. Revision of Approval of Recommendation of Acting School Business Administrator /Board Secretary**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the revision of approval of recommendation of Lillian D'Elia as the Acting School Business Administrator/Acting Board Secretary.

From: October 23, 2023

To: November 26, 2023

*Note: Original resolution appeared on the October 23, 2023 Special Public Board Meeting Resolution No. 1, Page 3.*

**6. Approval of Terms and Conditions of Contract of Employment - Business Administrator/Board Secretary**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of the terms and conditions of the employment agreement for Kevin Lomski, Business Administrator/Board Secretary, approved by the Interim Executive County Superintendent of Schools pursuant to N.J.A.C. 6A:23A-3.1. PC@atz - Account No. 11-000-251-100-83-0000.

**7. Appointment of Integrated Pest Management Coordinator - 2023-2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of Edward Melo, Interim Custodial Manager, as the Integrated Pest Management Coordinator for the 2023-2024 school year.

**8. Appointment of Substitute Administrative Assistant/Administrative Clerk for the 2023-2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following substitute Administrative Assistant/Administrative Clerk for the 2023-2024 school year. Substitute Administrative Assistants/Administrative Clerks will be paid at an hourly rate of \$18.00 per hour from Account No. 11-000-251-100-83-0051.

Name

LaTorre, Dominique J.

**9. Appointment of Home Instructors**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members as Home Instructors for the 2023-2024 school year. Staff members will be paid at the EAP contracted hourly rate of \$47.00 per hour.

Name:

Henriquez, Alfakelly

Account No. 11-150-100-101-65-0075  
Cost Not to Exceed \$205,000.00

**10. Approval of Settlement Agreement and Release**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of Settlement Agreement and Release between Employee No. 1891 and the Passaic Board of Education.

**11. Rescission of Appointment**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of rescission of the following appointments.

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Rumita Roy	Chemistry Teacher	9/27/2023
Sara Torres	Administrative Secretary (Schools)	10/2/2023

**12. Correction of Location**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of correction of location for the following staff member.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Tonianne DeMatteo	School No. 20 School Counselor PC@hap	School No. 6 School Counselor PC@fkv	10/2/2023

**13. Correction of Start Date**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of correction of start date for the following staff member.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Account No.</u>
Wilkin Pujols	9/1/2023	10/2/2023	15-000-218-104-26-0000

**14. Correction of Track**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the correction of track for the following staff member.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Mariela Urena	BA – 10 \$67,875	BA+30 – 10 \$67,875	9/1/23

**15. Correction of Salary**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the salary of the following staff member be adjusted due to receipt of transcripts, verification of previous employment, and/or clerical error.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Margel Tavarez	BA – 1 \$58,045	BA – 1 \$58,045 + \$5,804.50 longevity	10/2/2023
Mariano, Danilo	Maint -3 \$59,915	Maint -8 \$67,880	11/1/2023

**16. Approval of Administrative Leave**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of administrative leave for the following employees.

<u>Employee ID No.</u>	<u>Effective</u>
2577	October 3, 2023
6939	October 20, 2023
1464	October 26, 2023

**17. Approval of Return from Administrative Leave**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of return from administrative leave for the following employees.

<u>Employee ID No.</u>	<u>Effective</u>
6716	October 3, 2023
8410	October 26, 2023

**18. Removal of Increment Withholding**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the removal of increment withholding for the 2023-2024 school year for the following employees.

<u>ID No.</u>
4479
4188

*Note: Original resolution appeared on the June 26, 2023 Regular Public Board Meeting, Resolution No. 26, Page B6.*

**19. Approval of Job Description Title Change**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends that the Passaic Board of Education approve the following job description title changes.

<u>From:</u>	<u>To:</u>
Senior Computer Technician (Network)	Network Administrator
Senior Computer Technician (Data Systems)	Data Systems Administrator

(Second Reading)



**20. Approval of Additional Payment to Paraprofessionals – Working in ASD, BD, PSD and ID Programs**

Dr. Sandra Montanez-Diodonet, Superintendent of Schools, recommends the approval of payment of \$200.00 per month to the following paraprofessionals working in Self-Contained Autism Spectrum Disorder (ASD), Preschool Disabled (PSD) and Intellectually Disabled (ID), and/or Behavior Disorder (BD) Programs listed below.

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>
Alvarez, Jenny	ASD Paraprofessional	September 1, 2023-June 30, 2024
Carter, Bryan	ASD Paraprofessional	September 26, 2023-June 30, 2024
Marmolejo, Socorro	Personal Paraprofessional	September 1, 2023-June 30, 2024
Munoz-Santana, Emira	ASD Paraprofessional	September 1, 2023-June 30, 2024

**21. Transfer of Personnel/Change of Assignment of Staff Members for the 2023-2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the following transfer of personnel/change of assignment of staff members for the 2023-2024 school year.

**Administration**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Sarwary, Heela	School No. 25 Assistant Principal Assignment: Assistant Principal PC@kuy	School No. 1 Assistant Principal Assignment: Assistant Principal PC@ici	10/20/2023

**Certificated**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Angelo, Michelle	School No. 8 Teacher Assignment: Preschool Teacher PC@hwv	School No. 25 Teacher Assignment: ICS Grade 3 PC@kve	10/16/2023
Aquino, Kenya	School No. 8 Teacher Assignment: Preschool Teacher PC@hwx	School No. 15 Teacher Assignment: Preschool Teacher PC@guv	10/17/2023
DeSena, Tara	School No. 8 Teacher Assignment: Preschool Teacher PC@gnw	School No. 25 Teacher Assignment: Kindergarten Teacher PC@kvf	10/16/2023
Gonzalez, Yesenia	School No. 7 Teacher Assignment: Preschool Teacher PC@jbw	School No. 11 Teacher Assignment: Grade 4 Teacher PC@cek	10/16/2023

**Transfer of Personnel/Change of Assignment of Staff Members for the 2023-2024 School Year (Continued)**

**Non-Certificated**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Cabreja, Vivian	School No. 8 Paraprofessional Assignment: Preschool Paraprofessional PC@gnz	School No. 25 Paraprofessional Assignment: Kindergarten Paraprofessional PC@khx	10/16/2023
Carrion, Miguel	School No. 10 Paraprofessional Assignment: Personal Paraprofessional PC@gor	Passaic Gifted & Talented Academy Paraprofessional Assignment: Paraprofessional Resource/ICS PC@hzy	09/01/2023
Drummond, Jameel	School No. 23 Paraprofessional Assignment: BD Paraprofessional PC@kez	School No. 25 Paraprofessional Assignment: BD Paraprofessional PC@kog	10/09/2023
Jackson III, Edward	School No. 8 Paraprofessional Assignment: Preschool Paraprofessional PC@ksm	School No. 3 Paraprofessional Assignment: 504 Paraprofessional PC@dtf	10/16/2023
Moricete, Ernestina	School No. 8 Paraprofessional Assignment: Preschool Paraprofessional PC@ksi	School No. 24 Paraprofessional Assignment: Preschool Paraprofessional PC@kjh	10/16/2023
Lucianin, Griselda	School No. 8 Paraprofessional Assignment: Preschool Paraprofessional PC@hxc	School No. 25 Paraprofessional Assignment: Kindergarten Paraprofessional PC@kon	10/16/2023
Rodriguez, Maria S.	School No. 1 Paraprofessional Assignment: Personal Paraprofessional PC@ame	School No. 15 Paraprofessional Assignment: Personal Paraprofessional PC@gdq	09/27/2023
Valadez, Michelle	School No. 8 Paraprofessional Assignment: Preschool Paraprofessional PC@ksq	School No. 25 Paraprofessional Assignment: Kindergarten Paraprofessional PC@kjj	10/16/2023

**Transfer of Personnel/Change of Assignment of Staff Members for the 2023-2024 School Year (Continued)**

**Non-Certificated: Custodial**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Barbosa, Alexandra	Passaic High School Assistant Custodian PC@ayf	School No. 10 Assistant Custodian PC@awy	09/07/2023
Martinez Matos, Camila	School No. 22 Assistant Custodian PC@jxf	School No. 24 Assistant Custodian PC@kvg	11/01/2023

**Non-Certificated: Parent Liaison**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Gomez Martinez, Nancy	Itinerant (School No. 9 & 22) Assignment: Parent Liaison PC@ayf	Itinerant (School No. 9 & 10) Assignment: Parent Liaison PC@kmy	11/01/2023
Pena, Gloria	Itinerant (School No. 10 & 22) Assignment: Parent Liaison PC@jnn	School No. 22 Assignment: Parent Liaison PC@kam	11/01/2023

**22. Revision of Payment for Teacher Leads to Attend a Professional Development Session Lead by District Teacher Coaches**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of the following teacher leads to attend a professional development session on Saturday, September 30, 2023 from 9:00 am to 2:00 pm provided by the district teacher coaches.

- Saturday, September 30, 2023
- 9:00 am - 2:00 pm
- Teachers paid a stipend \$150 for the day
- Coaches/Presenters paid an hourly rate of \$47.00 up to 5 hours each

<u>Names of Teacher Leads and Coaches</u>		
Adam, David	Besterci, Mary	Lanni, Maria
Allen-Henderson, Sunnie	Berger, Laura	Lopez, Angela
Bellini, Katherine	Edwards, Desiree	Potamouisis, Diana

Account No. 20-487-200-100-67-0000 ESSER III  
Cost Not to Exceed \$1,350.00

*Note: Original resolution appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 39, Page B-30-B31.*

**Revision of Payment for Teacher Leads to Attend a Professional Development Session Lead by District Teacher Coaches (Continued)**

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**23. Approval of Payment to Staff Members to Run the Family Academic Nights for the 2023-2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff members to run the Family Academic Nights.

- September 1, 2023 through May 31, 2023
- Monday through Friday
- 4:00 pm – 8:00 pm

<i>Name</i>	<i>Position</i>	<i>Hours</i>	<i>Rate</i>
Ali Alavi	Supervisor	14	* PASA Rate
Meredith Kafah	Supervisor	14	* PASA Rate
Karen Feldkamp	Supervisor	14	* PASA Rate
Denise Martinez	Supervisor	14	* PASA Rate
Nilda Carbonell	Supervisor	14	* PASA Rate
Rosemary Cortez	Supervisor	14	* PASA Rate
Susan Soprano	Supervisor	14	* PASA Rate
Latasha Casterlow-Lalla	Supervisor	14	* PASA Rate
Steven Fernandez	Supervisor	14	* PASA Rate
Lisa Rowbotham	Director	14	* PASA Rate

Account No. 20-487-200-100-67-0000 ESSER III  
20-488-200-100-67-0000  
Cost Not to Exceed \$15,400.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**24. Approval of Payment to Dual Language K-4 Teachers for Professional Development and Curriculum Planning Sessions**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following Dual Language K-4 teachers for attending monthly meetings, after school (3:15 pm – 4:15 pm) between October 2023 and June 2024.

<i>Name</i>	<i>Position – Grade</i>	<i>Hours</i>
Enerolisa Leonardo	Teacher – Grade K	18 Hours
Eileen Beltran	Teacher – Grade K	18 Hours
Dailen Elena-Manzanedo	Teacher – Grade 1	18 Hours
Yesenia Fernandez	Teacher – Grade K	18 Hours
Paula Yalong	Teacher – Grade K	18 Hours
Stephanie Guevara	Teacher – Grade 1	18 Hours
Valerie Hopkins- Lewis	Teacher – Grade 1	18 Hours
Elsa Boto	Teacher – Grade 2	18 Hours

**Approval of Payment to Dual Language K-4 Teachers for Professional Development and Curriculum Planning Sessions (Continued)**

<u>Name</u>	<u>Position – Grade</u>	<u>Hours</u>
Yanina Tsupa-Perez	Teacher – Grade 2	18 Hours
Magalys Siri	Teacher – Grade 3	18 Hours
Evelyn Quiñones	Teacher – Grade 3	18 Hours
Elisabeth Reyes	Teacher – Grade K	18 Hours
Diana Rendon	Teacher – Grade K	18 Hours
Aileen Sariego-Pantojas	Teacher – Grade 1	18 Hours
Katherine Vallejo	Teacher – Grade 1	18 Hours
Vanessa Valdes	Teacher – Grade 2	18 Hours
Ismael Hertz	Teacher – Grade 2	18 Hours
Pamela Estrella	Teacher – Grade 3	18 Hours
Tasha Abbey	Teacher – Grade 3	18 Hours
Mary Callirgos	Teacher – Grade 4	18 Hours
Alvaro Fonnegra	Teacher – Grade 4	18 Hours
Carolina Ferro	Teacher – Grade K	18 Hours
Lizette Rivera	Teacher – Grade K	18 Hours
Alejandra Rodrigues	Teacher – Grade K	18 Hours
Rita Reghitto	Teacher – Grade K	18 Hours
Yovanna Escobar	Teacher – Grade 1	18 Hours
Ana Ortega	Teacher – Grade 1	18 Hours
Mary Ramirez	Teacher – Grade K	18 Hours
Wendolyn Santos	Teacher – Grade K	18 Hours
Lilian Zepeda	Teacher – Grade 1	18 Hours
Marygina Sadek	Teacher – Grade 1	18 Hours
Sharon Gomez	Teacher – Grade 2	18 Hours
Magda Sanchez-Gonzalez	Teacher – Grade 3	18 Hours
Marisol Vazquez	Teacher – Grade 4	18 Hours
Jaime Gutierrez	Teacher – Grade 4	18 Hours
Eizabeth Matos	Teacher – Grade K	18 Hours
Juliana Largacha	Teacher – Grade K	18 Hours
Diana Perez	Teacher – Grade K	18 Hours
Katherine Khichi	Teacher – Grade 1	18 Hours
Angeles Melesio	Teacher – Grade 1	18 Hours
Melissa Louro	Teacher – Grade 1	18 Hours
Monique Lagman	Teacher – Grade 1	18 Hours
Irene Gallardo	Teacher – Grade 2	18 Hours
Jason Valente	Teacher – Grade 2	18 Hours
Eileen Alvarado	Teacher – Grade 3	18 Hours
Michelle Llanceza	Teacher – Grade 3	18 Hours
Jesit Ariza	Teacher – Grade K	18 Hours
Evelyn Ormeno	Teacher – Grade K	18 Hours
Yocelyn Vasquez	Teacher – Grade 1	18 Hours
Mariela Tapia	Teacher – Grade 1	18 Hours
Maria Lanni	Teacher – Grade K	18 Hours
Christine Albanese	Teacher – Grade K	18 Hours
Angela Guanilo	Teacher – Grade K	18 Hours
Paula Gigante	Teacher – Grade 1	18 Hours
Maria Rojas	Teacher – Grade 1	18 Hours
Rhina Sanchez	Teacher – Grade 1	18 Hours
Nohemy Zuniga	Teacher – Grade 1	18 Hours

**Approval of Payment to Dual Language K-4 Teachers for Professional Development and Curriculum Planning Sessions (Continued)**

<u>Name</u>	<u>Position – Grade</u>	<u>Hours</u>
Jennie Lliguicota	Teacher – Grade 2	18 Hours
Janine Diaz-Perez	Teacher – Grade 2	18 Hours
Pamela Salinas	Teacher – Grade 2	18 Hours
Magdeline Ortiz	Teacher – Grade 3	18 Hours
Stephanie Chavez	Teacher – Grade 3	18 Hours
Sandra Petracca	Teacher – Grade 3	18 Hours
Lidia Torres	Teacher – Grade 4	18 Hours
Maria Moreno	Teacher – Grade 4	18 Hours
Claudia Turcios-Flores	Bilingual Coach	9 Hours
Karolin Fernandez	Supervisor	9 Hours
Madelyn Kharar	Inst. Chair (Substitute)	as needed
Jennifer Rodriguez	Inst. Chair (Substitute)	as needed

Teachers and coach will be paid at the EAP contractual hourly rate of \$47.00.  
Supervisor and Instructional Chairs (Subs.) will be paid at the PASA rate.  
Account No. 20-488-200-100-67-0000 American Rescue Plan, ESSER III  
Cost Not to Exceed \$46,133.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**25. Approval of Payment to Staff Member to Translate Grades 4-5 Mathematics Curriculum**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff member to translate grades 4-5 mathematics curriculum.

<u>Name</u>	<u>Grades</u>	<u>Hourly Rate</u>	<u>Hours</u>	<u>Total</u>
Callirgos, Mary	4 <sup>th</sup> and 5 <sup>th</sup>	\$47.00	30	\$1,410.00

Account No. 11-000-221-104-69-0075  
Cost Not to Exceed \$1,410.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**26. Appointment of Staff Members for the Districtwide Parent Academy for the 2023-2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for the District Wide Parent Academy for the 2023-2024 school year.

- October 2023 – June 2024
- Thursday – 5:00 pm - 7:00 pm
- Saturday – 8:00 am - 1:00 pm

**Appointment of Staff Members for the Districtwide Parent Academy for the 2023-2024 School Year (Continued)**

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Ricardo Rivera	Teacher Coordinator	\$47.00
Yolanda Chicas	Teacher	\$47.00
Peter Vitaly	Teacher	\$47.00
Lily Bendezu	Teacher	\$47.00
Marisol Barbosa	Teacher (Substitute)	\$47.00
Elizabeth Reyes	Teacher (Substitute)	\$47.00
Barbara Rios-Gomez	Parent Liaison	\$23.50
Daisy Lopez	Parent Liaison	\$23.50
Gloria Pena	Parent Liaison	\$23.50
Ana Leonardo-Garcia	Parent Liaison (Substitute)	\$23.50
Yolfi Ogando	Security Guard	\$23.50
Alex Frias	Security Guard (Substitute)	\$23.50

Account No. 20-232-200-100-45-2000 (Title 1 Parent Account Stipend)  
Coordinator, Teachers - Cost Not to Exceed \$30,550.00

FICA Account No. 20-232-200-200-45-2000 (Title 1 Parent Account FICA)  
Coordinator, Teachers - Cost Not to Exceed \$2,337.08

Account No. 20-231-100-100-45-2000 (Title 1 Parent Account Stipend)  
Parent Liaisons, Security Guards - Cost Not to Exceed \$15,275.00

FICA Account No. 20-231-200-200-45-2000 (Title 1 Parent Account FICA)  
Parent Liaisons, Security Guards - Cost Not to Exceed \$1,168.54

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**27. Revision of Approval of Payment to School Counselors for Trauma Informed Counselor (One to One Counseling Support Sessions) for the 2023-2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following trained district school counselors and school based social workers will meet referred only students who were identified by markers to be scheduled during the summer for 8 one to one counseling sessions. The counselors will use the following treatment modalities:

AF-CBT trauma-informed therapy, Dialectical behavioral therapy (DBT), play therapy and Child-Parent Psychotherapy (CPP) all -evidence-based designed to improve the relationships between children and caregivers in families involved in arguments, frequent conflict, physical force/discipline, child physical abuse, or child behavior problems.

- July 2023 - June 30, 2024
- Monday through Friday
- 2:00 pm – 6:00 pm from July 1, 2023 through August 31, 2023
- September 1, 2023 - June 30, 2024
- High School 3:40 pm – 6:30 pm
- Elementary 3:15 pm – 6:30 pm
- Each counselor is allotted up to 5 students-clients
- Total allotted therapeutic session hours: 300 hours

**Revision of Approval of Payment to School Counselors for Trauma Informed Counselor (One to One Counseling Support Sessions) for the 2023-2024 School Year (Continued)**

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Alloway, Rosa	School Counselor	\$47.00
Crandol Naikira	School Counselor	\$47.00
Dematteo, Tonianne	School Counselor	\$47.00
Fernandez, Beverly	School Counselor	\$47.00
Fernandez, Mahum	School Counselor	\$47.00
Rodrigues, Brittany	School Counselor	\$47.00
Toliver, Jasmine	School Counselor	\$47.00
Watts Marcell	School Counselor	\$47.00

Account No. 20-485-200-100-65-0000 (ESSER II) and  
20-491-200-100-65-0000 (ESSER III)  
Cost Not to Exceed 75,000.00

*Note: Original resolution appeared on the July 24, 2023 Regular Public Board Meeting, Resolution No. 35, Page B-18-B19.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**28. Approval of Payment to Additional Staff Members for the Adult Basic Education/ GED/ESL/Program for the 2023-2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff member for the Adult School Program to provide instructional services to our adult student learners and to allow for staff professional development during the course of the school year.

- October 1, 2023 – June 30, 2024
- Monday – Thursday (Wednesday is Virtual)
- 4:00 pm – 8:00 pm

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Kenner, Ultraniece	ESL Teacher	279	\$47.00	\$13,113.00

Staff member will be paid according to their bargaining contracts from Account Nos.  
20-603-100-101-26-0000 ESL Teachers  
20-603-100-106-26-0000 Paraprofessionals  
20-603-240-105-26-0000 Administrative Staff  
20-603-221-102-26-0000 Supervisor  
20-604-100-106-26-0000 Paraprofessionals  
20-604-240-105-26-0000 Administrative Staff  
20-603-100-101-26-0000 Civics Teacher

*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 25, Page B-28-B-29.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.



**29. Revision to Approval of Payment to Staff Member to Assist in Creating Special Education Modifications for the New High School Curriculum**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff members to assist in creating Special Education modifications for the new high school curriculum.

- September 1, 2023 - December 31, 2023

Name	Hours	Rate	Cost
Kubitz, Jennifer	30	\$47.00	\$1,380.00
Donaldson (Lardinelli), Dayna	30	\$47.00	\$1,380.00
Varga, Christopher	30	\$47.00	\$1,380.00
Ycaza, Katherine	30	\$47.00	\$1,380.00

Account No. 11-000-219-104-70-0070  
Cost Not to Exceed \$5,520.00

*Note: Original resolution appeared on the July 24, 2023 Regular Public Board Meeting, Resolution No. 24, Page B-12.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**30. Revision of Appointment of Child Study Team to Complete the Initial Referral Process for Non-Public Students Under Chapter 193**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to additional staff members to complete the Initial Referral Process for Non-Public students under Chapter 193.

- October 31, 2023 - June 30, 2024
- \$47.00 per hour/ or \$412.50 per completed case/evaluation (as needed)

Name

Barrezueta-Carlo, Lorena	Nashed, Isaac	Rivera, Loubelle
--------------------------	---------------	------------------

Account No. 20-507-100-101-70-0000  
Cost Not to Exceed \$25,000.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**31. Approval of Payment to Staff Members for Planning & Training for the S.O.A.R. (Student Opportunity Acceptance Resilience) After School Program**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment for the following staff members to receive professional development for the S.O.A.R. After School Program. The S.O.A.R. program is specially designed for children and adolescents with autism spectrum disorder and other developmental challenges. The program is designed not only to introduce and teach various skills, but to also foster communication and positive and successful social interaction with peers. Supervisors will be paid at their contractual rates.

**Approval of Payment to Staff Members for Planning & Training for the S.O.A.R. (Student Opportunity Acceptance Resilience) After School Program (Continued)**

- Planning & Training Teachers: November 15, 2023 - (3:15 pm - 5:00 pm)
- Training Paraprofessionals: November 16, 2023 - (3:15 pm - 4:15 pm)
- S.O.A.R. After School Program:
  - Session 1: November 27, 2023 – February 23, 2024 (43 days)  
Working Hours (3:00 pm - 4:30 pm)
  - Session 2: March 4, 2024 – May 31, 2024 (47 days)  
Working Hours (3:00 pm - 4:30 pm)

<i>Name</i>	<i>Position</i>	<i>Hours</i>	<i>Rate</i>	<i>Total</i>
Gierek, Donna	Nurse	135	\$47.00	\$6,345.00
Ameyaw, Andrea	Paraprofessional	136	\$23.50	\$3,196.00
Angulo, Paola	Paraprofessional	136	\$23.50	\$3,196.00
Bhagat, Jigisha	Paraprofessional	136	\$23.50	\$3,196.00
Brinson, Camille	Paraprofessional	136	\$23.50	\$3,196.00
Cordero-DeJesus, Vanessa	Paraprofessional	136	\$23.50	\$3,196.00
Cruz, Betsy	Paraprofessional	136	\$23.50	\$3,196.00
Kattak-Rossi, Joanne	Paraprofessional	136	\$23.50	\$3,196.00
Minyetty, Grawilda	Paraprofessional	136	\$23.50	\$3,196.00
Munoz-Santana, Emira	Paraprofessional	136	\$23.50	\$3,196.00
Ramirez, Anydra	Paraprofessional	136	\$23.50	\$3,196.00
Texidor, Maria	Paraprofessional	136	\$23.50	\$3,196.00
Chavez, Stephanie	Teacher	136.75	\$47.00	\$6,427.25
Cumiskey, Christina	PE Teacher	136.75	\$47.00	\$6,427.25
Garcia, Irene	Teacher	136.75	\$47.00	\$6,427.25
Goss, Tara	Teacher	136.75	\$47.00	\$6,427.25
Lokitz, Jason	Teacher	136.75	\$47.00	\$6,427.25
Medina, Marden	PE Teacher	136.75	\$47.00	\$6,427.25
Pena, Viadel	Teacher	136.75	\$47.00	\$6,427.25
Sanchez, Sandra	PE Teacher	136.75	\$47.00	\$6,427.25
Smith, Dilenia	Teacher	136.75	\$47.00	\$6,427.25
Stapp, Barbara	PE Teacher	136.75	\$47.00	\$6,427.25
Tavarez, Mercedes	Teacher	136.75	\$47.00	\$6,427.25
Valido, Monica	Teacher	136.75	\$47.00	\$6,427.25
Dalba, Dominick	Security	45	\$23.50	\$1,057.50
Vacancy	CST	135	\$47.00	\$6,345.00
Cristobal, Gissel	Supervisor	90	\$94.35	\$8,492.00
Totka, Jill	Supervisor	90	\$89.50	\$8,055.00
Loflin, Malinda	Supervisor sub			
Ralicki, Lauren	Supervisor sub			
Grambone, Nicole	Supervisor sub			

Account No. 11-421-100-101-70-0075  
 Cost Not to Exceed \$77,127.00 – Teachers  
 11-421-200-100-70-0075  
 Cost Not to Exceed \$65,450.50 – Paraprofessionals, Nurse, CST,  
 Security, Supervisors  
 Total Cost Not to Exceed: \$142,577.50

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**32. Revision of Payment for Teacher Leads to Attend a Professional Development Session Lead by District Teacher Coaches**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of the following teacher leads to attend a Professional Development session on Saturday, September 30, 2023 from 9:00 am to 2:00 pm provided by the district teacher coaches.

Session Date & Time

Saturday, September 30, 2023  
9:00 am – 2:00 pm

- Teachers paid a stipend \$150.00 for the day
- Coaches/Presenters paid an hourly rate of \$47.00 up to 5 hours each

<u>Names of Teacher Leads</u>		
Adam, David	Besterci, Mary	Lanni, Maria
Allen-Henderson, Sunnie	Berger, Laura	Lopez, Angela
Bellini, Katherine	Edwards, Desiree	Potamouisis, Diana

Account No. 20-487-200-100-67-0000 ESSER III  
Cost Not to Exceed \$1,350.00

*\*Note: Original resolution appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 39, Page B-30 – B31,*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**33. Revision of Payment for Staff Members to Attend Summer Math and ELA Content Professional Development**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for attending Summer Math and ELA Content Professional Development sessions.

- August 1, 2023 through August 31, 2023
- Total of 310 K-5 Teachers
- Teacher/Paraprofessionals paid a stipend  
\$75.00 for a half day  
\$150.0 for a full day
- Coaches/Presenters paid an hourly rate of \$46.00 up to 15 hours each

**Revision of Payment for Staff Members to Attend Summer Math and ELA Content Professional Development (Continued)**

<i>Math and ELA Teachers &amp; Paraprofessionals</i>				
Abbey, Tasha	Delgado, Jaime	Inoa, Maria	Neilson, Janis	Rodriguez, Michelle
Agrelo, Veronica	Desai, Amisha	Jaskot, Diane	Nenadich, Marlene	Rojas, Maria
Albanese, Christine	Desai, Shima	Jason, Velante	Nickel, Robin	Rolon, Rebecca
Alcantara, Zoraida	Diaz-Perz, Janine	Javier, Mery	Noboa, Grushengka	Rosario, Zuleica
Allen-Henderson, Sunnie	Dominguez, Casilda	Jimenez-Gomez, Miriam	Notaro, Dalina	Russo, Amanda
Alvarado, Eileen	Dussault, Cecilia	Johnson, Erica	Nottingham, Clarissa	Russo, Brittany
Amaro, Sherise	Eisenecker, Brianne	Karlicki, Gina	Obeso, Elisa	Sadek, Marigina
Anderson, Ashley	Elena-Manzanedo, Dailen	Keen, Vanessa	Ocasio, Amalia	Salazar, Priscilla
Arias, Lourdes	Elkadi, Femihan	Khichi, Katherine	Oeckel, Paul	Salinas, Pamela
Ariza, Jesit	Escobar, Yovanna	Kiana, Valenzuela	Opalka, Alison	Sanchez-Gonzalez, Magda
Armijo, Carol	Escudero, Susana	Koutsouris, Margaret	Oquendo, Jorge	Sanchez, Rhina
Arroyo, Deana	Espada, Lourdes	Kozak, Anna	Ore, Karina	Sandoval, Xiomara
Arroyo, Waleska	Espinosa, Warlimka (para)	Krenicki, Alexa	Ormeno, Evelyn	Santiago, Maryann
Ash, Kristen	Espinoza, Carlos	Laglia, Tina	Orozco, Angelica	Santos, Wendolyn
Aviles, Brenda	Esposito, Enit	Lagman, Monique	Ortega, Ana	Sariego-Pantojas, Aileen
Aviles, Hilda	Estrella, Pamela	Lanni, Maria	Ortiz, Magdeline	Savaryn, Pamela
Barbara, Morris	Estrict, Krista	LaPaz, Karen	Osborne, Kathleen	Shah, Mamta

**Revision of Payment for Staff Members to Attend Summer Math and ELA Content Professional Development (Continued)**

Barbetta, Kristen	Falkowska, Justyna	Largacha, Juliana	Pandaya, Arundhati	Shahid, Lovina
Bellomo, Carmen	Farina, Rose Marie	Lebron, Mary Ann	Paramo, Gladys	Siri, Magalys
Beloff, Lauren	Feliz, Fior	Lee, Quaneesha	Patel, Roohi	Skerett, Sylwia
Beltran, Eileen	Fernandez, Norma	Leonardo, Eneroliza	Payero, Lisbeth	Slavkoski, Marija
Beltre, Justina	Fernandez, Yesenia	Levy, Caryn	Pazowski, Margozata	Sloma, Margaret
Benitez, Carmen	Ferro, Carolina	Lewis-Hopkins, Valerie	Pena, Ana	Smith, Dilenia
Berge, Jeannie	Figueroa, Angela	Lisker, Rivka	Perez, Adriana	Smith, Katherine
Besterci, Maryann	Fischer, Elisabeth	Llaneza, Michelle	Perez, Diana	Sobczyk, Kristina
Biener, Grace	Fitzpatrick, Kelly	Lliguicota, Jennie	Perez, Glorivee	Solis, Vieris
Blasko, Kathleen	Fletcher-McKinney, Jenice	Lopez, Leslie	Perez, Judith	Stella, Pauline
Bohacz, Christine	Fonnegra, Alvaro	Lopez, Yesenia	Perrone, Lisa	Stengel, Victoria
Boto, Elsa	Fonnegra, Brenda	Louro, Melissa	Petracca, Sandra	Stone, Mary
Brooks, Kimberly	Fossella, Marissa	Lucianin, Jeanna	Pierce, Patricia	Stricklen, Janet
Butrym, Katarzyna	Fuentes, Ellison	Macaluso, Jacquelyn	Pierce, Patricia	Sullivan, Katherine
Cabrera, Claudia	Fuentes, Esther	Malave, Judy	Ploshnick, Alissa	Sweedy, Marissa
Cabrera, Emilbania	Gaela, Maria	Marcus Schaller, Arlene	Polizzotto (Chirino), Vianca	Szwalek, Adam
Calabrese, Christopher	Gallardo, Elizabeth	Marinez, Lizbeth	Price, Prudence	Taranto, Dana
Calixto, Lucia	Gallardo, Irene	Marrocco, Anne	Quinones, Evelyn	Tavarez, Mercedes

**Revision of Payment for Staff Members to Attend Summer Math and ELA Content Professional Development (Continued)**

Callirgos, Mary	Garcia-Cabral, Fernanda	Marte, Yeimy	Quinones, Jennifer	Tooley, Maryann
Callis, Diane	Garcia, Elisabeth	Martinez, Bercelly	Rachel, Remy	Torres, Amanda
Campos, Madelaine	Garcia, Isvelia	Marzouka, Suzanne	Ramirez, Mary	Torres, Diana
Carbonell, Zinelfi	Garcia, Melissa	Matos, Elizabeth	Ramos-Loyola, Gladis	Torres, Evelyn
Cardella, Shirlaine	Gigante, Paula	Matthews, Robert	Ranieri, Erin	Tsupa, Yanina
Catoe, Ariadne	Gillis, Jean	Mauceri, Ordalia	Rashkow, Mercedes	Ulloque, Dora
Chacon, Juan	Glass, Caren	Maura, Mildrys	Reghitto, Rita	Valdes, Vanessa
Chadwick, Christina	Glavotsky, Danielle	McGLynn, Jennifer	Reilly, Janine	Valdez (Tedesco), Crystal
Chavez, Stephanie	Goglia, Rebecca	McKinney-Croix, Carolyn	Rekha, Dave	Vallejo, Katherine
Cid-Quevedo, Joanna	Gomez, Sharon	Medina, Juana	Rendon, Diana	Valvano, Maria
Clarke, Rahjiv	Gonzalez, Lauren	Melesio, Angeles	Rey, Sonia	Vander Have, Kimberly
Collazo, Aida	Gorman, Nancy	Mickle, Annie	Reyes, Elisabeth	Vanoni, Patricia
Connolly, Dawn	Gray, Kelly	Mirchandani, Neha	Ricklefs, Marissa	Vargas, Ana
Conti, Brianna	Grillo, Denise	Molesan, Vicki	Riggi, Valerie	Vasquez Vasquez, Yocelyn
Cordero, Lenell	Grullon, Liliana	Montalvo Lasaracina, Sandra	Rivera, Brenda	Velez-Cumbe, Lisbeth
Costa, Lindsey	Guevara, Stephanie	Monteagudo, Eby	Rivera, Gabrielle	Velez, Carlos
Crilley, Kimberly	Gutierrez, Jaime	Mora, Yeralis	Rivera, Isaura	Villota, Vania
Cruz, Awilda	Hallioui, Olga	Moreno, Maria	Rivera, Jessica	Vitale, Pietro

**Revision of Payment for Staff Members to Attend Summer Math and ELA Content Professional Development (Continued)**

Culic, Jennifer	Hameid, Ajnadeen	Morillo, Meagan	Rivera, Katherine	Waples, Melissa
Cunningham, Jamie	Heber-Toro, Jennielee	Mumoli, Rosalyn	Rivera, Lizette	White, Courtney
D'Agostino, Jenny	Hennen, Nancy	Muniz, Edwin	Roach, Amanda	Williams, Pia
D'Amico, Danielle	Hernandez, Brenda	Munoz, Glenda	Rodrigues, Alejandra	Wis, Sandra
De Leon, Damaris	Hill, Michelle	Mwenya, Maryann	Rodriguez, Auribel	Yalong, Paula
Debellis, Rome	Holcombe, Robin	Nassar, Nabila	Rodriguez, Edda	Zepeda, Lillian
Del Toro, Michelle	Horvath, Aneta	Nata, Deidre	Rodriguez, Iliana	Zilberfarb/Opremcak, Melanie
DeLeon, Martha	Hyeyun, Kim	Nazario, Jessica	Rodriguez, Jennifer	Zweig, Ashley

Coaches/Presenters

Bordigon, Sharlene	Johnson, Nicole	Nolan, Stephanie	Creo, Kristine	Fitzpatrick, Denise
Magro, Maria	Colaprete, Carly	Muniz, Asia	Fragale, Karen	

Account No. 15-000-221-104-XX-0075 Teachers/Paraprofessionals

Cost Not to Exceed \$15,750.00

Account No. 15-000-221-104-XX-0075 Coaches/Presenters

Cost Not to Exceed \$6,900.00

*\*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 44, Page B-39-B-44.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**34. Revision of Approval of Payment to Staff Members to Participate as a Teacher Lead**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment for the following staff members to participate as a Teacher Lead role which will contribute to the planning of teacher support to achieve the outcomes of the professional developments.

**Revision of Approval of Payment to Staff Members to Participate as a Teacher Lead (Continued)**

- August 1, 2023 - June 30, 2024
- Hourly Rate: \$46.00 (August 1, 2023 - August 31, 2023)
- Hourly Rate: \$47.00 (September 1, 2023 - June 30, 2024)
- Administrators will be paid at their PASA hourly rate

<u>Staff Members</u>		
Adam, David	Grennan, Jill	Perrone, Lisa
Ahern, Kathryn	Hancox, Christine	Polizzoto, Vianca
Allen-Henderson, Sunnie	Hernandez, Getsy	Post, Chelsea
Allocco, Elizabeth	Jimenez, Yvette	Potamousis, Diana
Altman-Clarke, Paula	Khichi, Katherine	Ramirez, Mary
Amaro, Sherise	Koffler, Julie	Randazzo, Andria
Arslanbeck, Janet	Koutsouris, Margaret	Reilly, Janine
Beckford, Felesha	Krenicki, Alexa	Ricklefs, Marissa
Bellini, Katherine	Kucharyk, Jessica	Rivera, Brenda
Berger, Laura	Lanni, Maria	Rivera, Gabrielle
Besterci, Mary	Lapaix, Glenly	Roach, Amanda
Blanco-Rovas, Alfonso	Largacha, Juliana	Rosario, Zuleica
Casasnovas, Jessica	Lliguicota, Jennie	Salazar, Priscilla
Churchill, Mary	Lopez, Angela	Sanchez-Gonzalez, Magda
Costa, Lindsey	Lopez, Laura	Santos, Wendolyn
Dave, Nuper	Lopez, Leslie	Shahid, Lovina
Davila, Michelle	Louro, Melissa	Shapiro, Chelsea
Decker, Lindsay	Macaluso, Jacqueline	Silvestri, Jessica
Del Toro, Michelle	Malave, Herminia	Slosarik, Sharon
Delgado, Jaime	Mansbach, Amy	Stella, Pauline
Desai, Amisha	Mieses-Leger, Yuri	Stengel, Victoria
Diaz-Perez, Janine	Molesan, Vicki	Sullivan, Katherine
Edwards, Desiree	Morrone, Ashley	Taylor, Lisa
Estrict, Krista	Mwenya, Maryann	Tessalone Garcia, Emily
Ferro, Carolina	Nata, Deidre	Valle-Burke, Tina
Figueroa, Angela	Neilson, Janis	Velez-Cumbe, Lisbeth
Fuentes, Ellison J.	Neyra-Melgar, Laura	Vogiatzis, Marina
Garcia, Elisabeth	Nottingham, Clarissa	Waples, Melissa
Garcia, Nury	Ospina, Sandra	Werrell, Jessica
Giblin, Kristen	Owusu, Danielle	Zepeda, Lilian
Gomez, Sharon	Parisi, Kristen	Zocco, Joseph
Gray, Kelly	Perez, Diana	Zuniga, Nomehi

Account No. 20-487-200-100-67-0000  
Cost Not to Exceed \$229,017.80

*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 29, Page B-31. Revision appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 41, Page B-32-B33.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.



**35. Revision of Payment for ELA and Math Coaches to Attend PD/Coaching Retreat Sessions**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following ELA and Math Coaches to attend 3 Professional Development/Coaching Retreat sessions. Coaches will attend the workshop on August 17th for a stipend, and will lead the workshops on August 28th and August 29th at their hourly rate.

3 Sessions will take place on:

- Thursday, August 17, 2023  
Stipend \$150.00 per coach
- Monday, August 28, 2023 and Tuesday, August 29, 2023  
Hourly Rate \$46.00 per coach up to 14 hours

<u>ELA Coaches</u>	<u>Math Coaches</u>
Nicole Johnson	Maria Magro
Denise Fitzpatrick	Kristine Creo
Stephanie Nolan	Carly Colaprete
Asia Muniz	Karen Fragale
Sharlene Bordigon	Jaclyn Siss

FROM: Account No. 11-000-223-580-91-0000  
TO: Account No. 15-000-221-104-XX-0075  
Cost Not to Exceed \$7,940.00

*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 45, page B-44.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**36. Revision of Approval of Payment to Staff Members for Professional Development Activities**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to staff members for Professional Development Activities.

- July 1, 2023 through August 31, 2023 at the EAP hourly rate of \$46.00 per hour
- September 1, 2023 through June 30, 2024 at the EAP hourly rate of \$47.00 per hour

<u>Name</u>	<u>Name</u>
Amadi, Christiana	Johnson, Nicole
Ament, Caitlin	Kiger-Williams, Amy
Blumberg, Emily	Kucharyk, Jessica
Beiner, Grace	Lapaix, Glenny
Britton, Kellyann	Magro, Maria

**Revision of Approval of Payment to Staff Members for Professional Development Activities (Continued)**

<u>Name</u>	<u>Name</u>
Chavez, Stephanie	Roach, Amanda
Chloe, Judith	Nolan, Stephanie
Colaprete, Carly	Post, Chelsea
Creo, Kristine	Ramirez, Jenesis
Daly, Kathleen	Riveros, Stephanie
DiRenzi, Gina	Rodriguez-Martinez, Yesenia
Estrict, Krista	Scheerer, Haley
Fontanella, Noelle	Siss, Jaclyn
Fragale, Karen	Sloma, Margaret
Gibbons, Angela	Taylor, Lisa
Inestroza, Paula	Valledor, Carla
Jimenez Peguero, Mary Cruz	Nata, Diedre
Bordigon, Sharlene	Muniz, Asia
Fitzpatrick, Denise	Feldcamp, Karen
Felder, Sutanna	Zanabria, Aimee
Kush, Kristen	Tessalone, Emily
Surloff, Sharon	Nottingham, Clarissa
Jones, Ayesha	Colucci, Jody
Bellini, Kathleen	Costa, Lindsey
Dhuyvetter, Jeffrey	Diaz Perez, Janine
Ferro, Carolina	Lanni, Maria
Largarcha, Julianna	Lliguicota, Jennie
Ospina, Sandra	Ramirez, Mary
Reily, Janine	Rodriguez, Jessica
Santos, Wendolyn	Shahid, Lovina
Slosarik, Sharon	Singleton, Danielle
Sullivan, Katherine	Zanabria, Aimee

Account No. 15-000-221-104-XX-0075  
Cost Not to Exceed \$50,000.00

*Note: Original resolution appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 37, Page B-29.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**37. Approval of Payment to Staff Members to Write Curriculum for K-12 Visual and Performing Arts**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment for the following staff members to write curriculum for the Visual and Performing Arts curriculum for the 2023-2024 school year.

- July 1, 2023 through June 30, 2024
- Hourly Rate: \$46.00 (July 1, 2023 - August 31, 2023)
- Hourly Rate: \$47.00 (September 1, 2023 - June 30, 2024)

<u>Name</u>	<u>Grade</u>	<u>Hours</u>	<u>Cost</u>	<u>Account No.</u>
Bartlett, Rebecca	Grade 7 Visual Arts	30	\$1,410.00	11-130-100-101-66-0070
Bifalco, Ashley	K-5 Music Assessments	30	\$1,410.00	11-120-100-101-66-0070
Burgos, Aixa	Music Technology 4	90	\$4,230.00	11-130-100-101-66-0070
Diehl, Sonja	Grade 6 Visual Arts	30	\$1,410.00	11-130-100-101-66-0070
Frasier, Nyasia	Dance 4	90	\$4,230.00	11-140-100-101-66-0070
Harmon, Michael	Film & Television Production 3	90	\$4,230.00	11-140-100-101-66-0070
Ladtuke, Rachel	Theater Year 4	90	\$4,230.00	11-140-100-101-66-0070
Schmerler, Todd	Video Production 4	90	\$4,230.00	11-140-100-101-66-0070
Spiegland, Marie	Film & Television Production Assessments	30	\$1,410.00	11-140-100-101-66-0070
Spiegland, Marie	Film & Television Production 3	90	\$4,230.00	11-140-100-101-66-0070
Watson, Allen	Digital Art 4	90	\$4,230.00	11-140-100-101-66-0070
Webb, Ja'Lyn	Modern Band	30	\$1,410.00	11-140-100-101-66-0070

Account No. 11-120-100-101-66-0070 Cost Not to Exceed \$1,410.00  
 Account No. 11-130-100-101-66-0070 Cost Not to Exceed \$2,820.00  
 Account No. 11-140-100-101-66-0070 Cost Not to Exceed \$34,430.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**38. Revision of Approval of Payment to Staff Members for the School Climate Transformation Grant (BEST) for the 2023-2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following BEST team members of schools 1,3, 6, 7 8, 9, 10, 11, 15, 19, 20, 7 and PHS will plan for and implement program elements to achieve Positive Behavior Interventions and Positive Behavioral Supports in Schools (PBSIS), with an evidenced based curriculum; and monitor the fidelity of this implementation for continuous improvement.

- September 1, 2023- June 30, 2024
- 6 Hours Per Month

**Revision of Approval of Payment to Staff Members for the School Climate Transformation Grant (BEST)for the 2023-2024 School Year (Continued)**

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Pay Rate</u>	<u>Total</u>
Adam Szwalek	Teacher	10	\$47.00	\$2,820.00
Alejandra Rodrigues	Teacher	9	\$47.00	\$2,820.00
Ashley Anderson	Teacher	21	\$47.00	\$2,820.00
Alexa Krenicki	Teacher	3	\$47.00	\$2,820.00
Amanda Roach	Teacher	15	\$47.00	\$2,820.00
Amisha Desai	Teacher	15	\$47.00	\$2,820.00
Annette DeJesus	Teacher	15	\$47.00	\$2,820.00
Anny Espinal	Teacher	15	\$47.00	\$2,820.00
Ariadne Catoe	Teacher	20	\$47.00	\$2,820.00
Aurora Blanco	Teacher	15	\$47.00	\$2,820.00
Beatriz Aguiar	Teacher	1	\$47.00	\$2,820.00
Bernice Vasquez	Teacher	8	\$47.00	\$2,820.00
Beverly Fernandez	School Counselor	19	\$47.00	\$2,820.00
Brenda Rivera	Teacher	3	\$47.00	\$2,820.00
Brian Barakat	Teacher	1	\$47.00	\$2,820.00
Brittney Rodrigues	School Counselor	3	\$47.00	\$2,820.00
Cecilia Martinez	Teacher	6	\$47.00	\$2,820.00
Chung Wallace	Teacher	3	\$47.00	\$2,820.00
Cristal Fuentes	Teacher	10	\$47.00	\$2,820.00
Deneen Perez	School Counselor	9	\$47.00	\$2,820.00
Deanna DiNapoli	Teacher	6	\$47.00	\$2,820.00
Diana Rendon	Teacher	6	\$47.00	\$2,820.00
Elizabeth Allocco	Teacher	3	\$47.00	\$2,820.00
Elizabeth Cottino	Teacher	8	\$47.00	\$2,820.00
Emilbania Cabrera	Teacher	20	\$47.00	\$2,820.00
Evelisse Turbides	Teacher	10	\$47.00	\$2,820.00
Filomena Parisi	Teacher	15	\$47.00	\$2,820.00
Getsy Hernandez	Teacher	1	\$47.00	\$2,820.00
Gina Karlicki	Teacher	1	\$47.00	\$2,820.00
Giselle Colon	Teacher	21	\$47.00	\$2,820.00
Gladis Ramos Loyola	Teacher	19	\$47.00	\$2,820.00
Gladys Paramo	Teacher	11	\$47.00	\$2,820.00
Irene Gallardo	Teacher	19	\$47.00	\$2,820.00
Irving Velez	School Counselor	20	\$47.00	\$2,820.00
James Carpenter	Teacher	11	\$47.00	\$2,820.00

**Revision of Approval of Payment to Staff Members for the School Climate Transformation Grant (BEST)for the 2023-2024 School Year (Continued)**

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Pay Rate</u>	<u>Total</u>
Janis Neilson	Teacher	11	\$47.00	\$2,820.00
Jared McClain	Teacher	20	\$47.00	\$2,820.00
Jasmine Tolivar	School Counselor	3	\$47.00	\$2,820.00
Jenesis Ramirez	Teacher	11	\$47.00	\$2,820.00
Jessica Cassels	Teacher	6	\$47.00	\$2,820.00
Jessica Torres	Teacher	8	\$47.00	\$2,820.00
Joann Brown	Teacher	19	\$47.00	\$2,820.00
Juana Medina	Teacher	7	\$47.00	\$2,820.00
Juliana Lagarcha	Teacher	11	\$47.00	\$2,820.00
Julie Koffler	Teacher	10	\$47.00	\$2,820.00
Katherine Ordonez	Teacher	20	\$47.00	\$2,820.00
Katherine Ycaza	Teacher	3	\$47.00	\$2,820.00
Kimberly Fuller	Teacher	PHS	\$47.00	\$2,820.00
Kristen Ash	Teacher	3	\$47.00	\$2,820.00
Kristen Stanziale Parisi	Teacher	20	\$47.00	\$2,820.00
Kristie Redner	Teacher	15	\$47.00	\$2,820.00
Lina Lopardo	Teacher	8	\$47.00	\$2,820.00
Linda Carter	Teacher	PHS	\$47.00	\$2,820.00
Lisa Lawler	Teacher	PHS	\$47.00	\$2,820.00
Lorianne DeSimone	Teacher	11	\$47.00	\$2,820.00
Marcel Watts	School Counselor	20	\$47.00	\$2,820.00
Marcos Ortiz	Parent Liaison	19	\$23.50	\$1,410.00
Margarida Ricardo	Teacher	8	\$47.00	\$2,820.00
Maria Pineyro	Teacher	8	\$47.00	\$2,820.00
Maria Ruiz	School Counselor	PHS	\$47.00	\$2,820.00
Marilyn Ramos	School Counselor	PHS	\$47.00	\$2,820.00
Marisa Fossella	Teacher	1	\$47.00	\$2,820.00
Marissa Ricklefs	Teacher	20	\$47.00	\$2,820.00
Mary Ann Lebron	Teacher	1	\$47.00	\$2,820.00
Melissa Axel	Teacher	7	\$47.00	\$2,820.00
Michele Howell	Teacher	7	\$47.00	\$2,820.00
Mindy Elyakin	Teacher	15	\$47.00	\$2,820.00

**Revision of Approval of Payment to Staff Members for the School Climate Transformation Grant (BEST)for the 2023-2024 School Year (Continued)**

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Pay Rate</u>	<u>Total</u>
Morgan Everett	Teacher	20	\$47.00	\$2,820.00
Naikira Crandol	Teacher	20	\$47.00	\$2,820.00
Nancy Gorman	Teacher	6	\$47.00	\$2,820.00
Nancy Izquierdo-Salluce	Teacher	19	\$47.00	\$2,820.00
Nicole Dellaterza	Teacher	6	\$47.00	\$2,820.00
Nilda Pagan	Teacher	11	\$47.00	\$2,820.00
Nupur Dave	Teacher	19	\$47.00	\$2,820.00
Odris Alvarez	Teacher	15	\$47.00	\$2,820.00
Patricia Vanoni	Teacher	9	\$47.00	\$2,820.00
Pietro Vitale	Teacher	15	\$47.00	\$2,820.00
Rebecca Rolon	Teacher	1	\$47.00	\$2,820.00
Rome Debellis	Paraprofessional	6	\$23.50	\$1,410.00
Rose Farina	Teacher	1	\$47.00	\$2,820.00
Sabeen Ahmad	Teacher	21	\$47.00	\$2,820.00
Shawana Durham	Teacher	15	\$47.00	\$2,820.00
Sherri Grier	SAC	PHS	\$47.00	\$2,820.00
Siobhain DeMagistris	Teacher	8	\$47.00	\$2,820.00
Sonja Diehl	Teacher	21	\$47.00	\$2,820.00
Stephanie Riveros	Teacher	21	\$47.00	\$2,820.00
Tara Desena	Teacher	8	\$47.00	\$2,820.00
Timothy Waples	Teacher	10	\$47.00	\$2,820.00
Tyrone Esposito	Teacher	7	\$47.00	\$2,820.00
Ultraniece Kenner	Teacher	10	\$47.00	\$2,820.00
Valerie Riggi	Paraprofessional	6	\$23.50	\$1,410.00
Victoria Capellan	Teacher	15	\$47.00	\$2,820.00
Xiomara Sandoval	Teacher	9	\$47.00	\$2,820.00
Yovanna Escobar	Teacher	9	\$47.00	\$2,820.00
Yumaira Medina	Teacher	19	\$47.00	\$2,820.00

Account No. 20-461-100-100-65-0000  
 Cost Not to Exceed \$263,670.00  
 FICA Account No. 20-461-200-100-65-0000  
 Cost Not to Exceed \$20,170.75

**Revision of Approval of Payment to Staff Members for the School Climate Transformation Grant (BEST)for the 2023-2024 School Year (Continued)**

*Note: Original resolution appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 50, Page B-40-B-44.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**39. Revision of Approval of Payment to Positive Behavioral Supports in Schools (PBSIS) Personnel – School Transformation Grant (BEST) for the 2023-2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to Positive Behavioral Supports in Schools (PBSIS) team members of School No. 21 will plan for and implement program elements to achieve Positive Behavior Supports in Schools. Interventions and Supports a Multi-Tiered System of Supports. The members will monitor the fidelity of this implementation for continuous improvement.

- September 1, 2023- June 30, 2024
- 3 Hours Per Month

<u>Name</u>	<u>Position</u>	<u>Pay Rate</u>	<u>Total</u>
Ashley Anderson	Teacher	\$47.00	\$1,410.00
Giselle Colon	Teacher	\$47.00	\$1,410.00
Sabeen Ahmad	Teacher	\$47.00	\$1,410.00
Sonja Diehl	Teacher	\$47.00	\$1,410.00
Stephanie Riveros	Teacher	\$47.00	\$1,410.00

Account No. 20-461-100-100-65-0000  
Cost Not to Exceed \$7,050.00  
FICA Account No. 20-461-200-200-65-0000  
Cost Not to Exceed \$539.32

*Note: Original resolution appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 48, Page B-39.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**40. Approval of Payment to Staff Member to Assist with Rostering Staff & Students into PowerSchool for the Saturday Program for the 2023-2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment for the following staff member to assist with rostering staff and students into PowerSchool for the Saturday Program.

- October 1, 2023 – January 31, 2024
- 20 Hours
- Hourly Rate - \$47.00

**Approval of Payment to Staff Member to Assist with Rostering Staff & Students into PowerSchool for the Saturday Program for the 2023-2024 School Year (Continued)**

Name

Jeffrey Dhuyvetter

Account No. 11-140-100-101-67-0075

Cost Not to Exceed \$940.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**41. Approval of Payment to Staff Member for Rostering Students for the Afterschool Program**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment for the following staff member to organize and roster students who applied to the afterschool programs.

- October 1, 2023 through November 30, 2023
- 20 Hours
- EAP Hourly Rate - \$47.00

Name

Jeffrey Dhuyvetter

Account No. 11-120-100-101-66-0070

Cost Not to Exceed \$940.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**42. Approval of Payment to Staff Members to Conduct a Tutoring Program Before/After School for the 2023-2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff members to conduct a Small Group Instruction and Tutoring Program Before/After School for MLs.

1. K-8 Neighborhood Schools  
Date: November 1, 2023 - May 2, 2024  
Days: Monday - Thursday  
Time: 3:00 pm - 4:00 pm

<u>Name</u>	<u>School</u>	<u>Hours</u>	<u>Cost</u>
Antonio Cabarcas	1	90	\$4,230.00
Elisabeth Garcia	1	90	\$4,230.00
Rebecca Rolon	1	90	\$4,230.00
Magalys Siri	3	90	\$4,230.00
Femiham Elkadi (Sub)	3	As Needed	



**Approval of Payment to Staff Members to Conduct a Tutoring Program Before/After School for the 2023-2024 School Year (Continued)**

<u>Name</u>	<u>School</u>	<u>Hours</u>	<u>Cost</u>
Elisa Obeso (Sub)	3	As Needed	
Aileen Sariego-Pantojas	6	90	\$4,230.00
Katherine Vallejo	6	90	\$4,230.00
Yovanna Escobar	9	90	\$4,230.00
Magda Sanchez-Gonzalez	10	90	\$4,230.00
Deanna Arroyo	11	90	\$4,230.00
Balbina Campos	11	90	\$4,230.00
Karin Hills-Pizarro	11	90	\$4,230.00
Melissa Garcia	19	90	\$4,230.00
Jason Valente	19	90	\$4,230.00
Beatriz Goncalves	20	90	\$4,230.00
Jesit Ariza	21	90	\$4,230.00
Jocelyn Vasquez Vasquez	21	90	\$4,230.00
Michelle Rodriguez	21	90	\$4,230.00
Dalina Notaro	22	45	\$2,115.00
Isaura Rivera	22	45	\$2,115.00
Marissa Carnevale	23	90	\$4,230.00
Karen Reyes	23	90	\$4,230.00

2. Internationals Academy at Passaic High School

Date: November 1, 2023 - May 2, 2024

Days: Tuesday - Thursday

Time AM Session: 7:15 am - 8:15 am

Time PM Session: 3:45 pm - 4:45 pm

<u>Name</u>	<u>Section</u>	<u>Hours</u>	<u>Cost</u>
Ramon Muriel	AM	72	\$3,384.00
Mirtha Rojas	PM	70	\$3,290.00

**Approval of Payment to Staff Members to Conduct a Tutoring Program Before/After School for the 2023-2024 School Year (Continued)**

<u>Name</u>	<u>Section</u>	<u>Hours</u>	<u>Cost</u>
Aiya Fawzi (Sub)	As Needed		
Janneth Rodriguez (Sub)	As Needed		
Lavinia Roman (Sub)	As Needed		

3. Passaic Preparatory Academy  
Date: November 1, 2023 - May 2, 2024  
Days: Tuesday - Thursday  
PM Session: 3:45 pm - 4:45 pm

<u>Name</u>	<u>Section</u>	<u>Hours</u>	<u>Cost</u>
Alejandro Gonzalez	Tuesday & Thursday	46	\$2,068.00
Diosmerida Reyes	Wednesday	25	\$1,175.00

4. Passaic Academy for Science & Engineering  
Date: November 1, 2023 - May 2, 2024  
Days: Tuesday - Thursday  
PM Session: 3:45 pm - 4:45 pm

<u>Name</u>	<u>Hours</u>	<u>Cost</u>
Wendy Fernandez	70	\$3,290.00

Payment will be provided at the EAP contractual hourly rate of \$47.00, including one hour of professional development.

Account No. 20-490-100-100-67-0000

Cost Not to Exceed \$97,901.00 funded by the Evidence Based Comprehensive Beyond the School Day (ARP ESSER III)

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**43. Approval of Teachers, Nurses, and Security for the K-8 Afterschool Program for the 2023- 2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment for the following Teachers, Nurses, and Security for K-8 Afterschool Program for the 2023-2024 school year.

- November 1, 2023 through May 2, 2024
- Monday through Thursday
- 3:00 pm through 4:00 pm K-8 Zone Schools
- 3:45 pm through 4:45 pm for Academies
- 1 Hour PD per teacher prior to the program

**Approval of Teachers, Nurses, and Security for the K-8 Afterschool Program for the 2023- 2024 School Year (Continued)**

<u>Name</u>	<u>School</u>	<u>Teaching</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Castro, Sindy	School No. 1	Math & ELA	89	\$47.00	\$4,183.00
Costa, Lindsey	School No. 1	Math & ELA	89	\$47.00	\$4,183.00
Giordano, Amanda	School No. 1	Math & ELA	89	\$47.00	\$4,183.00
Hernandez, Getsy	School No. 1	Math & ELA	89	\$47.00	\$4,183.00
Beltran, Aileen	School No. 1	Teacher Substitute			
Hoffmann, Mery	School No. 1	Teacher Substitute			
Hogan, Theresa	School No. 1	Nurse	88	\$47.00	\$4,136.00
Reilly, Janine	School No. 3	ELA	89	\$47.00	\$4,183.00
Guevara, Stephanie	School No. 3	Math	89	\$47.00	\$4,183.00
Allen-Henderson, Sunnie	School No. 3	Math & ELA	89	\$47.00	\$4,183.00
Coleman, Paul	School No. 3	Math & ELA	89	\$47.00	\$4,183.00
Stengel, Victoria	School No. 3	Math & ELA	89	\$47.00	\$4,183.00
Bruce, Doreen	School No. 3	Study Hall	89	\$47.00	\$4,183.00
Hennen, Nancy	School No. 3	Study Hall	89	\$47.00	\$4,183.00
Guzman, Jennifer	School No. 3	Nurse	88	\$47.00	\$4,136.00
Elkadi, Femihan	School No. 3	Teacher Substitute			
Jaskot, Diane	School No. 3	Teacher Substitute			
Marzouka, Suzanne	School No. 3	Teacher Substitute			
Cordero, Lenell	School No. 6	Math & ELA	89	\$47.00	\$4,183.00
Matthews, Robert	School No. 6	Math	89	\$47.00	\$4,183.00
Murphy, Patricia Ann	School No. 6	ELA	89	\$47.00	\$4,183.00
Opalka, Alison	School No. 6	ELA	89	\$47.00	\$4,183.00
Rivera, Katherine	School No. 6	Math & ELA	89	\$47.00	\$4,183.00
Scher, Stacey	School No. 6	ELA	89	\$47.00	\$4,183.00
Martell, Rosa	School No. 6	Nurse	88	\$47.00	\$4,136.00

**Approval of Teachers, Nurses, and Security for the K-8 Afterschool Program for the 2023- 2024 School Year (Continued)**

<u>Name</u>	<u>School</u>	<u>Teaching</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Cortez, Corazon	School No. 6	Nurse Substitute			
Torres, Diana	School No. 6	Interventionist	89	\$47.00	\$4,183.00
Butrym, Katarzyna	School No. 7	Math & ELA	88	\$47.00	\$4,136.00
Ferro, Carolina	School No. 7	Teacher Substitute			
Alvarez, Icella	School No. 7	Nurse	88	\$47.00	\$4,136.00
Holcombe, Robin	School No. 9	Math & ELA	89	\$47.00	\$4,183.00
Reininga, Micaela	School No. 9	Math & ELA	89	\$47.00	\$4,183.00
Fuentes, Ellison J.	School No. 9	Math & ELA	89	\$47.00	\$4,183.00
Malave, Judy	School No. 9	Math & ELA	89	\$47.00	\$4,183.00
Malek, Yosef	School No. 9	Math	89	\$47.00	\$4,183.00
Innocenti-Mulligan, Jennifer	School No. 9	Math	89	\$47.00	\$4,183.00
Barksdale, Tasha	School No. 9	Math & ELA	89	\$47.00	\$4,183.00
Sandoval, Xiomara	School No. 9	Teacher Substitute			
Vargo, Henry	School No. 9	Teacher Substitute			
Goglia, Rebecca	School No. 9	Interventionist	89	\$47.00	\$4,183.00
Altman-Clarke, Paula	School No. 10	Math	89	\$47.00	\$4,183.00
Kenner, Ultraniece	School No. 10	Math/ELA	89	\$47.00	\$4,183.00
Koffler, Julie	School No. 10	Math/ELA	89	\$47.00	\$4,183.00
Zepeda, Lilian	School No. 10	Math/ELA	89	\$47.00	\$4,183.00
Arango-Ramos, Carmen	School No. 10	Security	88	\$23.50	\$2,068.00
Rosario, Ada	School No. 10	Substitute Security			
Karlicki, Gina	School No. 10	Interventionist	89	\$47.00	\$4,183.00
Hauser, Andrew	School No. 11	Study Hall	89	\$47.00	\$4,183.00
Khichi, Katherine	School No. 11	ELA	89	\$47.00	\$4,183.00

**Approval of Teachers, Nurses, and Security for the K-8 Afterschool Program for the 2023- 2024 School Year (Continued)**

<u>Name</u>	<u>School</u>	<u>Teaching</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Paramo, Gladys	School No. 11	ELA	89	\$47.00	\$4,183.00
Lopez, Leslie	School No. 11	Math	89	\$47.00	\$4,183.00
Melesio, Angeles	School No. 11	Math	89	\$47.00	\$4,183.00
Morrone, Ashley	School No. 11	Math	89	\$47.00	\$4,183.00
Caraballo, David	School No. 11	Teacher Substitute			
Magrini, Danielle	School No. 11	Teacher Substitute			
Sandoval, Jason	School No. 11	Teacher Substitute			
Tosado, Carmen	School No. 11	Teacher Substitute			
Byrnes, Karen	School No. 11	Nurse	88	\$47.00	\$4,136.00
Sloma, Margaret	School No. 11	Interventionist	89	\$47.00	\$4,183.00
Blanco Aurora	School No. 15	Math & ELA	89	\$47.00	\$4,183.00
Izquierdo, Nancy	School No. 19	ELA	89	\$47.00	\$4,183.00
Zaku, Mimoza	School No. 19	ELA	89	\$47.00	\$4,183.00
Hernandez, Mariana	School No. 19	Math	89	\$47.00	\$4,183.00
Kasabwalla, Urvisha	School No. 19	Math	89	\$47.00	\$4,183.00
Toscano, Robert	School No. 19	Math	89	\$47.00	\$4,183.00
Robbins, Linda	School No. 19	Nurse	88	\$47.00	\$4,136.00
Shearer, Josphine	School No. 19	Nurse	88	\$47.00	\$4,136.00
Ahern, Kathryn	School No. 20	ELA	89	\$47.00	\$4,183.00
Arroyo, Waleska	School No. 20	Math	89	\$47.00	\$4,183.00
Everett, Morgan	School No. 20	Math	89	\$47.00	\$4,183.00
Giblin, Kristen	School No. 20	Math	89	\$47.00	\$4,183.00
Gillis, Jean	School No. 20	Math	89	\$47.00	\$4,183.00
McWilliams, Richard	School No. 20	Math	89	\$47.00	\$4,183.00
Morillo, Meagan	School No. 20	ELA	89	\$47.00	\$4,183.00

**Approval of Teachers, Nurses, and Security for the K-8 Afterschool Program for the 2023- 2024 School Year (Continued)**

<u>Name</u>	<u>School</u>	<u>Teaching</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Parisi, Kristen	School No. 20	ELA	89	\$47.00	\$4,183.00
Potamouisis, Diana	School No. 20	ELA	89	\$47.00	\$4,183.00
Ricklefs, Marissa	School No. 20	ELA	89	\$47.00	\$4,183.00
Stella, Pauline	School No. 20	ELA	89	\$47.00	\$4,183.00
Surloff, Sharon	School No. 20	ELA	89	\$47.00	\$4,183.00
Velez, Irving	School No. 20	Math/ELA	89	\$47.00	\$4,183.00
Watts, Marcel	School No. 20	Teacher Substitute			
Winn, Ryan	School No. 20	Teacher Substitute			
Cimera, Helen	School No. 20	Nurse	88	\$47.00	\$4,136.00
Brandstetter, Susan	School No. 20	Nurse Substitute			
Gibson, Ijzanna	School No. 20	Substitute Security			
DeLeon, Damarys	School No. 21	ELA	89	\$47.00	\$4,183.00
Gomez, Julie	School No. 21	ELA	89	\$47.00	\$4,183.00
Ahmad, Sabeen	School No. 21	Math	89	\$47.00	\$4,183.00
Binag, Myla	School No. 21	Math	89	\$47.00	\$4,183.00
Blanco-Rivas, Alfonso	School No. 21	Study Hall	89	\$47.00	\$4,183.00
Ospina, Sandra	School No. 21	Study Hall	89	\$47.00	\$4,183.00
Velez, Kimberly	School No. 21	Nurse	88	\$47.00	\$4,136.00
Rodriguez, Edda	School No. 21	Interventionist	89	\$47.00	\$4,183.00
Coco, Steven	PREP	ELA	89	\$47.00	\$4,183.00
DiRenzi, Gina	PREP	ELA	89	\$47.00	\$4,183.00
Johnston, Morgan	PREP	Math	89	\$47.00	\$4,183.00
Stamat, Louis	PREP	Math	89	\$47.00	\$4,183.00
Tully, Brian	PREP	Study Hall	89	\$47.00	\$4,183.00
Montoya, Valeria	PREP	Teacher Substitute			

**Approval of Teachers, Nurses, and Security for the K-8 Afterschool Program for the 2023- 2024 School Year (Continued)**

<u>Name</u>	<u>School</u>	<u>Teaching</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Zanabria, Aimee	PREP	Teacher Substitute			
Shapiro, Chelsea	Science	Math	89	\$47.00	\$4,183.00
Randazzo, Andria	Science	Math	89	\$47.00	\$4,183.00
Wicks, Natalie	Science	ELA	89	\$47.00	\$4,183.00
Amaro, Ana	School No. 23	ELA	89	\$47.00	\$4,183.00
Constantino, Kristin	School No. 23	ELA	89	\$47.00	\$4,183.00
Dominguez, Gabriel	School No. 23	ELA	89	\$47.00	\$4,183.00
Gonzales, Jerry	School No. 23	ELA	89	\$47.00	\$4,183.00
Grennan, Jill	School No. 23	Math	89	\$47.00	\$4,183.00
Reyes, Gisela	School No. 23	Math	89	\$47.00	\$4,183.00
Smith, Sandra	School No. 23	Math	89	\$47.00	\$4,183.00
Tapia, Maritess	School No. 23	Math	89	\$47.00	\$4,183.00
Cruz, Jesenia	School No. 23	Study Hall	89	\$47.00	\$4,183.00
Dellapesca, Nicole	School No. 23	Teacher Substitute			
Garrido, Mikee	School No. 23	Teacher Substitute			
Medina, Marden	School No. 23	Teacher Substitute			
Brandsletter, Susan	School No. 23	Nurse	88	\$47.00	\$4,136.00
Hameid, Ajnadeen	School No. 25	Study Hall	89	\$47.00	\$4,183.00

Teachers, Nurses and Security

Account No. 20-487-100-100-67-0000 Teachers

20-487-200-100-67-0000 Nurses and Security Guards

Cost Not to Exceed \$390,570.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**44. Approval of Payment to Staff Members to Conduct K-5 After School Program for the 2023-2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff members for K-5 After School Program for the 2023-2024 school year.

- November 1, 2023 - May 2, 2024
- Monday – Thursday
- 3:00 pm - 4:00 pm

<i>Name</i>	<i>School</i>	<i>Rate</i>	<i>Hours</i>	<i>Cost</i>
Diana Rendon	6	\$47.00	90	\$4,230.00
Elizabeth Reyes	6	\$47.00	90	\$4,230.00
Pamela Estrella	6	\$47.00	90	\$4,230.00
Alvaro Fonnegra	6	\$47.00	90	\$4,230.00
Vanessa Valdes	6	\$47.00	90	\$4,230.00
Mary Javier	20	\$47.00	90	\$4,230.00
Evelyn Ormeno	21	\$47.00	90	\$4,230.00

Account No. 20-487-100-100-67-0000  
Cost Not to Exceed \$29,610.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**45. Appointment of Staff Members for Title I- Parent Workshops/Meeting Programs for the 2023 - 2024 School Year – School No. 3**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 school year.

- October 2023 – June 2024
- Monday – Fridays – 3:00 pm - 8:00 pm
- Saturdays – 8:00 am - 1:00 pm

<i>Name</i>	<i>Position</i>	<i>Rate</i>
Maria Ledesma	Parent Liaison	\$23.50
Kareem Caesar	Teacher	\$47.00
Elisa Obeso	Teacher	\$47.00
Mamta Shah	Teacher	\$47.00
Elsa Boto	Teacher	\$47.00
Paul Coleman	Teacher	\$47.00
Enit Esposito	Teacher	\$47.00
Brenda Rivera	Teacher	\$47.00
Magaly Siri	Teacher	\$47.00
Yesenia Fernandez	Teacher	\$47.00

Account No. 20-231-100-100-45-2000 Title I Stipend - Parent Involvement  
Cost Not to Exceed \$3,000.00  
FICA Account No. 20-231-200-200-45-2000 Title I Parent Account (FICA)  
Cost Not to Exceed \$229.50



**Appointment of Staff Members for Title I- Parent Workshops/Meeting Programs for the 2023 - 2024 School Year – School No. 3 (Continued)**

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**46. Revision of Approval of Payment to Staff Members for Extra-Curricular Club Activities for the 2023-2024 School Year – School No. 3**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to staff members for extra-curricular club activities for the 2023-2024 school year.

<i>Activity/ Club</i>	<i>Name</i>	<i>Position</i>	<i>Stipend</i>	<i>Time Frame</i>
Elementary Band	Sarah Plishka	Teacher	1,000.00	Sept. 2023-June, 2024
Chorus	Sarah Plishka	Teacher	1,000.00	Sept. 2023-June, 2024
Chess Club	Doreen Bruce	Teacher	\$750.00	Sept. 2023-June, 2024
Yearbook Club	Eileen Boyce	Teacher	\$750.00	Sept. 2023-June, 2024
Math Game Club	Elizabeth Allocco	Teacher	\$750.00	Sept. 2023-June, 2024
Newspaper	Megan Mautone	Teacher	\$750.00	Sept. 2023-June, 2024
ART Club	Dana Emen	Teacher	\$750.00	Sept. 2023-June, 2024

Account No. 15-401-100-101-03-0075  
Cost Not To Exceed \$5,000.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**47. Approval of Payment to Staff Members for the Title IA SIA AM Study Hall Program for the 2023-2024 School Year – School No. 6**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff members to conduct a morning study hall program for the 2023-2024 school year.

- November 1, 2023 - June 30, 2024
- Monday - Friday
- 7:30 am - 8:00 am

<i>Name</i>	<i>Position</i>	<i>Rate</i>	<i>Days</i>	<i>Total</i>
Valerie Kruczek	Teacher	\$47.00	146	\$3,431.00
Cecilia Martinez	Substitute (as needed)	\$47.00	146	\$3,431.00
Mitchell Vitiello	Substitute (as needed)			
Jaime Patane	Substitute (as needed)			

Account No. 20-238-100-100-06-0000  
Cost Not to Exceed \$6,862.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**48. Approval of Payment to Additional Staff Members for After School Program for the 2023-2024 School Year – School No. 6**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following teachers to participate in the K-8 After School Program for the 2023-2024 school year.

- September 27, 2023 – May 30, 2024
- Monday through Thursday
- 3:00 pm - 4:00 pm
- Salary \$47.00 per hour not to exceed hours per person (Teacher)
- Salary \$23.50 per hour not to exceed hours per person (Paraprofessional)

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Hours</u>	<u>Total</u>
Robert Matthews	Teacher	\$47.00	105	\$4,935.00
Lenell Cordero	Teacher	\$47.00	105	\$4,935.00
Alison Opalka	Teacher	\$47.00	105	\$4,935.00
Cristino Sanchez	Paraprofessional	\$23.50	105	2,467.50
Mabel Vergara	Paraprofessional substitute (as needed)			

Account No. 15-421-100-101-06-0075  
Cost Not to Exceed \$17,272.50

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**49. Approval of Payment of Staff Members for Extra-Curricular Club Activities for the 2023-2024 School Year – School No. 6**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff members for Extra-Curricular Club Activities for the 2023-2024 school year.

<u>Activity</u>	<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Time Frame</u>
Chorus Club	Denise LeDuc	Advisor	\$1,000.00	October 2023-June 2024
Elementary Band Club - A, B	Denise LeDuc	Advisor	\$1,000.00	October 2023-June 2024
Girls Who Code	Silver Perez	Advisor	\$750.00	October 2023-June 2024
Student of the Month	Dawn Temple	Advisor	\$750.00	October 2023-June 2024

Account No. 15-401-100-100-06-0075  
Cost Not to Exceed \$3,500.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**50. Revision of Approval of Payment of Staff Members for the Participation in Instructional Leadership Team (ILT) Committee for the 2023-2024 School Year – School No. 6**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends payment to staff members for participation in the Instructional Leadership Team (ILT) Committee for the 2023-2024 school year.

- October 1, 2023 – June 30, 2024
- 7:00 am - 8:00 am

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Karen Feldkamp	10	\$81.98	\$819.80
Denise Martinez	10	\$71.30	\$713.00
Karolin Fernandez	10	\$80.53	\$805.30

Account No. 15-421-100-101-06-0075 and 15-421-200-100-06-0075  
Cost Not to Exceed \$2,338.10

*Note: Original resolution appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 63, Page B-51.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**51. Revision of Approval of Payment of Staff Members for ELA K-8 Inventory for the 2023-2024 School Year – School No. 6**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following teachers for the ELA K-8 Inventory for the 2023-2024 school year.

- September 1, 2023 - June 30, 2024
- 3:00 pm - 4:00 pm (not to exceed 20 hours per person)

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Total</u>
Nancy Gorman	Teacher	\$47.00	\$940.00
Allison Opalka	Teacher	\$47.00	\$940.00
Stacey Scher	Teacher	\$47.00	\$940.00

Account No. 15-120-100-101-06-0075  
Cost Not to Exceed \$2,820.00

*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 54, Page B-49.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**52. Approval of Payment to Staff Members for K-8 Point Persons for Math for the 2023-2024 School Year - School No. 6**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members to be employed as point person for Math for the 2023-2024 school year.

- September 1, 2023 - June 30, 2024
- Salary \$47.00 per hour not to exceed 20 hours per person

<i>Name</i>	<i>Position</i>	<i>Rate</i>	<i>Total</i>
Lenell Cordero	Teacher	\$47.00	\$940.00
Amanda Russo	Teacher	\$47.00	\$940.00

Account No. 15-120-100-101-06-0075  
Cost Not to Exceed \$1,880.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**53. Appointment of Staff Members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 School Year – School No. 7 and School No. 19**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 school year.

- October 2023 – June 2024
- Monday – Fridays – 3:00 pm – 8:00 pm
- Saturdays – 8:00 am – 1:00 pm

<i>Name</i>	<i>Position</i>	<i>Rate</i>
Marco Ortiz	Parent Liaison	\$23.50
Ana Leonardo-Garcia	Parent Liaison	\$23.50
Leticia Acosta	Parent Liaison	\$23.50
Sally Martinez	Attendance Officer	\$23.50
Monique Lagman	Teacher	\$47.00
Melissa Garcia	Teacher	\$47.00
Marianna Hernandez	Teacher	\$47.00
Dawn Marciniak	Teacher	\$47.00
Beverly Fernandez	Counselor	\$47.00

Account No. 20-231-100-100-45-2000 Title I Stipend - Parent Involvement  
Cost Not to Exceed \$3,000.00  
FICA Account No. 20-231-200-200-45-2000 Title I Parent Account (FICA)  
Cost Not to Exceed \$229.50

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**54. Approval of Appointment of Staff Members for Distribution of Amplify Instructional Material for the 2023-2024 School Year – School No. 9**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff members for distribution of Amplify instructional material for the 2023-2024 school year.

- September 2023 – June 2024
- Hourly Rate \$47.00 (Teachers)
- Hourly Rate \$23.50 Paraprofessionals/Parent Liaisons
- Not to exceed 20 hours per person

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Hours</u>	<u>Total</u>
Hyeyun, Kim	Teacher	\$47.00	20	\$940.00
Malave, Judy	Teacher	\$47.00	20	\$940.00

Account No. 15-120-100-101-09-0075  
Cost Not to Exceed \$1,880.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**55. Approval of Payment to Staff Member for the K-8 AM Study Hall Program for the 2023-2024 School Year – School No. 9**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to staff member for the K-8 AM Study Hall Program for the 2023-2024 school year.

- September 10, 2023 - June 25, 2024
- Monday through Friday
- 7:30 am - 8:00 am K-8
- \$47.00 per hour
- Not to exceed 90 hours per person

<u>Name</u>	<u>Position</u>
D'Amico, Danielle	Substitute Teacher

Account No. 15-421-100-101-09-0075  
Cost Not to Exceed \$ 8,280.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**56. Appointment of Staff Members for Title I- Parent Workshops/Meeting Programs at School No. 10 and School No. 9 for the 2023 - 2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 school year at School No. 10 and School No. 9.

- October 2023 – June 2024
- Monday – Fridays – 3:00 pm – 8:00 pm
- Saturdays – 8:00 am – 1:00 pm

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Nancy Gomez-Martinez	Parent Liaison	\$23.50
Gloria Pena	Parent Liaison	\$23.50
Ana Leonardo-Garcia	Parent Liaison	\$23.50
Nilda Pagan	Paraprofessional	\$23.50
Brenda Fonnegra	Paraprofessional	\$23.50
Maria Texidor	Paraprofessional	\$23.50
Joanna Martinez	Counselor	\$47.00
Deneen Perez	Counselor	\$47.00
Balbina Campos	Teacher	\$47.00
Yovana Escobar	Teacher	\$47.00
Ginger Love	Teacher	\$47.00
Rita Reghitto	Teacher	\$47.00
Sandra Rodriguez	Teacher	\$47.00
Sharon Gomez	Teacher	\$47.00
Marisol Vazquez	Teacher	\$47.00
Jaime Gutierrez	Teacher	\$47.00

Account No. 20-231-100-100-45-2000 Title I Stipend - Parent Involvement  
 Cost Not to Exceed \$6,000.00  
 FICA Account No. 20-231-200-200-45-2000 Title I Parent Account (FICA)  
 Cost Not to Exceed \$459.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**57. Approval of Payment to Staff Members for K-6 Before School Study Hall for the 2023-2024 School Year – School No. 10**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff members for the K-6 Before School Study Hall for the 2023-202 school year.

- September 1, 2023 – June 30, 2024
- Monday through Friday
- 7:30 am – 8:00 am
- \$47.00 per hour not to exceed 90 hours per person (Teachers)
- \$23.50 per hour not to exceed 90 hours per person (Security)

**Approval of Payment to Staff Members for K-6 Before School Study Hall for the 2023-2024 School Year – School No. 10 (Continued)**

<u>Name</u>	<u>Position</u>	<u>Cost</u>
Marissa Sweedy	Teacher	\$4,230.00
Marygina Sadek Replace (Adam Szwalek)	Teacher	\$4,230.00
Ada Rosario	Security	\$2,115.00

Account No. 15-421-100-101-10-0075 (Teachers)  
Cost Not to Exceed \$8,460.00  
Account No. 15-421-100-101-10-0075 (Security)  
Cost Not to Exceed \$2,115.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**58. Approval of Payment to Staff Members for K-6 Distribution of Materials and Inventory for the 2023-2024 School Year – School No. 10**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff members for K-6 distribution of materials and inventory for the 2023-2024 school year.

- September 1, 2023 – June 30, 2023

<u>Name</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Total</u>
Ultraniece Kenner (Replacing Adam Szwalek)	25	\$47.00	\$1,175.00
Gutierrez, Jamie	25	\$47.00	\$1,175.00
Zepeda, Lilian	25	\$47.00	\$1,175.00

Account No. 15-140-100-101-10-0075  
Cost Not to Exceed \$3,525.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**59. Revision of Approval of Payment to Staff Members for Before and After School Bus Duty for 2023-2024 School Year – School No. 10**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following teachers to supervise the am and pm busing for the 2023-2024 school year.

- September 7, 2023 - June 30, 2024
- Monday – Friday
- 7:45 am – 8:00 am
- 3:00 pm – 3:15 pm
- Up to 30 minutes when bus routes arrive late at dismissal

**Revision of Approval of Payment to Staff Members for Before and After School Bus Duty for 2023-2024 School Year – School No. 10 (Continued)**

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Kimberlee Delli Santi	Teacher	90	\$47.00	\$4,230.00
Aubrey Nathan	Teacher	90	\$47.00	\$4,230.00
Mary Jo Agurto	Teacher	90	\$47.00	\$4,230.00
Melissa Hanna	Teacher	90	\$47.00	\$4,230.00
Tina Liglia	Teacher	90	\$47.00	\$4,230.00
Nora Narvaez	Teacher	90	\$47.00	\$4,230.00
Eva Chelstowski	Teacher	90	\$47.00	\$4,230.00
Darlene Majer	Teacher	90	\$47.00	\$4,230.00
Nathaniel Smith	Teacher	90	\$47.00	\$4,230.00
Julie Koffler	Teacher	90	\$47.00	\$4,230.00
Tina Laglia	Teacher	90	\$47.00	\$4,230.00
Maria Texidor	Paraprofessional	90	\$23.50	\$2,115.00
Beverly Bowden	Paraprofessional	90	\$23.50	\$2,115.00
Luis Cordero	Paraprofessional	90	\$23.50	\$2,115.00
Madeline Campos	Paraprofessional	90	\$23.50	\$2,115.00
Isvelia Garcia	Paraprofessional	90	\$23.50	\$2,115.00
Luz Duarte	Paraprofessional	90	\$23.50	\$2,115.00

Account No. 15-421-100-101-10-0075  
 Cost Not to Exceed \$46,0530.00  
 Account No. 15-421-100-101-10-0075  
 Cost Not to Exceed: \$12,690.00

*Note: Original resolutions appeared on the September 26, 2023 Regular Public Board Meeting, Resolutions No. 69 and 70, Pages B54-B-56.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**60. Appointment of Staff Members for Title I - Parent Workshops/Meeting Programs for the 2023 - 2024 School Year – School No. 11**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 school year.

- October 2023 – June 2024
- Monday – Fridays – 3:00 pm – 8:00 pm
- Saturdays – 8:00 am – 1:00 pm

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Tania Hinton	Parent Liaison	\$23.50
Gloria Pena	Parent Liaison	\$23.50
Sally Martinez	Attendance Officer	\$23.50
Elizabeth Matos	Teacher	\$47.00
Karin Hills-Pizarro	Teacher	\$47.00
Jason Sandoval	Teacher	\$47.00
Ellen Silber	Teacher	\$47.00
Nilda Pagan	Teacher	\$47.00



**Appointment of Staff Members for Title I - Parent Workshops/Meeting Programs for the 2023 - 2024 School Year – School No. 11 (Continued)**

<i>Name</i>	<i>Position</i>	<i>Rate</i>
Katherine Khichi	Teacher	\$47.00
Mindy Pagan	Counselor	\$47.00
Allyson Gibson	Counselor	\$47.00

Account No. 20-231-100-100-45-2000 Title I Stipend - Parent Involvement  
Cost Not to Exceed \$3,000.00  
FICA Account No. 20-231-200-200-45-2000 Title I Parent Account (FICA)  
Cost Not to Exceed \$229.50

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**61. Appointment of Staff Members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 School Year – School No. 20**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 school year.

- October 2023 – June 2024
- Monday – Fridays – 3:00 pm - 8:00 pm
- Saturdays – 8:00 am - 1:00 pm

<i>Name</i>	<i>Position</i>	<i>Rate</i>
Morgan Everett	Teacher	\$47.00
Beatriz Goncalves	Teacher	\$47.00
Irving Velez	Counselor	\$47.00
Marcell Watts	Counselor	\$47.00
Sally Martinez	Attendance Officer	\$23.50
Vanalys Ruiz-Garcia	Attendance Officer	\$23.50
Jenesee Fernandez	Parent Liaison	\$23.50

Account No. 20-231-100-100-45-2000 Title I Stipend - Parent Involvement  
Cost Not to Exceed \$4,000.00  
FICA Account No. 20-231-200-200-45-2000 Title I Parent Account (FICA)  
Cost Not to Exceed \$306.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**62. Approval of Appointment of Staff Member as Club Advisor for the 2023-2024 School Year – School No. 20**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends approval of appointment of the following staff member to be employed as club advisor for the 2023-2024 school year.

<u>Activity</u>	<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Time Frame</u>
Young Inventors Club	Greenberg, Sophie	Advisor	\$750.00	October 2023 – June 2024

Account No. 15-401-100-100-20-0075  
Cost Not to Exceed \$750.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**63. Approval of Appointment of Staff Member as Club Advisor for the 2023-2024 School Year – School No. 20**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends approval of appointment of the following staff member to be employed as club advisor for the 2023-2024 school year.

<u>Activity</u>	<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Time Frame</u>
Grade 7-8 Book Club	Berriche, Susan	Advisor	\$750.00	October 2023 – June 2024

Account No. 15-401-100-100-20-0075  
Cost not to exceed \$750.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**64. Approval of Appointment of Staff Member to complete ELA 6-8 Inventory for the 2023–2024 School Year – School No. 20**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff member to complete ELA 6-8 Inventory for the 2023–2024 school year.

- September 1, 2023 – June 30, 2024

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Hours</u>	<u>Total</u>
Parisi, Kristen	Teacher	\$47.00	20	\$940.00

Account No. 15-120-100-101-20-0075  
Cost Not to Exceed \$940.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**65. Revision of Approval of Payment of Staff Members for AM Bussing Program for the 2023-2024 School Year – School No. 21**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following teachers to work the AM bussing program for the 2023-2024 school year.

- September 7, 2023 - June 21, 2024
- Monday through Friday
- 7:30 am – 8:00 am

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Drumright, Marcella	Paraprofessional	90	\$23.50	\$2,115.00
DeLeon, Martha	Substitute		\$23.50	
Cornejo, Vivianne	Substitute		\$23.50	
Martinez, Maria	Substitute		\$23.50	
Pagan, Migdalia	Substitute		\$47.00	
Salinas, Brenda	Teacher	90	\$47.00	\$4,230.00

Account No. 15-421-100-101-21-0075  
Cost Not to Exceed \$6,345.00

*Note: Original resolution appeared on the July 24, 2023 Regular Public Board Meeting, Resolution No. 56, Page B-30. First revision appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 83, Page B-63.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**66. Appointment of Staff Members for Title I - Parent Workshops/Meeting Programs at for the 2023-2024 School Year – School No. 21**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 school year.

- October 2023 – June 2024
- Monday – Friday – 3:00 pm - 8:00 pm
- Saturdays – 8:00 am - 1:00 pm

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Nancy Shafrin	Parent Liaison	\$23.50
Stacey Romero	Teacher	\$47.00
Edda Rodriguez	Teacher	\$47.00
Blanco Rivas Alfonso	Teacher	\$47.00
Sonja Diehl	Teacher	\$47.00
Nicole Cunningham	Teacher	\$47.00
Stephanie Riveros	Teacher	\$47.00
Eby Monteagudo	Paraprofessional	\$23.50
Martha Martinez	CST	\$47.00
Patricia Esposito	CST	\$47.00
Mindy Pagan	Counselor	\$47.00
Allyson Gibson	Counselor	\$47.00
Nayda Rawls	Attendance Officer	\$23.50

**Appointment of Staff Members for Title I - Parent Workshops/Meeting Programs at for the 2023-2024 School Year – School No. 21 (Continued)**

Account No. 20-231-100-100-45-2000 Title I Stipend - Parent Involvement  
Cost Not to Exceed \$3,000.00  
FICA Account No. 20-231-200-200-45-2000 Title I Parent Account (FICA)  
Cost Not to Exceed \$229.50

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**67. Approval of Payment to Staff Members for Afterschool New York Times Writing Competition for the 2023-2024 School Year – School No. 21**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff member for afterschool New York Times Writing Competition for the 2023-2024 school year.

- October 7, 2023 - June 24, 2024
- \$47.00 Hourly Rate

<u>Name</u>	<u>Hours</u>	<u>Cost</u>
Gomez, Julie	25	\$1,175.00

Account No. 15-401-100-101-21-0075  
Cost Not To Exceed \$1,175.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**68. Approval of Payment to Staff Members for Professional Development Hours for the Scholars Soar-Before/After School Program – School No. 22**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members to participate in the fifteen hours of training. Staff member will be trained in Exemplars and Lexia.

- October 1, 2023 through March 29, 2024

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Allotted PD Hours</u>	<u>Total</u>
Iesha Griggs	Teacher	\$47.00	15	\$705.00
Giselle Estevez	Teacher	\$47.00	15	\$705.00
Yolanda Ortiz	Teacher	\$47.00	15	\$705.00
Natalie Riviuccio	Teacher	\$47.00	15	\$705.00
Mary Besterici	Teacher	\$47.00	15	\$705.00
Laura Neyra Melgar	Teacher	\$47.00	15	\$705.00
Danielle Owusu	Teacher	\$47.00	15	\$705.00
Alexis Urena	Teacher	\$47.00	15	\$705.00
Christopher Calabrese	Teacher	\$47.00	15	\$705.00
Mercedes Tavarez	Teacher	\$47.00	15	\$705.00
Erica Johnson	Teacher	\$47.00	15	\$705.00
Arlene Matos	Teacher	\$47.00	15	\$705.00
Jessica Rodriguez	Teacher	\$47.00	15	\$705.00

**Approval of Payment to Staff Members for Professional Development Hours for the Scholars Soar-Before/After School Program – School No. 22 (Continued)**

Account No. 20-238-100-100-22-0000 Title I SIA  
Cost Not to Exceed \$9,750.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**69. Revision of Approval of Payment to Staff Members for the Scholars Soar-Before/After School Program for the 2023-2024 School Year – School No. 22**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members to participate Scholars Soar Before/After School Program for the 2023-2024 school year.

- October 16, 2023 through March 29, 2023
- 7:15 am - 8:15 am
- 3:00 pm - 4:00 pm

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Total</u>
Iesha Griggs	Teacher	\$47.00	\$3,807.00
Giselle Estevez	Teacher	\$47.00	\$3,807.00
Yolanda Ortiz	Teacher	\$47.00	\$3,807.00
Natalie Riviuccio	Teacher	\$47.00	\$3,807.00
Mary Besterici	Teacher	\$47.00	\$3,807.00
Laura Neyra Melgar	Teacher	\$47.00	\$3,807.00
Danielle Owusu	Teacher	\$47.00	\$3,807.00
Alexis Urena	Teacher	\$47.00	\$3,807.00
Christopher Calabrese	Teacher	\$47.00	\$3,807.00
Mercedes Tavarez	Teacher	\$47.00	\$3,807.00
Arlene Matos	Teacher	\$47.00	\$3,807.00
Erica Johnson	Teacher	\$47.00	\$3,807.00
Jessica Rodriguez	Teacher	\$47.00	\$3807.00
Joseph Gouse	Teacher	\$47.00	As Needed
Lourdes Pascual	Nurse	\$47.00	\$3,807.00
Sheiny Veras	Nurse(substitute)	\$47.00	As Needed

Account No. 20-238-100-100-22-0000  
Cost Not to Exceed \$ 53,298.00

*Original resolution appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 85, Page B-64.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**70. Approval of Payment to Security Aides for the After-School Program for the 2023-2024 School Year – School No. 22**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to security aides for after school programming for the 2023-2024 school year.

Name	Position	Hours	Rate	Total
Lesha Lebron	Security	222	\$23.50	\$5,217.00
Ana Jimenez	Security	222	\$23.50	\$5,217.00

Account No. 15-000-266-100-22-0075  
Cost Not to Exceed \$10,434.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**71. Revision of Approval of Payment to Staff Members for PM Bus Duty for the 2023-2024 School Year – School No. 22**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members to participate in PM Bus Duty for the 2023-2024 school year.

- September 7, 2023 - June 25, 2024
- Monday through Friday
- 3:00 pm - 3:15 pm
- Up to 30 minutes when bus routes arrive late at dismissal

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Total</u>
Milqueya Garcia	Teacher	\$47.00	\$4,230.00
Kristin Barbetta	Teacher	\$47.00	\$4,230.00
Jason Lokitz	Teacher	\$47.00	\$4,230.00
Daniel Bizzoco	Teacher	\$47.00	\$4,230.00
Betsy Cruz	Paraprofessional	\$23.50	\$2,115.00
Yesenia Vera	Paraprofessional	\$23.50	\$2,115.00
Emira Munoz	Paraprofessional	\$23.50	\$2,115.00
Hayam Ali	Paraprofessional	\$23.50	\$2,115.00
Keith Adams	Paraprofessional	\$23.50	\$2,115.00
Vanessa Cordero de Jesus	Paraprofessional	\$23.50	\$2,115.00
Filberta Miranda	Paraprofessional	\$23.50	\$2,115.00
Kathleen Haskings	Paraprofessional	\$23.50	\$2,115.00
Jigisha Bhagat	Paraprofessional	\$23.50	\$2,115.00

Account No. 15-421-100-101-22-0075  
Cost Not to Exceed \$35,955.00

*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 88, Page B-68. Revision appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 87, Page B-65-B-66.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**72. Revision of Approval of Payment to Staff Members for Extra-Curricular Club Activities for the 2023-2024 School Year – School No. 22**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for Extra Curricular Clubs Activities for 2023-2024 school year.

<u>Activity/Club</u>	<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Time Frame</u>
Drama	Natalie Riviuccio	Teacher	\$750.00	Sept, 2023-June 2024
Newspaper	Mary Besterci	Teacher	\$750.00	Sept, 2023-June 2024
Digital Media	Kristin Barbetta	Teacher	\$750.00	Sept, 2023-June 2024
Game Club	Christine Bohacz	Teacher	\$750.00	Sept, 2023-June 2024
Garden Club	Christopher Calabrese	Teacher	\$750.00	Sept, 2023-June 2024
Book Club	Kristin Barbetta	Teacher	\$750.00	Sept, 2023-June 2024
Sports Club	Viadel Pena	Teacher	\$750.00	Sept, 2023-June 2024
Sports Club	Cassius Crandol	Paraprofessional	\$750.00	Sept, 2023-June 2024
SGA Student Government	Jessica Rodriguez	Teacher	\$750.00	Sept, 2023-June 2024
SGA Student Government	Danielle Owusu	Teacher	\$750.00	Sept, 2023-June 2024
Art Club	Elizabeth Lodato	Teacher	\$750.00	Sept, 2023-June 2024
Art Club	Stephanie Wheat	Teacher	\$750.00	Sept, 2023-June 2024
Chorus Club	Krysta Mirsik	Teacher	\$1,000.00	Sept, 2023-June 2024
Math Club	Iesha Griggs	Teacher	\$750.00	Sept, 2023-June 2024

Account No. 15-401-100-101-03-0075  
Cost Not to Exceed \$10,750.00

*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 86, Page B-67.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**73. Revision of Approval of Payment for Before School Study Hall for the 2023-2024 School Year – School No. 22**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members to participate in the before school Study Hall for 2023-2024 school year.

- September 7, 2023 - July 25, 2024
- Monday through Friday
- 7:30 am – 8:00 am
- Not to exceed 90 hours per person

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Total</u>
Brian Slezak	Teacher	\$47.00	\$4,230.00
Kristin Barbetta	Teacher	\$47.00	\$4,230.00
Joseph Gouse	Substitute	As Needed	\$4,230.00
Daniel Bizzoco	Substitute	As Needed	
Wilkin Pujos	Substitute	As Needed	

**Revision of Approval of Payment for Before School Study Hall for the 2023-2024 School Year – School No. 22 (Continued)**

Account No. 15-421-100-101-03-0075  
Cost Not to Exceed \$8,460.00

*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 89, Page B-69.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**74. Revision of Approval of Payment of Staff Member for Math Point Person for the 2023-2024 School Year – School No. 23**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following teacher to work on distribution of Math materials for the 2023-2024 school year.

- September 2023 - June 2024
- Hourly Rate \$47.00 (not to exceed 16 hours)

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Grennan, Jill	16	\$47.00	\$752.00

Account No. 15-130-100-101-23-0075  
Cost Not To Exceed \$752.00

*Note: Original resolution appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 90, Page B-67.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**75. Revision of Approval of Payment to Staff Member for Science Point Person for the 2023-2024 School Year – School No. 23**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff member to work on distribution of Science materials for the 2022-2023 school year.

- Monday through Friday
- August 1, 2023 – June 23, 2024
- \$46.00 Per Hour (August 1, 2023 – August 31, 2023)
- \$47.00 Per Hour (September 1, 2023 – June 23, 2024)

<u>Name</u>	<u>Hours</u>	<u>Total</u>
Naik, Toral	16	\$752.00



**Revision of Approval of Payment to Staff Member for Science Point Person for the 2023-2024 School Year – School No. 23 (Continued)**

Account No. 15-120-100-101-23-0075  
Cost Not To Exceed \$752.00

*Note: Original resolution appeared on the July 24, 2023 Regular Public Board Meeting, Resolution No. 64, Page B-35.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**76. Revision of Approval of Payment to Staff Members for ELA Point Person for the 2023-2024 School Year – School No. 23**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff member to work on distribution of ELA materials for the 2023-2024 school year.

- September 2023 - June 2024
- Not to exceed 16 hours

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Amaro, Ana	16	\$47.00	\$752.00

Account No. 15-130-100-101-23-0075  
Cost Not To Exceed \$752.00

*Note: Original resolution appeared on the July 24, 2023 Regular Public Board Meeting, Resolution No. 63, Page B-34-B-35.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**77. Approval of Appointment of Staff Members to Assist with Escorting Students to and from the Buses for the 2023-2024 School Year – School No. 24**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for assisting with escorting students to and from the bus for the 2023-2024 school year.

- October 2, 2023 – June 21, 2024
- Teachers \$47.00 per hour
- Paraprofessionals/Parent Liaisons \$23.50 per hour
- 46 hours per person
- Up to 30 minutes when bus routes arrive late at dismissal

<u>Name</u>	<u>Position</u>	<u>Cost</u>
Maurine Oosthuizen	Teacher	\$1,950.50
Margel Tavarez	Teacher	\$1,950.50

**Approval of Appointment of Staff Members to Assist with Escorting Students to and from the Buses for the 2023-2024 School Year – School No. 24 (Continued)**

Account No. 20-218-200-100-24-0075  
Cost Not to Exceed \$3,900.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**78. Approval of Appointment of Replacement and Addition of Staff Members for Title 1 SIA Grant - Professional Development for Exemplars Program for the 2023-2024 School Year – School No. 25**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools recommends the appointment of replacement and addition of the following staff members for the Title 1 SIA Grant- Professional Development for Exemplars Program for the 2023-2024 school year.

- October 2023 through June 2024
- 3:00 pm - 4:00 pm
- Not to exceed 6 hours per staff member

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Total</u>
Cunningham, Jaime	Teacher	\$47.00	\$282.00
Fletcher-McKinney, Jenise	Teacher	\$47.00	\$282.00
Hameid, Ajnadeen	Teacher	\$47.00	\$282.00
Keen, Vanessa	Teacher	\$47.00	\$282.00
Lliguicota, Jennie	Teacher	\$47.00	\$282.00
Nata, Diedre	Teacher	\$47.00	\$282.00
Ortiz, Magdeline	Teacher	\$47.00	\$282.00
Petracca, Sandra	Teacher	\$47.00	\$282.00
Rojas, Maria	Teacher	\$47.00	\$282.00
Salinas, Pamela	Teacher	\$47.00	\$282.00
Sanchez, Rhina	Teacher	\$47.00	\$282.00
Williams, Pia	Teacher	\$47.00	\$282.00
Zuniga, Nohemy	Teacher	\$47.00	\$282.00

Cunningham, Jaime replacing Cardella, Shirlane  
Fletcher-McKinney, Jenise replacing Chavez, Stephanie  
Hameid, Ajnadeen replacing Mirchandani, Neha

Account No. 20-238-200-100-25-0000  
Cost Not to Exceed \$3,666.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**79. Revision of Approval of Payment to Staff Members for the Recommendation of Read to Succeed After School Program for the 2023-2024 School Year – School No. 25**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the revision of the appointment of the following staff members for the Read to Succeed After School Program for the 2023-2024 school year.

- November 1, 2023 - May 2, 2024
- Monday through Thursday
- 3:00 pm- 4:00 pm- Teachers
- 3:00 pm- 4:30 pm- Security
- 1.5 Hour PD per teacher prior to the program
- 12 additional hours to analyze data and plan instruction (2 hours per month) not to exceed 12 hours per teacher
- Not to exceed 150 hours per person

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Total</u>
Cunningham, Jaime	Teacher	\$47.00	\$7,050.00
Fletcher-McKinney, Jenise	Teacher	\$47.00	\$7,050.00
Hameid, Ajnadeen	Teacher	\$47.00	\$7,050.00
Keen, Vanessa	Teacher	\$47.00	\$7,050.00
Lliguicota, Jennie	Teacher	\$47.00	\$7,050.00
Nata, Diedre	Teacher	\$47.00	\$7,050.00
Ortiz, Magdeline	Teacher	\$47.00	\$7,050.00
Petracca, Sandra	Teacher	\$47.00	\$7,050.00
Rojas, Maria	Teacher	\$47.00	\$7,050.00
Salinas, Pamela	Teacher	\$47.00	\$7,050.00
Sanchez, Rhina	Teacher	\$47.00	\$7,050.00
Williams, Pia	Teacher	\$47.00	\$7,050.00
Zuniga, Nohemy	Teacher	\$47.00	\$7,050.00
Cintron, Regina	Security Aide	\$23.50	\$3,525.00
Kattak Rossi, Joanne	Nurse	\$47.00	\$7,050.00
Johnson, Ashley	Sub. Security		

Account No. 15-421-100-101-25-0075 Teachers  
 15-421-200-100-25-0075 Security/Nurse  
 Cost Not to Exceed \$102,225.00

*Note: Original resolution appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 97, Page B-71-B-72.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**80. Revision of Date and Additional Appointment of Staff Members for Instructional Leadership Team for the 2023-2024 School Year – School No. 25**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the revision of date and additional appointment of the following staff members for the Instructional Leadership Team for the 2023-2024 school year.

- September 2023 through June 2024
- 1 hour for planning per month per staff member
- \$47.00 per hour

<u>Name</u>	<u>Position</u>	<u>Total</u>
Cunningham, Jaime	Teacher	\$470.00
Fitzpatrick, Denise	Teacher	\$470.00
Fletcher-McKinney, Jenise	Teacher	\$470.00
Jimenez, Irene	Teacher	\$470.00
Sanchez, Liliana	Teacher	\$470.00
Sanchez, Rhina	Teacher	\$470.00

Account No. 15-421-100-101-25-0075  
Cost Not to Exceed \$2,820.00

*Note: Original resolution appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 102, Page B-74-B-75.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**81. Approval of Payment to Additional Personnel for the K-8 AM Study Hall for the 2023-2024 School Year – School No. 25**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following additional staff members for AM Study Hall for the 2023-2024 school year.

- November 1, 2023 - June 21, 2024
- Monday through Friday
- 7:30 am - 8:00 am
- Not to exceed 91 hours per person

<u>Name</u>	<u>Position</u>	<u>Cost</u>	<u>Total</u>
Feliz-Collado, Maria	Teacher	\$47.00	\$4,277.00
Sanchez, Rhina	Teacher	\$47.00	\$4,277.00

Substitute:  
Glavotsky, Daniela- Teacher

Account No. 15-421-100-101-25-0075  
Cost Not to Exceed \$8,554.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**82. Approval of Payment for Additional Personnel for Extra-Curricular Club Activities for the 2023-2024 School Year – School No. 25**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following additional personnel for extracurricular club activities for the 2023-2024 school year.

<u>Activity/Club</u>	<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Time Frame</u>
S.T.E.A.M	Lliguicota, Jennie Keen, Vanessa (Co-Advisor)	Teacher	\$750.00	November 2023 - June 2024 Fridays - 7:30 am
Multicultural Dance Club	Keen, Vanessa Herrera, Erma (Co-Advisor)	Teacher Para	\$750.00	November 2023 - June 2024 Fridays - 3:00 pm

Staff members will be paid in accordance with the stipend amounts as stipulated in the EAP Contract.

Account No. 15-401-100-101-25-0075  
Cost Not to Exceed \$1,500.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**83. Appointment of Staff Members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 School Year – Passaic Academy for Science & Engineering**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 school year.

- October 2023 – June 2024
- Monday - Fridays – 3:45 pm - 8:00 pm
- Saturdays – 8:00 am - 1:00 pm

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Carla Valledor	Teacher	\$47.00
Nathaly Noguera	Teacher	\$47.00
Jennie Monroe	Counselor	\$47.00
Dihiana Sano	Counselor	\$47.00
Monica Garcia	Attendance Officer	\$23.50
Maika Bonafe	Parent Liaison	\$23.50

Account No. 20-231-100-100-45-2000, Title I Stipend - Parent Involvement  
Cost Not to Exceed \$5,000.00  
FICA Account No. 20-231-200-200-45-2000, Title I Parent Account (FICA)  
Cost Not to Exceed \$382.50

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**84. Approval of Payment to Staff Members for Dual Enrollment Seminar for the 2023-2024 School Year – Passaic Academy for Science & Engineering**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of staff members to be paid the hourly rate in accordance to the EAP, for one hour per week to plan and record their instruction for Dual Enrollment courses at Passaic Academy for Science & Engineering for the 2023-2024 school year.

- September 9, 2023 - June 30, 2024
- 3:45 pm - 5:00 pm Weekdays
- 8:00 am - 1:00 pm Saturdays

<u>Name</u>	<u>Position</u>	<u>Course</u>	<u>Pathways</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Aziza Munem	DE Co-Teacher	Principles of Engineering	Engineering	40	\$47.00	\$1,880.00
Sergio Martinez	DE Co-Teacher	Principles of Engineering	Engineering	40	\$47.00	\$1,880.00
Eric Nyabeta	DE Co-Teacher	Principles of Biomedical Science	Biomedical	40	\$47.00	\$1,880.00
Eric Nyabeta	DE Co-Teacher	Medical Intervention	Biomedical	40	\$47.00	\$1,880.00
Eric Nyabeta	DE Co-Teacher	Human Anatomy and Physiology	Biomedical	40	\$47.00	\$1,880.00
Eric Nyabeta	DE Co-Teacher	AP Biology	Not Applicable	40	\$47.00	\$1,880.00
John Brown	DE Co-Teacher	AP Computer Science Principles	Data Analytics	40	\$47.00	\$1,880.00
Richard Chomko	DE Co-Teacher	Physics Honors	Not applicable	40	\$47.00	\$1,880.00
Fitzgibbons, Terence	DE Co-Teacher	AP US History 2	Not applicable	40	\$47.00	\$1,880.00
Welch, Jennifer	DE Co-Teacher	AP US History 1	Not applicable	40	\$47.00	\$1,880.00
Velarde, Kenya	DE Co-Teacher	AP Spanish Literature	Not Applicable	40	\$47.00	\$1,880.00
Caufield, Stephen	DE Co-Teacher	AP Lang.	Not Applicable	40	\$47.00	\$1,880.00

Account No. 15-421-100-101-26-0087  
Cost Not to Exceed \$22,560.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**85. Approval of Payment to Staff Members for the Biomedical Pathway Tutoring for the 2023-2024 School Year – Passaic Academy for Science & Engineering**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment for Kristen Kush and Scott Ryan to hold Biomedical Pathway Tutoring. Starting January 2024 to May 2024 for high school students at Passaic Academy for Science and Engineering. This course is being funded by the Perkins Grant, Biomedical Pathway CIP Code 261201-301.

- 20 weeks (2 hours per week)
- Total of 40 hours per teacher

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Rate</u>
Kush, Kristen	Teacher	40	\$47.00
Ryan, Scott	Teacher	40	\$47.00

Account No. 20-366-100-100-66-0000  
Cost Not to Exceed \$3,760.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**86. Approval of Payment to Staff Members for Saturday Detention for the 2023-2024 School Year Passaic Academy for Science & Engineering and Passaic Preparatory Academy**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for Saturday Detention for the 2023-2024 school year.

- September 16, 2023 to June 15, 2024 (up to 32 Saturdays)
- Teachers: 8:00 am - 12:00 pm
- Security: 8:00 am - 1:00 pm

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Agamie, Laila	Teacher	128	\$47.00	\$6,016.00
Benitez Velarde, Kenya	Substitute	As Needed	\$47.00	
Garcia, Monica	Substitute	As Needed	\$47.00	
Munoz, Omar	Substitute	As Needed	\$47.00	
Neurouter, Kacie	Substitute	As Needed	\$47.00	
Ozdogan, Alpaslan	Substitute	As Needed	\$47.00	
Rice, David	Security	160	\$23.50	\$3,760.00
Coloma, Veronica	Substitute Security	As Needed	\$23.50	

**Approval of Payment to Staff Members for Saturday Detention for the 2023-2024 School Year Passaic Academy for Science & Engineering and Passaic Preparatory Academy (Continued)**

Account No. 15-421-200-100-26-0075 (Security)  
Cost Not to Exceed \$3,760.00  
Account No. 15-421-100-101-26-0075 (Teacher)  
Cost Not to Exceed \$6,016.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**87. Approval of Payment to Security Aides for the PM Study Hall for the 2023-2024 School Year – Passaic Academy for Science & Engineering**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to security aides for the PM study hall for the 2023-2024 school year.

- October 16, 2023 to February 16, 2024
- 5:00 pm - 6:30 pm (M-F)

<i>Name</i>	<i>Position</i>	<i>Hours</i>	<i>Rate</i>
Rice, David	Security	75	\$23.50
Coloma, Veronica	Substitute Security		\$23.50
Grullon, Maria	Substitute Security		\$23.50

Account No. 15-421-100-101-26-0075  
Cost Not to Exceed \$1,762.50

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**88. Approval of Payment to Staff Members to Act as Dual Enrollment Coordinator for the 2023-2024 School Year – Passaic Academy for Science & Engineering**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to staff members to be assigned as the Dual Enrollment Coordinator at the Passaic Academy for Science & Engineering to oversee the 2023-2024 school year.

- September 7, 2023 through June 30, 2024

<i>Name</i>	<i>Position</i>	<i>Hours</i>	<i>Rate</i>	<i>Total</i>
Monroe, Jennie	Coordinator	100	\$47.00	\$4,700.00
Sano, Dahiana	Substitute		\$47.00	

Account No. 15-000-218-104-26-0082  
Cost Not to Exceed \$4,700.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.



**89. Revision of Approval of Payment to Staff Members for the AP Tutoring Program for the 2023-2024 School Year – Passaic Academy for Science & Engineering**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of staff members for AP Tutoring Program for the 2023-2024 school year at Passaic Academy for Science & Engineering.

- September 11, 2023 – May 31, 2024
- Mondays – Fridays – 7:30 am - 8:15 am and 3:45 pm - 4:45 pm
- Saturdays – 8:30 am - 12:30 pm

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Felder, Sutana*	Teacher	30	\$47.00	\$1,410.00
Gendy, Amgad*	Teacher	30	\$47.00	\$1,410.00

Account No. 15-421-100-101-26-0087  
Cost Not to Exceed \$25,380.00

*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 104, Page B-79.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**90. Revision of Approval of Payment to Staff Members for the Learning Advantage Tutoring (High School) for the 2023-2024 School Year – Passaic Academy for Science & Engineering**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of staff members for After School Tutoring Program (High School) at Passaic Academy for Science & Engineering.

- October 2, 2023 through June 14, 2024
- Mondays through Fridays
- 7:25 am to 8:25 am (1 hour)
- 3:40 pm to 4:40 pm (1 hour)

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Felder, Sutanna	Tutor-ELA	40	\$47.00	\$1,880.00
Lenihan, Brian	Tutor-Math	40	\$47.00	\$1,880.00
Ryan, Scott	Tutor-Science	40	\$47.00	\$1,880.00
Velarde-Benitez, Kenya	Tutor-World Language	40	\$47.00	\$1,880.00
Weston, Lisa	Tutor-Math	40	\$47.00	\$1,880.00
ADD:				
Dugan, Daniel	Tutor: History	40	\$47.00	\$1,880.00
Caufield, Stephen	Substitute	TBD	\$47.00	TBD
Gendy, Amgad	Substitute	TBD	\$47.00	TBD

**Revision of Approval of Payment to Staff Members for the Learning Advantage Tutoring (High School) for the 2023-2024 School Year – Passaic Academy for Science & Engineering (Continued)**

Account No. 15-421-200-100-26-0075  
Cost Not to Exceed \$11,280.00

*Note: Original resolution appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 107, Page B-78.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**91. Approval of Payment to Staff Members for Extra Classes for the 2023-2024 School Year – Passaic Academy for Science & Engineering**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, Superintendent of Schools, recommends the approval of payment to the following staff members for extra classes for the 2023-2024 school year.

<u>Name</u>	<u>Department</u>	<u>Course</u>	<u># of Extra Classes</u>	<u>Start Date</u>	<u>End Date</u>
Brown, John	CIS	AP Computer Science A Introduction to Computer Science	8	9/7/2023	6/30/2024
Caufield, Stephen	ELA	English 2 H AP English Language Leadership	10	9/7/2023	6/30/2024
Chomko, Richard	SCI	AP Physics C Mechanics Introduction to Data Science Physics H	8	9/7/2023	6/30/2024
DeKramer, Jane	SCI	Science Grade 7 Principles of Biomedical Science	6	9/7/2023	6/30/2024
Dugan, Daniel J.	HISTORY	World History	5	9/7/2023	6/30/2024
Felder, Sutanna	ELA	English Lit AP Lit African Diaspora Lit	5	9/7/2023	6/30/2024
Fernandez, Wendy	ESL	ELA Grade 6, 7 ESL 2, 3, 4 Pre-Algebra	5	9/7/2023	6/30/2024
Fitzgibbons, Terence J.	HISTORY	AP US History AP Human Geo US History	5	9/7/2023	6/30/2024
Garcia, Klarissa	Science	App Creators I, II Comp Sci Grade 7 Science	10	9/7/2023	6/30/2024

**Approval of Payment to Staff Members for Extra Classes for the 2023-2024 School Year – Passaic Academy for Science & Engineering**

<u>Name</u>	<u>Department</u>	<u>Course</u>	<u># of Extra Classes</u>	<u>Start Date</u>	<u>End Date</u>
Gendy, Amgad	MATH	Pre-Calculus Financial Algebra AP Calculus AB	5	9/7/2023	6/30/2024
Gonzalez, Sara	HISTORY	Social Studies Grade 6 Social Studies Grade 7	10	9/7/2023	6/30/2024
Gray, Isabel*	SCI	Human Anatomy AP Biology	3	9/7/2023	6/30/2024
Gray, Isabel*	SCI	Human Anatomy AP Biology	1	10/2/2023	6/30/2024
Harries Gonzalez, Kristen	HISTORY	United States History I,II Financial Literacy	5	9/7/2023	6/30/2024
Kucharyk, Jessica	ELA	ELA Grade 8	5	9/7/2023	6/30/2024
Kush, Kristen N	Science	Organic & Biochemistry Chemistry H	7	9/7/2023	6/30/2024
Landress, Deanne W	HISTORY	AP Macroeconomics AP Microeconomics	5	9/7/2023	6/30/2024
Lenihan, Brian	Math	Geometry Pre-Calculus	5	9/7/2023	6/30/2024
Lowenstein, Carolmarie	ELA	English 2 H AP English Lang	5	9/7/2023	6/30/2024
Martinez, Sergio	Science	AP Physics Principles of Engineering	5	9/7/2023	6/30/2024
Mieses-Leger, Yuri	ELA	ELA Grade 6	5	9/7/2023	6/30/2024
Munem, Aziza	Math CSI	Intro to Eng. Design Geometry AP Computer Science	7	9/7/2023	6/30/2024
Noguera, Nathaly K.	World Language	AP Spanish Language Spanish 2	5	9/7/2023	6/30/2024
Nyabeta, Eric*	Science	AP Biology Biology	6	9/7/2023	6/30/2024
Nyabeta, Eric*	Science	AP Biology Biology	5	10/2/2023	6/30/2024
Ozdogan, Alpaslan	Math	Pre-Calculus AP Statistics	5	9/7/2023	6/30/2024
Pinto, Sara	ELA	ELA Grade 7	5	9/7/2023	6/30/2024
Pretty paul, Roselyn	Math	Math Grade 7	5	9/7/2023	6/30/2024

**Approval of Payment to Staff Members for Extra Classes for the 2023-2024 School Year – Passaic Academy for Science & Engineering**

<u>Name</u>	<u>Department</u>	<u>Course</u>	<u># of Extra Classes</u>	<u>Start Date</u>	<u>End Date</u>
Randazzo, Andria Josephine	Math	Math Grade 7 Math Grade 8	5	9/7/2023	6/30/2024
Ryan, Scott	Science	Biology Genetic Engineering Biotechnology	5	9/7/2023	6/30/2024
Savinskaya, Inna	Math	AP Pre-Calculus AP Calculus	5	9/7/2023	6/30/2024
Shahine, Lauren	Science	Chemistry	7	9/7/2023	6/30/2024
Shapiro, Chelsea	Math	Math Grade 6	5	9/7/2023	6/30/2024
Skowron, Molly	Science	Biology Medical Interventions	3	9/7/2023	6/30/2024
Stas, Julietta	Math	Algebra 1 Algebra 2	5	9/7/2023	6/30/2024
Harris, Cierra	History	Social Studies Grade 8 Financial Literacy	5	9/7/2023	6/30/2024
Valledor, Carla	ELA	AP Language and Composition English Language & Composition Leadership in the 21st Century	10	9/7/2023	6/30/2024
Velarde Benitez, Kenya	World Language	Spanish 2 AP Spanish Literature	5	9/7/2023	6/30/2024
Welch, Jennifer	History	AP United States History 2 AP US Government and Politics	5	9/7/2023	6/30/2024
Weston, Lisa	Math	Algebra 2	5	9/7/2023	6/30/2024
Wicks, Natalie	ELA	ELA Grade 8 ELA Grade 7	5	9/7/2023	6/30/2024

\*I. Gray total of 4 extra courses; E. Nyabeta total of 11 extra courses.

Account No. 15-140-100-101-26-0052  
Cost Not to Exceed \$310,000.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**92. Approval of Payment to Staff Members for Overtime for the 2023-2024 School Year – Passaic Academy for Science & Engineering**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the following staff member to assist in the activities for students and parents during after school hours for the Passaic Academy for Science & Engineering for the 2023-2024 school year.

<i>Name</i>	<i>Position</i>	<i>Rate</i>	<i>Total</i>
Guifarro, Sullman	Secretary	PAEOP Hourly Rate	\$750.00
Scalera-Acevedo, Angela	Secretary	PAEOP Hourly Rate	Substitute
Serrano, Virna	Secretary	PAEOP Hourly Rate	Substitute

Account No. 15-000-240-105-26-0074  
Cost Not to Exceed \$750.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**93. Revision of Approval of Payment to Staff Members for Extra-Curricular Activities for the 2023-2024 School Year – Passaic Academy for Science & Engineering**

Dr. Sandra Montanez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff members for Extra-Curricular Activities at Passaic Academy for Science and Engineering for the 2023-2024 school year.

<i>Activity</i>	<i>Name</i>	<i>Position</i>	<i>Type</i>	<i>Stipend</i>
School Yearbook	Fernandez, Wendy	Co-Advisor	Type II*	\$2,711.00
	Noguera, Nathaly	Co-Advisor	Type II*	\$2,711.00
NASA*	Allen, Tyler	Advisor	Type IV	\$1,571.00
School Newspaper	Benitez-Velarde, Kenya	Co-Advisor	Type II	\$2,165.00
	Felder, Sutana*	Co-Advisor	Type II	\$2,165.00

Account No. 15-401-100-101-26-0075  
Cost Not to Exceed \$

Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 105, Page B-79.

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**94. Approval of Payment to Staff Members for the NJIT Saturday STEM Fall II '23 Program Facilitator – Passaic Academy for Science & Engineering**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of staff members to be paid the hourly rate in accordance with the EAP, for facilitating the NJIT Saturday STEM Programs.

<i>Staff Overseeing Program</i>								
<u>Name</u>	<u>Role</u>	<u>Program</u>	<u>Dates</u>	<u>Times</u>	<u>Location</u>	<u>Number of Hours</u>	<u>Rate</u>	<u>Total</u>
Allen, Tyler	Facilitator	NJIT Saturday STEM	Saturdays; Nov 4 - Dec 9	8:00 am - 1:00 pm	On Campus	25	\$47.00	\$1,175.00
Garcia, Klarissa	Substitute	NJIT Saturday STEM	Saturdays; Nov 4 - Dec 9	8:00 am - 1:00 pm	On Campus	As needed	\$47.00	
Randazzo, Andria	Substitute	NJIT Saturday STEM	Saturdays; Nov 4 - Dec 9	8:00 am - 1:00 pm	On Campus	As needed	\$47.00	

Account No. 15-421-100-101-26-0075  
Cost Not to Exceed \$1,175.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**95. Revision of Approval of Appointment and Payment to Staff Members for the AM/PM Study Hall for the 2023-2024 School Year – Passaic Academy for Science & Engineering**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of staff members to be paid the hourly rate in accordance with the EAP, for AM/PM study hall for grades 6-12 at Passaic Academy for Science and Engineering for the 2023-2024 Academic Year.

- September 11, 2023 to June 21, 2024
- 7:15 am – 8:15 am & 3:45 pm - 4:45 pm (M-F)

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Rate</u>
Agamie, Laila	Teacher	150	\$47.00
Noguera, Nathaly	Teacher	150	\$47.00
Neurouter, Kacie	Teacher	As Needed	\$47.00
Felder, Sutanna*	Teacher	As Needed	\$47.00

**Revision of Approval of Appointment and Payment to Staff Members for the AM/PM Study Hall for the 2023-2024 School Year – Passaic Academy for Science & Engineering (Continued)**

Account No. 15-421-100-101-26-0075  
Cost Not to Exceed \$14,100.00

*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 106, Page B-82.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**96. Appointment of Staff Members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 School Year – Passaic Preparatory Academy**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 school year.

- October 2023 – June 2024
- Monday – Fridays – 3:45 pm - 8:00 pm
- Saturdays – 8:00 am - 1:00 pm

<i>Name</i>	<i>Position</i>	<i>Rate</i>
Louis Stamat	Teacher	\$47.00
John Ford	Teacher	\$47.00
Noha Nassam	Teacher	\$47.00
Tamara Breskic	Teacher	\$47.00
Shari Roth Palacios	Counselor	\$47.00
Kitrell Sapp	Attendance Officer	\$23.50
Olis Salazar	Parent Liaison	\$23.50
Julieta Tapia	Social Worker	\$47.00

Account No. 20-231-100-100-45-2000 Title I Stipend - Parent Involvement  
Cost Not to Exceed \$5,000.00  
FICA Account No. 20-231-200-200-45-2000 Title I Parent Account (FICA)  
Cost Not to Exceed \$382.50

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**97. Approval of Payment to Staff Members for Extra Classes for the 2023–2024 School Year – Passaic Preparatory Academy**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff members for extra classes for the 2023-2024 school year.

<u>Staff Name</u>	<u>Dept.</u>	<u>Sixth Period Stipend</u>	<u>Seventh Period Stipend</u>	<u>Eighth Period Stipend</u>	<u>Start Date</u>	<u>End Date</u>
Alessi, James	Social Studies	5 Per Week	5 Per Week		9/7/23	6/30/24
Aquino, Alejandra	ESL	5 Per Week			9/7/23	6/30/24
Breskic, Tamara	ESL – ELA	5 Per Week			9/7/23	6/30/24
Burgos, Aixa	CTE - Music		5 Per Week		9/7/23	6/30/24
Cocco, Steven	ELA	5 Per Week			9/7/23	6/30/24
Contaldi, Ryan	Social Studies	5 Per Week			9/7/23	6/30/24
Costarelli, Eric	Social Studies	5 Per Week			9/7/23	6/30/24
Demircan, Leyla	Math	5 Per Week			9/7/23	6/30/24
DiRenzi, Gina	ELA	5 Per Week			9/7/23	6/30/24
DiStasi, Kaitlin	Physical Education		2 Per Week		9/7/23	6/30/24
Encarnacion, Michel	Math	5 Per Week			9/7/23	6/30/24
Figueroa, Marc	Social Studies	5 Per Week			9/7/23	6/30/24
Fontanella, Noelle	SpEd – ELA Math	5 Per Week			9/7/23	6/30/24
Ford, John	Math	5 Per Week			9/7/23	6/30/24
Gonzalez, Alejandro	ESL / Bil	5 Per Week			9/7/23	6/30/24
Graham, Theodore	Science	2 Per Week			9/7/23	6/30/24
Herrera, Steven	Math	5 Per Week			9/7/23	6/30/24
Jimenez, Yvette	Math	5 Per Week			9/7/23	6/30/24
Johnston, Morgan	Math	5 Per Week			9/7/23	6/30/24
Korir, Geoffrey	Science	5 Per Week			9/7/23	6/30/24
Ladutke, Rachel	Theater	5 Per Week			2/5/24	6/30/24



**Approval of Payment to Staff Members for Extra Classes for the 2023–2024 School Year – Passaic Preparatory Academy (Continued)**

<u>Staff Name</u>	<u>Dept.</u>	<u>Sixth Period Stipend</u>	<u>Seventh Period Stipend</u>	<u>Eighth Period Stipend</u>	<u>Start Date</u>	<u>End Date</u>
Lightfoot, Michael	Math	5 Per Week			9/7/23	6/30/24
Lockwood, John	Science	2 Per Week			9/7/23	6/30/24
Melillo, Melissa	Phys Ed		4 Per Week		9/7/23	6/30/24
Montoya, Valeria	Science	5 Per Week	1 Per Week		9/7/23	6/30/24
Mordaga, Juana	World Language	5 Per Week			11/20/23	2/2/24
Morley, David	Phys Ed		3 Per Week		9/7/23	6/30/24
Post, Chelsea	ELA	5 Per Week			9/7/23	6/30/24
Reilly, Kristen	Science	5 Per Week			9/7/23	6/30/24
Reyes, Diosmerida	Spanish	5 Per Week			9/7/23	6/30/24
Rodriguez, Robert	Phys Ed		2 Per Week		9/7/23	6/30/24
Schmerler, Todd	ELA - Journalism	5 Per Week			9/7/23	6/30/24
Silva, Beatrice	SpEd – Math	5 Per Week			9/7/23	6/30/24
Sosa, Kenia	Spanish	5 Per Week			9/7/23	6/30/24
Stamat, Louis	Math	5 Per Week			9/7/23	6/30/24
Taylor, Lisa	ELA	5 Per Week			9/7/23	6/30/24
Tereshko, Christopher	ELA	5 per Week			9/7/23	6/30/24
Torres, Waleska	Math	5 Per Week			9/7/23	6/30/24
Vasquez, Numar	World Language	5 Per Week			9/7/23	6/30/24
Vasquez, Numar	World Language		5 Per Week		9/7/23	11/17/23
Watson, Allen	CTE Dig. Art		5 Per Week	5 Per Week	9/7/23	6/30/24
Weaver, Lance	Social Studies	5 Per Week			9/7/23	6/30/24
Zanabria, Aimee	Science	5 Per Week	3 Per Week		9/7/23	6/30/24

**Approval of Payment to Staff Members for Extra Classes for the 2023–2024 School Year – Passaic Preparatory Academy (Continued)**

Account No. 15-140-100-101-27-0052  
Cost Not to Exceed \$230,000.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**98. Approval of Appointment of Staff Members for the Instructional Leadership Team for the 2023-2024 School Year – Passaic Preparatory Academy**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of staff members for the Instructional Leadership Team at Passaic Preparatory Academy for the 2023–2024 school year.

- October 2, 2023 – June 30, 2024
- 7:25 am – 8:25 am Monday to Friday
- 3:45 pm – 4:45 pm Monday to Friday

<i>Name</i>	<i>Position</i>	<i>Hours</i>	<i>Rate</i>	<i>Total</i>
Figuroa, Marc	Teacher	10	\$47.00	\$470.00
Fraser, Nyasia	Teacher	10	\$47.00	\$470.00
Jimenez, Yvette	Teacher	10	\$47.00	\$470.00
Lightfoot, Michael	Teacher	10	\$47.00	\$470.00
Mordaga, Juana	Teacher	15	\$47.00	\$705.00
Post, Chelsea	Teacher	10	\$47.00	\$470.00
Reilly, Kristen	Teacher	10	\$47.00	\$470.00
Tereshko, Christopher	Teacher	10	\$47.00	\$470.00
Bruce, Stacey	Administrator	10	PASA Rate	PASA Rate
Lauricella, Sara	Administrator	10	PASA Rate	PASA Rate
Vargas, Julio	Administrator	10	PASA Rate	PASA Rate

Account No. 15-140-100-101-27-0075  
15-140-200-100-27-0075 Administrators

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**99. Revision of Approval of Payment to Staff Members for Central Detention for the 2023-2024 School Year – Passaic Preparatory Academy**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval payment to the following staff members to work the Passaic Preparatory Academy Central Detention.

- September 11, 2023 – June 30, 2024
- Monday, Tuesday, Wednesday, Thursday
- 3:40 pm – 4:40 pm

<i>Name</i>	<i>Position</i>	<i>School</i>	<i>Rate</i>
Melillo, Melissa	Substitute	PREP	Substitute

**Revision of Approval of Payment to Staff Members for Central Detention for the 2023-2024 School Year – Passaic Preparatory Academy (Continued)**

Account No. 15-421-100-101-27-0075  
Cost Not to Exceed \$7,350.00

*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 108, Page B-83.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**100. Approval of Payment to Staff Members for the Admissions Recruitment Committee for the 2023-2024 School Year – Passaic Preparatory Academy**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff members to work the Passaic Preparatory Academy Admissions Recruitment Committee for the 2023-2024 school year.

- November 1, 2023 – June 30, 2024
- Monday – Friday 7:00 am – 8:25 am & 3:45 pm – 7:00 pm
- Saturday 8:00 am – 1:00 pm

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Hours</u>	<u>Total</u>
Burgos, Aixa	Teacher	\$47.00	25	\$1,175.00
Costarelli, Eric	Teacher	\$47.00	25	\$1,175.00
Fontalvo, Giselle	Teacher	\$47.00	25	\$1,175.00
Fraser, Nyasia	Teacher	\$47.00	25	\$1,175.00
Graham, Theodore	Teacher	\$47.00	25	\$1,175.00
Johnston, Morgan	Teacher	\$47.00	25	\$1,175.00
Post, Chelsea	Teacher	\$47.00	25	\$1,175.00
Taylor, Lisa	Teacher	\$47.00	25	\$1,175.00
Tully, Brian	Teacher	\$47.00	25	\$1,175.00
Salazar, Olis	Parent Liaison	\$23.50	25	\$587.50
Bruce, Stacey	Administrator	PASA Rate	25	PASA Rate

Account No. 15-140-100-101-27-0087 (Teachers)  
15-421-200-100-27-0087 (Admin and Parent Liaison)  
Cost Not to Exceed \$10,575.00 (Teachers)  
\$3,000.00 (Admin & Parent Liaison)

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**101. Approval of Appointment of Security Aides to Work Additional Hours for the 2023 – 2024 School Year - Passaic Preparatory Academy**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends that the following security aides be appointed to work special evening events during the 2023–2024 school year.

- September 1, 2023 through June 30, 2023
- 5:30 pm – 10:00 pm
- Monday through Saturday

<u>Name</u>	<u>Rate</u>	<u>Location</u>	<u>Position</u>	<u>Hours</u>
Dalba, Dominick	\$23.50	Prep	Security	85
Gilgorri, Ruben	\$23.50	PASE	Sub	As Needed
Coloma, Veronica	\$23.50	PASE	Sub	As Needed
Grullon, Maria	\$23.50	PASE	Sub	As Needed
Rice, David	\$23.50	PASE	Sub	As Needed

Account No. 15-000-266-100-27-0000  
Cost Not to Exceed \$3,995.00

*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 113, Page B-86.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**102. Approval of Appointment of Security Aides to Work Additional Hours for the 2023–2024 School Year – Passaic Preparatory Academy**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends that the following security aides be appointed to work additional hours for after school and Saturday programs.

- September 1, 2023 through June 30, 2023
- 4:00 pm – 5:30 pm, Monday through Friday (After School Programs)
- 8:00 am – 1:00 pm Saturdays

<u>Name</u>	<u>Rate</u>	<u>Location</u>	<u>Position</u>
Mendez, Lisette	\$23.50	Prep	Sub
Dalba, Dominick	\$23.50	Prep	Sub
Gilgorri, Ruben	\$23.50	PASE	Sub
Coloma, Veronica	\$23.50	PASE	Sub
Grullon, Maria	\$23.50	PASE	Sub
Rice, David	\$23.50	PASE	Sub

**Approval of Appointment of Security Aides to Work Additional Hours for the 2023-2024 School Year – Passaic Preparatory Academy (Continued)**

Account No. 15-000-266-100-27-0075  
Cost Not to Exceed \$9,753.00

*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 114, Page B-86.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**103. Approval of Payment to Staff Members for Extra-Curricular Club Activities for the 2023-2024 School Year – Passaic Preparatory Academy**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to staff members for extra-curricular club activities for the 2023–2024 school year.

<u>Activity / Club</u>	<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Type</u>
Gay-Straight Alliance	Crocco, Gabriella	Advisor	\$1,634.00	IV
Freshman Class Advisor	Spoelstra, Susan	Advisor	\$812.00	IV
Choir / Glee Club	Scheerer, Haley	Advisor	\$1,634.00	IV
School Play / Musical	Hargrove, John	Co-Advisor	\$2,711.00	II
School Musical	Fraser, Nyasia	Choreographer	\$1,634.00	II
School Play/Musical	Weaver, Lance	Set Design	\$1,634.00	II
School Play / Musical	Tully, Brian	Set Design	\$1,634.00	II
School Musical	Gauthier, Elizabeth	Music Director	\$1,634.00	II
National Honor Society	Tereshko, Christopher	Advisor	\$1,634.00	IV
National Honor Society - Spanish	Reyes, Diosmerida	Assistant Advisor	\$1,093.00	IV
National Honor Society – Dance	Fraser, Nyasia	Assistant Advisor	\$1,093.00	IV
Journalism Club	Coco, Steven	Assistant Advisor	\$1,634.00	II
Physics Club	Blumberg, Emily	Advisor	\$1,634.00	IV
Physics Club	Lockwood, John	Assistant Advisor	\$1,093.00	IV
Modern Dance	Fraser, Nyasia	Advisor	\$3,788.00	II
Modern Dance	Johnston, Morgan	Assistant Advisor	\$1,634.00	II

**Approval of Payment to Staff Members for Extra-Curricular Club Activities for the 2023-2024 School Year – Passaic Preparatory Academy**

<u>Activity / Club</u>	<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Type</u>
Modern Band	Perez Trasante, Federico	Advisor	\$1,634.00	IV
Concert Band	Perez Trasante, Federico	Advisor	\$1,634.00	IV
Book Club	Benedetti, Lauren	Co-Advisor	\$1,364.00	IV
Book Club	Roth, Shari	Co-Advisor	\$1,364.00	IV
Book Club	Scheerer, Haley	Assistant Advisor	\$1,093.00	IV
College Acceptance Academy	Tereshko, Christopher	Advisor	\$1,634.00	IV
Chess Club	Lockwood, John	Advisor	\$1,634.00	IV
Gardening Club	Zanabria, Aimee	Co-Advisor	\$,1364.00	IV
Gardening Club	Ford, John	Co-Advisor	\$,1364.00	IV
Gardening Club	Montoya, Valeria	Co-Advisor	\$,1364.00	IV
Anime Club	Encarnacion, Michel	Co-Advisor	\$,1364.00	IV
Anime Club	Herrera, Steven	Co-Advisor	\$,1364.00	IV

Account No. 15-401-100-101-27-0075  
Cost Not to Exceed \$44,107.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**104. Appointment of Staff Members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 School Year – Passaic High School**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 school year.

- September 2023 – June 2024
- Monday – Fridays – 4:00 pm - 9:00 pm
- Saturdays – 8:00 am - 1:00 pm

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Sheri Grier	SAC	\$47.00
Madeline Bonilla	Counselor	\$47.00
Randy Convery	Counselor	\$47.00
Maria Ruiz-Pedraza	Counselor	\$47.00
Kimberly Roman	Counselor	\$47.00
Marilyn Ramos	Counselor	\$47.00
Julieta Tapia	Social Worker	\$47.00
Daysi Lopez	Parent Liaison	\$23.50
Barbara Gomez	Parent Liaison	\$23.50
Ana Leonardo-Garcia	Parent Liaison	\$23.50

**Appointment of Staff Members for Title I - Parent Workshops/Meeting Programs for the 2023-2024 School Year – Passaic High School**

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Jaime Lebron	Attendance Officer	\$23.50
Rafael Made	Attendance Officer	\$23.50
Javier Godoy	Teacher	\$47.00
Fanny Martinez	Teacher	\$47.00
Alexis Bigirimana	Teacher	\$47.00
Dayna Donaldson	Teacher	\$47.00
Tammy Cooper	Teacher	\$47.00

Account No. 20-231-100-100-45-2000 Title I Stipend - Parent Involvement  
Cost Not to Exceed \$6,000.00  
FICA Account No. 20-231-200-200-45-2000 Title 1 Parent Account (FICA)  
Cost Not to Exceed \$459.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**105. Approval of Appointment of Staff Members for the 2023-2024 Monthly Attendance Parent Meetings – Passaic High School**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for the 2023-2024 Monthly Attendance Parent Meetings at Passaic High School.

- October 2023 – May 2024
- 5:00 pm – 7:00 pm

<u>Staff</u>	<u>Position</u>	<u># of hours</u>	<u>Rate</u>	<u>Total</u>
Calvin Graham	Attendance Officer	16	\$23.50	\$376.00
Jaime Lebron	Attendance Officer	16	\$23.50	\$376.00
Rafael Made	Attendance Officer	16	\$23.50	\$376.00
Carmen Soto	Attendance Officer	16	\$23.50	\$376.00
Daysi Lopez	Parent Liaison	16	\$23.50	\$376.00
Barbara Rios Gomez	Parent Liaison	16	\$23.50	\$376.00
Giselle Tejada	Dropout Prev. Coord.	16	\$47.00	\$752.00
Ruiz-Pedraza, Maria	Counselor	16	\$47.00	\$752.00
Macias, Guisela	Security	16	\$23.50	\$376.00
<u>Substitutes</u>				
Randy Convery	Substitute Counselor			
Raquel Garcia	Substitute Counselor			
Jesenia Lopez	Substitute Counselor			
Denise Pinon	Substitute Counselor			
Marilyn Ramos	Substitute Counselor			
Kimberly Roman	Substitute Counselor			

**Approval of Appointment of Staff Members for the 2023-2024 Monthly Attendance Parent Meetings – Passaic High School (Continued)**

<u>Staff</u>	<u>Position</u>	<u># of hours</u>	<u>Rate</u>	<u>Total</u>
Maria Ruiz-Pedraza	Substitute Counselor			
Miguel Angel Parziale	Substitute Counselor			
Wascar Guerrero	Substitute Counselor			
Takeyia Wright	Substitute Counselor			
Andrade, Matthew	Substitute Security			
Arroyo, Es Stephon	Substitute Security			
Castillo, Ayanna	Substitute Security			
Cespedes, Felipe	Substitute Security			
Chambers, Marvin	Substitute Security			
Chang, Chavez	Substitute Security			
Coles, Nitesha	Substitute Security			
Encarnacion, Heidi	Substitute Security			
Green, Nathaniel	Substitute Security			
Hernandez, Luis	Substitute Security			
Horne, Dezarae	Substitute Security			
Ogando, Yolfi	Substitute Security			
Ramirez, Anthony	Substitute Security			
Santos, David	Substitute Security			

Account No. 15-421-100-101-12-0075

Cost Not to Exceed \$1,504.00 (Counselor/Teacher Coord.)

Account No. 15-421-200-101-12-0075

Cost Not to Exceed \$2,256.00 (Parent Liaisons/Attendance Officers)

Account No. 15-000-266-100-12-0075

Cost Not to Exceed \$376.00 (Security)

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**106. Approval of Payment to Staff Members to Work the After-School Tutoring Program for the 2023-2024 School Year – Passaic High School**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of the following staff members to work the after school tutoring program for the 2023-2024 school year at Passaic High School.

- October 16, 2023 – June 14, 2024
- 3:45 pm – 4:45 pm (Monday-Friday)
- 

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Jorgenson, Anthony	130	\$47.00	\$6,110.00
Rodriguez-Martinez, Yesenia	130	\$47.00	\$6,110.00
Taherisefat, Mona	130	\$47.00	\$6,110.00
Ycaza, Katherine	130	\$47.00	\$6,110.00



**Approval of Payment to Staff Members to Work the After-School Tutoring Program for the 2023-2024 School Year – Passaic High School (Continued)**

Account No. 15-421-101-100-12-0075  
Cost Not to Exceed \$24,440.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**107. Revision of Approval of Payment to Staff Members to Work Saturday Registration for the 2023-2024 School Year – Passaic High School**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the revision of the approval of payment to the following staff members to work Saturday registration of students for the 2023-2024 school year.

- September 9, 16, 23, 30, 2023 (Saturdays)
- 9:00 am – 1:00 pm

<u>Staff Member</u>	<u>Position</u>	<u>Total #Hours</u>	<u>Hourly Rate</u>
Narvaez, Zulaika	Administrative Secretary	Substitute	PAEOP Hourly Rate
Acevedo, Reynaldo	Administrator	4	PASA Rate
Blankley-Celis, Dr. Jose	Administrator	4	PASA Rate
Campllonch, Maria	Administrator	4	PASA Rate
Fabiano-Zecca, Enza	Administrator	4	PASA Rate

Account No. 15-000-240-105-12-0074 (Administrative Secretaries)  
15-421-200-100-12-75 (Administrators)

*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 127, Page B-94-B-95.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**108. Revision of Approval of Payment to Staff Members for Extra-Curricular Club Activities for the 2023-2024 School Year – Passaic High School**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members for Extra-Curricular Club Activities at Passaic High School.

<u>Club/Activity</u>	<u>Advisory Name</u>	<u>Position</u>	<u>Club Type</u>	<u>Stipend</u>
Freshman Class	Yesenia Rodriguez-Martinez	Co-Advisor	Type IV	\$812.00
Freshman Class	Judith Choe	Co-Advisor	Type IV	\$812.00
Sophomore Class	Kathleen Daly	Co-Advisor	Type IV	\$812.00
African American Club	Ajani Robinson (replacing Linda Carter)	Advisor	Type IV	\$1,364.00
Yearbook	Thuraya Zeidan	Advisor	Type II Club	\$3,788.00
Yearbook Finance	Karen Cawthern	Asst. Advisor	Type II Club	\$2,711.00

Account No. 15-401-100-100-12-0075  
Cost Not to Exceed \$97,641.00

*Note: Original resolution appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 121, Pages B-94–B-97.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**109. Approval of Payment to Staff Members to Chaperone Alstede Farms Field Trip – Passaic High School**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to the following staff members to chaperone the Passaic High School field trip to Alstede Farms.

- October 21, 2023
- 8:00 am – 3:00 pm

<u>Staff Member</u>	<u>Position</u>	<u>Total # Hours</u>	<u>Hourly Rate</u>
Ferman, Patricia	Administrative Secretary	7	\$39.67
Narvaez, Zulaika	Administrative Secretary	7	\$25.98

Account No. 15-000-240-105-12-0074  
Cost Not to Exceed \$459.55

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**110. Revision of Approval of Payment to Staff Members for the APEX Program for the 2023-2024 School Year – Passaic High School**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the revision of the approval of the APEX program at Passaic High School for the 2023-2024 school year.

Regular Day Schedule

- September 26, 2023 - June 28, 2024
- Teacher Hours  
7:15 am – 8:15 am & 3:45 pm - 4:45pm (M-F)  
8:00 am - 1:00 pm (Saturday)
- Administrator Hours  
7:00 am - 7:45 am & 4:15 pm - 5:00 pm (M-F)  
8:00 am - 1:00pm (Saturday)
- Security Hours  
7:00 am – 8:00 am & 4:00 pm – 5:00pm (M-F)  
8:00 am – 1:00pm (Saturday)
- June 18, 20 and 21, 2024  
Teacher/Security Hours 7:15 am -8:15 am & 1:45 pm – 3:45pm
- June 24 – June 28, 2024  
Teacher/Security Hours 8:00 am – 12:00 pm (including hour lunch)

One Session Day Schedule

- Teacher Hours 7:15 am – 8:15 am & 1:45 pm - 2:45 pm (M-F)
- Security Hours 7:15 am – 8:15 am & 1:45 pm – 2:45 pm (M-F)

<u>Staff</u>	<u>Position</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Kubitz, Jennifer	Substitute			

Account No. 15-140-100-101-12-0075 not to exceed \$253,330.00

Account No. 15-421-200-101-12-0075 not to exceed \$11,515.00

Account No. 15-421-200-100-12-0075 not to exceed \$34,706.25

*Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No.132, Pages B-98 – B100.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**111. Revision of Approval of Payment to Staff Members for Extra-Curricular Club Activities for the 2023-2024 School Year – Passaic High School**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the appointment of the following staff members of Extra-Curricular Club Activities for the 2023-2024 school year.

<u>Club/Activity</u>	<u>Advisor Name</u>	<u>Position</u>	<u>Club Type</u>	<u>Stipend</u>
Freshman Class	Yesenia Rodriguez-Martinez	Co-Advisor	Type IV	\$812.00
Freshman Class	Judith Choe	Co-Advisor	Type IV	\$812.00
Sophomore Class	Kathleen Daly	Co-Advisor	Type IV	\$812.00
Junior Class	Tesha Mangar	Co-Advisor	Type IV	\$1,354.00
Junior Class	Denise Hanna	Co-Advisor	Type IV	\$1,354.00
African American Club	Ajani Robinson (replacing Linda Carter)	Advisor	Type IV	\$1,364.00
Student Council	Soto, Yolanda	Co-Advisor	Type III Club	\$2,165.00
Student Council	Barbosa, Marisol	Co-Advisor	Type III Club	\$2,165.00
Yearbook	Thuraya Zeidan	Advisor	Type II Club	\$3,788.00
Yearbook Finance	Karen Cawthern	Asst. Advisor	Type II Club	\$2,711.00

Account No. 15-401-100-100-12-0075

Cost Not to Exceed \$105,751.00

*Note: Original resolution appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 121, Pages B-94 – B-97.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**112. Revision of Approval of Security Aide Summer Hours at Passaic High School**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the revision of approval of security aides to cover the main entrance and bunker areas during the summer at Passaic High School.

- June 26, 2023 – September 1, 2023
- 7:00 am to 4:00 pm (Including lunch hour\*)
- \*Will be paid for their lunch hour due to no coverage

<u>Staff</u>	<u>From # Hours</u>	<u>To # Hours</u>	<u>Rate</u>	<u>Total</u>
Guisela Macias	375	425	\$23.00	\$9,775.00
Luis Hernandez	375	425	\$23.00	\$9,775.00
<u>Substitutes:</u>				
Chang Chavez, Jose		Coles, Nitesha		Green, Nathaniel
Guzman-Frias, Alexander		Horne, Dezarae		Santos, David

**Revision of Approval of Security Aide Summer Hours at Passaic High School (Continued)**

Account No. 15-422-200-100-12-0081  
Cost Not to Exceed \$19,550.00

*Note: Original resolution appeared on the June 13, 2023 Regular Public Board Meeting, Resolution 91, Page B-91. Revision appeared on the September 26, 2023 Regular Public Board Meeting, Resolution No. 117, Page B-86.*

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**113. Approval of Payment of Stipends to Staff Members for Attending Advanced Placement Summer Institutes**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment of \$150.00 per diem stipend for attending the Advanced Placement Summer Institutes.

<u>Staff Name</u>	<u>Conference/Event</u>	<u>Date</u>	<u>Stipend</u>
Amaro, Christian	APSI Biology-Novici AP Summer Institute	June 12-June 16, 2023	\$750.00
Hemaid, Aya	APSI Chemistry-East Carolina University	June 13-June 16, 2023	\$600.00
Karacay, Habibe	AP Chemistry-East Carolina University	June 26-June 29, 2023	\$600.00
Taherisefat, Mona	AP Pre-Calculus-University of Texas	June 13-June 16, 2023	\$600.00

Account No. 15-190-100-800-12-0087  
Cost Not to Exceed \$2,550.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**114. Approval of Payment to Staff Members for Teaching Extra Classes for the 2023-2024 School Year - Passaic High School**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the payment of extra classes to the following staff members at Passaic High School.

<i>Teacher</i>	<i>Department</i>	<i># of extra classes</i>	<i>Course</i>	<i>Start Date</i>	<i>End Date</i>
Ackerson, Kimberly M	ISSD	10	AVID	9/7/2023	6/28/2023
Almonte, Ricardo	SCI	5	Biology	9/7/2023	6/28/2023
Amaro, Christian	SCI	5	Biology	9/7/2023	6/28/2023
An, Jiyoona	SCI	6	Chemistry with Lab	9/7/2023	6/28/2023
Arias, Sucel	MAT	5	Algebra 1	9/7/2023	6/28/2023
Aristy-Matos, Alfredo	CTE	8	Automotive Technology 3	9/7/2023	6/28/2023
Attyeh, Alia	ISSD	5	Language Development through Tech 1	9/7/2023	6/28/2023
Baechle, Simone	VPA	5	Dance 1	9/7/2023	6/28/2023
Barbara, Steven	ELA	10	AVID Seminar	9/7/2023	6/28/2023
Barbosa, Marisol	WLA	5	Spanish 3	9/7/2023	6/28/2023
Bendezu, Lily	IA	5	ESL 1	9/7/2023	6/28/2023
Bian, Victor	SOS	5	United States History 1 BL	9/7/2023	6/28/2023
Bigirimana, Alexis	MAT	5	Financial Algebra	9/7/2023	6/28/2023
Bohomolec, Veronica	SOS	5	AVID	9/7/2023	6/28/2023
Bolton, Yolanda	ELA	5	African Diaspora Literature	9/7/2023	6/28/2023
Britton, Kellyann	ISSD	10	Algebra 2 rc	9/7/2023	6/28/2023
Cabassa, Danielle	ISSD	10	Geometry rc	9/7/2023	6/28/2023
Canela, Esther	WLA	5	Spanish 3	9/7/2023	6/28/2023
Cardillo, Erica Lynn	PEH	5	Physical Education Grade 10	9/7/2023	6/28/2023
Casalinho, Christianne	ISSD	5	United States History 2	9/7/2023	6/28/2023

**Approval of Payment to Staff Members for Teaching Extra Classes for the 2023-2024 School Year - Passaic High School (Continued)**

<u>Teacher</u>	<u>Department</u>	<u># of extra classes</u>	<u>Course</u>	<u>Start Date</u>	<u>End Date</u>
Cawthern, Karen	MAT	5	Calculus Honors	9/7/2023	6/28/2023
Chicas, Yolanda	WLA	5	AP Spanish Language and Culture	9/7/2023	6/28/2023
Choe, Judith	ELA	5	English 1	9/7/2023	6/28/2023
Chowdhury, Mustack	MAT	5	Algebra 2	9/7/2023	6/28/2023
Ciuppa, Lizette	ISSD	5	English 3	9/7/2023	6/28/2023
Coello, Alice	ISSD	5	English 2	9/7/2023	6/28/2023
Cofer, Katherine	ISSD	5	Principles of Integrated Science	9/7/2023	6/28/2023
Cohen, Philip	ISSD	10	English 3 rc	9/7/2023	6/28/2023
Columbo, Michele Lee	VPA	5	Graphic Arts Technology 1	9/7/2023	6/28/2023
Corbo, Andrea	ESL	5	ESL 1	9/7/2023	6/28/2023
Curry, William	PEH	5	Physical Education Grade 11	9/7/2023	6/28/2023
Daly, Kathleen	ELA	5	English 2 Honors	9/7/2023	6/28/2023
Delzotto, Philip	ISSD	5	Environmental Science	9/7/2023	6/28/2023
DeNapoli, Cherie	ISSD	10	English 3	9/7/2023	6/28/2023
DeNardo, Alexis	ISSD	10	English 4	9/7/2023	6/28/2023
DeVries, Devin Michale	SOS	10	United States History 2	9/7/2023	6/28/2023
Donaldson, Dayna	ISSD	10	English 4	9/7/2023	6/28/2023
Droste, Stephanie	SOS	5	World History	9/7/2023	6/28/2023
Dudek, Douglas	PEH	5	Physical Education Grade 10	9/7/2023	6/28/2023
Dupree, Mark E	PEH	5	Physical Education Grade 11	9/7/2023	6/28/2023
Eldemenky, Eman	ISSD	5	Principles of Integrated Science	9/7/2023	6/28/2023
Eliya, Philip	MAT	5	Algebra 2	9/7/2023	6/28/2023
Fawzy, Aiya	IA	5	ELA and ESL 2 Internationals	9/7/2023	6/28/2023

**Approval of Payment to Staff Members for Teaching Extra Classes for the 2023-2024 School Year - Passaic High School (Continued)**

<u>Teacher</u>	<u>Department</u>	<u># of extra classes</u>	<u>Course</u>	<u>Start Date</u>	<u>End Date</u>
Ferretti, Samuel	ISSD	5	US 2	9/7/2023	6/28/2023
Forsyth, Dana	PEH	5	Teen PEP	9/7/2023	6/28/2023
Freifeld, Erik	ISSD	5	World history	9/7/2023	6/28/2023
Galan, Thomas	PEH	10	Physical Education Grade 10	9/7/2023	6/28/2023
Galvez, Larisa	SCI	10	Bilingual Environmental Science	9/7/2023	6/28/2023
Godoy, Javier	MAT	10	Algebra 1	9/7/2023	6/28/2023
Grant, Michael	ISSD	5	World History	9/7/2023	6/28/2023
Grimsley, Vicki	ELA	5	English 3	9/7/2023	6/28/2023
Gronau, Robert	SCI	7	Physics with Lab	9/7/2023	6/28/2023
Guzman, Janhyff	ESL	5	ESL 4	9/7/2023	6/28/2023
Guzman, Jocelyne	SOS	5	United States History 2	9/7/2023	6/28/2023
Hamade, Alexandra	WLA	10	Spanish 1	9/7/2023	6/28/2023
Hamdeh, Azizah	MAT	10	Algebra 2	9/7/2023	6/28/2023
Hanna, Denise	SCI	10	Biology	9/7/2023	6/28/2023
Hemaid, Aya	SCI	10	Chemistry International	9/7/2023	6/28/2023
Henriquez Elshafie, Raquel	ISSD	5	Forensic Science	9/7/2023	6/28/2023
Hernandez, Melba	WLA	5	AP Spanish Literature and Culture	9/7/2023	6/28/2023
Heyer, Antonette	ISSD	5	World History	9/7/2023	6/28/2023
Hild, Megan	CTE	5	Graphic Arts Technology 2	9/7/2023	6/28/2023
Howard, Mary	SOS	5	AP Psychology	9/7/2023	6/28/2023
Huhn, Irena	MAT	5	Pre-Calculus	9/7/2023	6/28/2023



**Approval of Payment to Staff Members for Teaching Extra Classes for the 2023-2024 School Year - Passaic High School (Continued)**

<i>Teacher</i>	<i>Department</i>	<i># of extra classes</i>	<i>Course</i>	<i>Start Date</i>	<i>End Date</i>
Iturrino, Jesus	PEH	10	Health 2 Driver Education	9/7/2023	6/28/2023
Janoowalla, Shaheen	ISSD	5	Algebra 2	9/7/2023	6/28/2023
Jorgenson, Anthony	MAT	10	Geometry	9/7/2023	6/28/2023
Jun, Tae Yung	ESL	5	ESL 3	9/7/2023	6/28/2023
Karacay, Habibe	SCI	7	Chemistry with Lab	9/7/2023	6/28/2023
Kiamie, James	SCI	6	Chemistry with Lab	9/7/2023	6/28/2023
Kiger-Williams, Amy	ELA	10	English 4	9/7/2023	6/28/2023
Kim, Sin H	MAT	5	Algebra 1	9/7/2023	6/28/2023
Konesny, Melinda	ISSD	10	Algebra 2	9/7/2023	6/28/2023
Kubitz, Jennifer	ISSD	10	English 2	9/7/2023	6/28/2023
Laidlaw, Loraine	ELA	5	English 1	9/7/2023	6/28/2023
Lawler, Lisa	ISSD	5	Computer Applications for Finance	9/7/2023	6/28/2023
Leonard, Jill Ellyn	PEH	10	Physical Education Grade 9	9/7/2023	6/28/2023
Lepold, Beth	MAT	5	Geometry	9/7/2023	6/28/2023
Llanes, Edwin	MAT	10	Algebra 2	9/7/2023	6/28/2023
Lobos, Heather	ISSD	10	United States History 2	9/7/2023	6/28/2023
Lozano-Heske, Anay	ESL	5	ESL 2	9/7/2023	6/28/2023
Lucas, Peter	CTE	8	Career Exploration in Construction 3	9/7/2023	6/28/2023
Mangar, Tesha	SCI	5	Biology	9/7/2023	6/28/2023
Martinez, Fannie	VPA	5	Introduction to Fine Arts	9/7/2023	6/28/2023
Martinez, Fanny	MAT	5	AP Computer Science Principles, PLTW	9/7/2023	6/28/2023

**Approval of Payment to Staff Members for Teaching Extra Classes for the 2023-2024 School Year - Passaic High School (Continued)**

<i>Teacher</i>	<i>Department</i>	<i># of extra classes</i>	<i>Course</i>	<i>Start Date</i>	<i>End Date</i>
McKenna, Pamela	ISSD	10	English 2	9/7/2023	6/28/2023
Meindl, Kristine	SCI	5	Environmental Science	9/7/2023	6/28/2023
Melillo, Olivia	SOS	5	United States History 1	9/7/2023	6/28/2023
Meltzer, Samuel	ISSD	5	Principles of Integrated Science	9/7/2023	6/28/2023
Micik, Alexandria	ISSD	5	English 2	9/7/2023	6/28/2023
Miller, Melissa	ELA	5	English 1	9/7/2023	6/28/2023
Minaya, Idelkys	BUS	5	Computer Applications for Finance	9/7/2023	6/28/2023
Minaya, O'Mar	ISSD	10	Algebra 2	9/7/2023	6/28/2023
Mitchell, Louis	SOS	5	United States History 1	9/7/2023	6/28/2023
Mombrun, Jay	WLA	5	AVID	9/7/2023	6/28/2023
Moulton, Andrew	ESL	5	Port of Entry	9/7/2023	6/28/2023
Muriel, Ramon	IA	5	Algebra 2	9/7/2023	6/28/2023
Noboa-Diaz, Carlos	PEH	10	Health 1	9/7/2023	6/28/2023
Pathak, Neil	MAT	5	AP Statistics	9/7/2023	6/28/2023
Pereira, Hingrity P	MAT	5	Geometry	9/7/2023	6/28/2023
Rakowski, Michael K	ISSD	5	AVID Seminar	9/7/2023	6/28/2023
Resnick, Erica	ISSD	5	Algebra 1	9/7/2023	6/28/2023
Ricklefs, Brandon	CTE	5	Graphic Arts Technology 3	9/7/2023	6/28/2023
Rivera, Hector	PEH	5	Health and Safety Education 3	9/7/2023	6/28/2023
Roach, Zanzel	ISSD	5	United States History 2	9/7/2023	6/28/2023
Roberts, Nadine	ELA	5	English 1	9/7/2023	6/28/2023
Robinson, Ajani	ELA	5	English 2	9/7/2023	6/28/2023

**Approval of Payment to Staff Members for Teaching Extra Classes for the 2023-2024 School Year - Passaic High School (Continued)**

<i>Teacher</i>	<i>Department</i>	<i># of extra classes</i>	<i>Course</i>	<i>Start Date</i>	<i>End Date</i>
Rodriguez-Martinez, Yesenia	ELA	5	English 1	9/7/2023	6/28/2023
Rodriguez, Janneth	IA	5	Algebra 2	9/7/2023	6/28/2023
Rojas, Mirtha	IA	5	Spanish 2 Internationals	9/7/2023	6/28/2023
Ruchalski, Karen	ISSD	10	Environmental Science	9/7/2023	6/28/2023
Sanchez-Medina, Gin	IA	5	Chemistry Internationals	9/7/2023	6/28/2023
Schleer, Michael	SOS	5	United States History 1	9/7/2023	6/28/2023
Schultz, Hannelore	WLA	5	Spanish 4	9/7/2023	6/28/2023
Sheridan, Daniel	ISSD	5	United States History 2	9/7/2023	6/28/2023
Sherman, Marc	ISSD	5	AVID Seminar	9/7/2023	6/28/2023
Sloan, Alexa	SOS	5	AP Seminar	9/7/2023	6/28/2023
Smith, Brian	PEH	5	Physical Education Grade 12	9/7/2023	6/28/2023
Soto, Yolanda	ISSD	10	Spanish 2	9/7/2023	6/28/2023
Stowe, Karl	SOS	10	Black and Latino Studies	9/7/2023	6/28/2023
Taherisefat, Mona	MAT	10	Algebra 1	9/7/2023	6/28/2023
Torres, Marie R	ELA	5	English 1	9/7/2023	6/28/2023
Tyler, Jason M	MAT	5	Algebra 1	9/7/2023	6/28/2023
Vacancy-BL-, SOS	IA	5	World History Internationals	9/7/2023	6/28/2023
Valdes, Eric	ELA	5	Gothic Studies	9/7/2023	6/28/2023
Vallila, Michael E	SOS	5	World History	9/7/2023	6/28/2023
Varela, Alejandra	ESL	10	AVID Seminar	9/7/2023	6/28/2023
Varga, Christopher	ISSD	5	English 3	9/7/2023	6/28/2023
Vargas, Carmen	MAT	5	Pre-Calculus	9/7/2023	6/28/2023

**Approval of Payment to Staff Members for Teaching Extra Classes for the 2023-2024 School Year - Passaic High School (Continued)**

<u>Teacher</u>	<u>Department</u>	<u># of extra classes</u>	<u>Course</u>	<u>Start Date</u>	<u>End Date</u>
Velasquez, Carmen	MAT	10	Geometry	9/7/2023	6/28/2023
Velez, Jesus G	SOS	5	Black and Latino Studies	9/7/2023	6/28/2023
Vinciguerra, Kaitlin	PEH	10	Physical Education Grade 11	9/7/2023	6/28/2023
Wierzbicki, Mark	SOS	5	AVID	9/7/2023	6/28/2023
Williams, Shelly	ESL	5	ESL 4	9/7/2023	6/28/2023
Wyka, Glenn	SOS	5	World History	9/7/2023	6/28/2023
Yago, Zofia	SCI	10	Environmental Science	9/7/2023	6/28/2023
Ycaza, Katherine	ISSD	10	English 2	9/7/2023	6/28/2023
Yilmaz Hanna, Natalie	IA	5	ELA and ESL 1 Internationals	9/7/2023	6/28/2023
Youssef, Trize	ISSD	10	Algebra 2	9/7/2023	6/28/2023
Zeiler, Harris	ELA	10	Journalism	9/7/2023	6/28/2023

Account No. 15-401-100-101-12-0052  
Cost Not to Exceed \$950,000.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**115. Approval of Payment to Staff Members for the Restorative VIPs and Whole School Mindfulness Grant Program for the 2023-2024 School Year – Passaic High School**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of payment to staff members to work on Restorative VIPS and Whole School Mindfulness programs for the 2023-2024 school year.

<u>Staff Name</u>	<u>Position</u>	<u>Pay Rate</u>	<u>Total</u>
Graciella Romero	Mindfulness Instructor/Supervisor	\$100.00	\$8,000.00
Lisa Lawler	Restorative Coach	\$47.00	\$3,750.00
Bohomolec, Veronica	Mindfulness Coach	\$47.00	\$3,750.00
Carter, Linda	Family Counselor	\$47.00	\$2,538.00
Grier, Sheri	Family Counselor	\$47.00	\$2,538.00
Parziale, Miguel Angel	Family Counselor	\$47.00	\$2,538.00
Ramos, Marilyn	Family Counselor	\$47.00	\$2,538.00
Ruiz Pedraza, Maria	Family Counselor	\$47.00	\$2,538.00
Wright, Takeiya	Family Counselor	\$47.00	\$2,538.00

Account No. 20-425-100-100-06-0000  
Cost Not to Exceed \$30,728.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**116. Approval of Payment to Security Aides to Work with the Passaic Public Schools District Marching Band for the 2023-2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of appointment of Security Aides to support the Marching Band for the Fall 2023 season.

- August 1, 2023 - November 30, 2023
- 230 Hours Total
- \$23.00 Per Hour (August 1, 2023 – August 31, 2023)
- \$23.50 Per Hour (September 1, 2023 – November 30, 2023)

Acevedo, Steven	Alexis, Destiny	Almodovar, Santiago
Almonte, Nicole	Andrade, Matthew	Arango-Ramos, Carmen
Arroyo, Es Stephon	Belton, Wesley	Camano Guerrero, Mario
Canarte, Jorge	Castillo, Ayanna	Cespedes, Felipe
Chambers, Marvin	Chavez-Chang, Jose	Cintron, Regina
Cole, Susana	Coleman, Chakia	Coles, Nitesha
Coloma, Veronica	Cruz, Veronica	Dalba, Dominic
Dehais, Richard	Duran, Juan	Encarnacion, Heidi
Flecha, Casimira	Gibson, Ijzana	Gilgorri, Ruben
Goode, Sharon	Graham, Gregory	Green, Gladys
Green, Nathaniel	Grullon-DeLeon, Maria	Guzman-Frias, Alexander
Hendley, Jarrett	Hernandez, Luis	Hightower, Randy
Horne, Dezarae	Jimenez de Paredes, Ana	Johnson, Ashley
Kless, Martin	Lebron, Leshia	Leonardo, Maria
Macias, Guisela	Marquez, Rosa	Martinez, Juana
Martinez, Luis	Mendez, Lissette	Montanez-Quintero, Vivian

**Approval of Payment to Security Aides to Work with the Passaic Public Schools District Marching Band for the 2023-2024 School Year (Continued)**

Morera, Jaqueline	Morillo, Jason	Nicholson, Gerard
Ogando, Yolfi	Perez, Dixiana	Perry, Livia
Quintero, Alexis	Ramirez, Anthony	Ramirez, Michael
Reyes, Ruben	Rice, David	Rice, Marquice
Riveiro, Matthew	Rivera, Efrain	Rivera, Nicolas
Rodriguez, Felix	Roque, Leydi	Rosario, Ada
Santos, David	Toribio, Luis	Torres, Jessica
Urbina Ortiz, Jennifer	Vaughn, Davon	Walker, Marcelles
White, Janet	Zayas, Luis	

Account No. 20-401-100-100-12-0088  
Cost Not to Exceed \$5,290.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**117. Approval of Appointment of Hourly Employees to Work with Passaic Public Schools District Marching Band for the 2023-2024 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of appointment of hourly employees to work and assist student musicians and performers in the development of the District Marching Band for the Fall 2023 Season.

- August 1, 2023 - November 30, 2023  
Hourly Employee Rate - \$14.13
- September 1, 2023 - November 30, 2023  
\*EAP Hourly Rate - \$47.00
- September 1, 2023 - November 30, 2023  
\*\*PASA Hourly Rate

<i>Name</i>	<i>Position</i>	<i>Cost</i>
Aldana, Marisol	Hourly Employee	\$3,932.50
Avellaneda, Santiago	Hourly Employee	\$3,932.50
Cano, Lizbeth	Hourly Employee	\$3,932.50
Carranza, Nickole	Hourly Employee	\$3,932.50
Carrillo, Saul	Hourly Employee	\$3,932.50
Delgado Garcia, Nereida	Hourly Employee	\$3,932.50
Falcon Gaytan, Gloria	Hourly Employee	\$3,932.50
Galvan, Aldhair	Hourly Employee	\$3,932.50
Hicks, Thomas	Hourly Employee	\$3,932.50
Juarez Aguilar, Christopher	Hourly Employee	\$3,932.50

**Approval of Appointment of Hourly Employees to Work with Passaic Public Schools District Marching Band for the 2023-2024 School Year (Continued)**

<u>Name</u>	<u>Position</u>	<u>Cost</u>
Majdanska, Joanne	Hourly Employee	\$3,932.50
Martinez, Jade	Hourly Employee	\$3,932.50
Martinez, Ruby	Hourly Employee	\$3,932.50
Pastor, Shantell	Hourly Employee	\$3,932.50
Reyes Lopez, Samantha	Hourly Employee	\$3,932.50
Rosario-Ramirez, Natalie	Hourly Employee	\$3,932.50
Silva, Angel	Hourly Employee	\$3,932.50
Taveras, Jancel	Hourly Employee	\$3,932.50
Thomas, Rey	Hourly Employee	\$3,932.50
Victoriano Hernandez, Yakelin	Hourly Employee	\$3,932.50
*Zecchino, Haley	EAP Hourly Employee	\$4,653.00
**Clemons, Niki	PASA Hourly Rate	
**Garcia, Dr. Edwin	PASA Hourly Rate	
**Lobelo, Luis	PASA Hourly Rate	
**McKinney, Dr. Corey	PASA Hourly Rate	
**Romero, Graciella	PASA Hourly Rate	

Account No. 15-403-100-101-12-0088  
Cost Not to Exceed \$84,370.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**118. Approval of Appointment of Hourly Employees to Work with Passaic Public Schools District Marching Band for the 2022-2023 School Year**

Dr. Sandra Montañez-Diodonet, Superintendent of Schools, recommends the approval of appointment of hourly employees to work and assist student performers in the development of the District Marching Band for the Fall 2022 Season.

- August 1, 2022 - June 30, 2023
- Hourly Employee Rate - \$14.13
- Allotted Hours for the Season: 275 hours

**Approval of Appointment of Hourly Employees to Work with Passaic Public Schools District Marching Band for the 2022-2023 School Year (Continued)**

<u>Name</u>	<u>Position</u>	<u>Cost</u>
*Aldana, Marisol	Hourly Employee	\$2,432.50
Avellaneda, Santiago	Hourly Employee	\$3,932.50
Cano, Lizbeth	Hourly Employee	\$3,932.50
Carranza, Nickole	Hourly Employee	\$3,932.50
Carrillo, Saul	Hourly Employee	\$3,932.50
Cuautli, Oliver	Hourly Employee	\$3,932.50
Delgado Garcia, Nereida	Hourly Employee	\$3,932.50
Echeverry, Shanna	Hourly Employee	\$3,932.50
*Falcon Gaytan, Gloria	Hourly Employee	\$2,432.50
Galvan, Aldhair	Hourly Employee	\$3,932.50
Hicks, Thomas	Hourly Employee	\$3,932.50
*Juarez, Christopher	Hourly Employee	\$1,932.50
Majdanska, Joanne	Hourly Employee	\$3,932.50
Martinez, Jade	Hourly Employee	\$3,932.50
Martinez, Ruby	Hourly Employee	\$3,932.50
Pastor, Shantell	Hourly Employee	\$3,932.50
*Reyes Lopez, Samantha	Hourly Employee	\$2,432.50
Rosario-Ramirez, Natalie	Hourly Employee	\$3,932.50
Silva, Angel	Hourly Employee	\$3,932.50
Taveras, Jancel	Hourly Employee	\$3,932.50
Thomas, Rey	Hourly Employee	\$3,932.50
Victoriano Hernandez, Yakelin	Hourly Employee	\$3,932.50

Account No. 15-403-100-101-12-0088  
Cost Not to Exceed \$80,015.00

\*Partial payment was issued from the Student Activities Account in August 2022.

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.



**C. TUITIONS**

**1. Approval of Contracts for the 2022-2023 School Year for Educational Services**

Recommends that the Passaic Board of Education approve the following contracts to provide educational services to regular education/high risk students placed in the following facilities.

The estimated tuition costs are not reflective of extraordinary services and related services. All contracts are pro-rated based on the students start date during the 2022-2023 school year.

LOCAL ID	FACILITY	TUITION
300170 300171	Essex Regional Educational Services Commission <b>ESSEX JUNIOR ACADEMY</b> 520 Pompton Avenue, Cedar Grove, NJ 07009	\$31,625.00

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost No to Exceed:** \$31,625.00  
**Account Number:** 11-000-100-561-65-0000

**2. Approval of Contracts for the 2023-2024 School Year for Educational Services**

Recommends that the Passaic Board of Education approve the following contracts to provide educational services to regular education/high risk students placed in the following facilities.

The estimated tuition costs are not reflective of extraordinary services and related services. All contracts are pro-rated based on the students start date during the 2023-2024 school year.

Subject to the availability of funding, the term of the contract will be from September 7, 2023-June 30, 2024:

LOCAL ID	FACILITY	TUITION
304809 310826 310331 304445 301074 307605	Essex Regional Educational Services Commission <b>ESSEX JUNIOR ACADEMY</b> 333 Fairfield Road Fairfield, NJ 07004	\$32,890.00 x 6= \$197,340.00  1:1 paraprofessional (310331 and 310826) \$13,084.50 each  Not to exceed \$26,169.00

**Approval of Contracts for the 2023-2024 School Year for Educational Services (continued)**

LOCAL ID	FACILITY	TUITION
305835 27868 300438 28223 33335 31305 31258 29594 317267 302450 32576 31407 31164	Essex Regional Educational Services Commission <b>ESSEX CAMPUS ACADEMY</b> 333 Fairfield Road Fairfield, NJ 07004	\$32,890.00 x 13 \$427,570.00  1:1 paraprofessional (300438) \$26,169.00)
26948	Essex Regional Educational Services Commission <b>ESSEX HIGH SCHOOL</b> 333 Fairfield Road Fairfield, NJ 07004	\$32,890.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**Cost No to Exceed:** \$710,338.00  
**Account Number:** 11-000-100-561-65-0000

**3. Approval of Facility based Educational Instruction**

Recommends that the Passaic Board of Education approve the contract to provide a maximum of ten (10) hours per week (per student) of facility based educational instruction to students who are admitted into the facility.

FACILITY	RATE	Cost Not to Exceed
New Hope I.B.H.C. 80 Conover Road/P.O. Box 66 Marlboro, NJ 07746	\$600.00 per week (per student)	\$70,000.00

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary certifies the availability of funds.

**Cost Not to Exceed:** \$70,000.00  
**Account Number:** 11-150-100-320-65-0000

**4. Approval of School Tuition Contract**

Recommends that Passaic Board of Education approve the following contract to provide alternative educational instruction to two (2) students (#320448 and #301888) placed in the listed facility.

The term of the contract will be from September 1, 2023 through June 30, 2024.

FACILITY	SERVICE	RATE
Union County Vocational Technical School District Simon Youth Academy 121 Chestnut Street Roselle, New Jersey	Specialized Alternative Educational Instruction Services	total not to exceed \$40,000.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$40,000.00  
**Account Number:** 11-000-100-561-65-0000

**5. Approval of School Tuition Contract**

Recommends that Passaic Board of Education approve the following contract to provide educational instruction to one (1) student placed in the listed facility. The term of the contract will be from September 1, 2023 through June 30, 2024 for a total of 180 days.

FACILITY	SERVICE	RATE
Ranch Hope, Inc. (#30465) Strang School 45 Sawmill Road Alloway, NJ 08001	Facility Based Educational Instruction Services	\$480.00 per diem for 180days

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$86,400.00  
**Account Number:** 11-000-100-561-65-0000

**6. Approval of Regular School Year Tuition Contracts for Educational Services for the 2023-2024 School Year**

Recommends that the Passaic Board of Education approves the following tuition contracts for the Regular School Year educational services within September 1, 2023 through June 30, 2024. The estimated tuition costs listed below are not reflective of extraordinary services and related services. All contracts are prorated based on the students' start date during the 2023-2024 School Year.

Location	Estimated Tuition Cost Per Pupil	# of Students	Total Estimated Cost
Passaic County Technical Institute 45 Reinhardt Road, Wayne, NJ 07470 Account No. 11-000-100-564-70-0000	\$16,829.00	10	\$168,290.00

R. Aaron Bowman, Assistant School Business Administrator/ Assistant Board Secretary, certifies the availability of funds.

**Cost not to Exceed:** \$168,290.00  
**Account Number:** 11-000-100-564-70-0000

**7. Approval of Pupils for Special Instruction, 2023-2024 School Year**

Recommends the following pupils, identified by Local ID, be given approval to attend the following schools during the 2023-2024 school year. The contract is prorated if students are admitted after September 1, 2023.

Local ID	School	Tuition	Account
300591	BCSS-New Bridges Middle & High School Paramus, NJ	\$82,620.00	11-000-100-565-70-0000
302365	BCSS-Ship Midland Park Midland Park, NJ	\$81,360.00	11-000-100-565-70-0000
21458	Deron II of School of New Jersey Montclair, NJ	\$68,011.20	11-000-100-566-70-0000
315512	Crossroads Academy Clifton, NJ	\$75,795.00	11-000-100-566-70-0000
25312 312162	Sinai-Karasick Shalem HS Heichal Hatorah Teaneck, NJ	\$94,340.20 \$99,923.72	20-250-100-500-70-0000

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$502,050.12  
**Account Numbers:** 11-000-100-565-70-0000- \$163,980.00  
11-000-100-566-70-0000- \$143,806.20  
20-250-100-500-70-0000- \$194,263.92

**8. Approval of Tuition Contract**

Recommends that the Passaic Board of Education approves the following students to attend the Center for Children’s Behavioral Health, 356 Horseneck Road, Fairfield, New Jersey, 07442, to provide facility based educational services to students.

Center for Children’s Behavioral Health will provide students 2 hours per day, Monday through Friday. Not to exceed a maximum 10hours per week. The District will be responsible to pay the agreed amount of \$95.00 per hour/per student.

Local ID	Facility	Service	Rate	Date
31156	Children's Behavioral Health	Facility Based Educational Services	\$95.00 per hour/per student	December 1, 2022 through June 30, 2023
20100	Children's Behavioral Health	Facility Based Educational Services	\$95.00 per hour/per student	December 1, 2022 through June 30, 2023
323969	Children's Behavioral Health	Facility Based Educational Services	\$95.00 per hour/per student	December 1, 2022 through June 30, 2023

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$50,000.00  
**Account Number:** 11-000-100-561-65-0000

**9. Approval of Increase in Vendor Contract**

Recommends that Passaic Board of Education approve an increase in the vendor contract for Essex Regional Education Service Commission to provide extended school year educational services for the extended school year. The term of the Contract: July 5, 2023 – August 15, 2023

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**From: \$18,200.00**  
**To: Cost Not to Exceed: \$23,500.00**  
**Account Number:** 11-000-100-561-65-0000  
*Note: Original Resolution: June 26, 2023. Item #3, page C-2*

**End of Tuitions**

**D. AUTHORIZATIONS****1. Report of the Harassment, Intimidation and Bullying (HIB) Investigative Report for the Month of October 30, 2023**

Recommends that the Passaic Board of Education accepts the Harassment, Intimidation and Bullying (HIB) Investigative Report for the month of October 30, 2023 pursuant to N.J.S.A. 18A:37-1 et seq.

Incident No.	Investigation Results	Actions Taken
2324-3	HIB Alleged	Student Conference, Parent Conference
2324-4	HIB Alleged	Student Conference
2324-5	HIB Alleged	Student Conference, Other Measures
2324-6	HIB Alleged	Student Conference, Parent Conference, Other Measures
2324-7	HIB Confirmed	Student Counseling, Other Measures
2324-8	HIB Alleged	Student Conference, Other Measures
2324-9	HIB Alleged	Other Measures
2324-10	HIB Alleged	Other Measures
2324-11	HIB Alleged	Student Conference, Parent Conference, Other Measures
2324-12	HIB Alleged	Other Measures
2324-13	HIB Confirmed	Student Counseling, Peer Support Group, Other Measures
2324-14	HIB Confirmed	Student Counseling, Other Measures
2324-15	HIB Alleged	Other Measures
2324-16	HIB Alleged	Student Conference, Other Measures
2324-17	HIB Alleged	Student Conference, Other Measures
2324-18	HIB Alleged	Student Conference, Parent Conference, Other Measures
2324-19	HIB Confirmed	Student Counseling, Referral for Therapy Treatment, Parent Conference, Other Measures
2324-20	HIB Confirmed	Parent Conference, Other Measures
2324-21	HIB Alleged	Student Conference
2324-22	HIB Confirmed	Student Counseling, Other Measures
2324-29	HIB Confirmed	Student Counseling, Other Measures
2324-30	HIB Alleged	Other Measures

**2. Authorization to Approve the District’s 2023-2024 Comprehensive Maintenance Plan as Per N.J.A.C. 6A:26-1.1, et seq.**

Recommends that the Passaic Board of Education authorizes the approval of the district’s 2023-2024 Comprehensive Plan as per N.J.A.C. 6A:26-1.1, et seq.

**3. Authorization for Submission of School Safety and Security Plan Review Statement of Assurance**

Recommends that the Passaic Board of Education authorizes the submission of the School Safety and Security Plan Review Statement of Assurance for the 2023-2024 school year.

**4. Authorization for Passaic Teachers to participate in Professional Development**

Recommends that the Passaic Board of Education approves the participation of the following staff to attend after-school professional development sessions on-line virtual for the Early Learning Network Improvement Community at no cost to the district. Teachers will be compensated with grant funds from the NJ Department of Education, the hours will be from 3:30 p.m. to 5:00 p.m.

Teacher	Grade	Dates
Nermeen Estafnous	Preschool Teacher	Monday, September 18, 2023, Monday, October 16 2023
Janelle Sinno	Preschool Teacher	Monday, November 13, 2023, Monday, December 11, 2023
Lenny Kostick	Preschool Instructional Coach	Monday, January 22, 2024, Monday, February 12, 2024
Christine Abanese	Kindergarten Teacher	Monday, March 18, 2024, Monday, April 15, 2024
Lizbeth Velez-Cumbe	Kindergarten Teacher	Monday, May 13 ,2024, Monday, June 10, 2024
Maria Magro	Teacher Coach	

**5. Authorization to Dispose of Personal Property**

Recommends the authorization to dispose personal property no longer needed by the school district because of condition or obsolescence.

Qty.	Description	Location	Condition
1	Ice Cream Freezer	PREP	Inoperable/Not Working
3	Oven Carts	School #16	Inoperable/Not Working
1	Chopper	School #15	Inoperable/Not Working

**6. Authorization to Dispose School Property**

Recommends that the Passaic Board of Education grants authorization to dispose of personal property no longer needed by the school district because of condition or obsolescence.

Quantity	Description	Location	Condition
1	PA System	School No. 26	Broken

**7. Authorization to Accept Donation**

Recommends that Passaic Board of Education accepts the donation of Holiday Toys for students in Grades K-8 at William B. Cruise Veterans Memorial School No. 11. The Passaic Board of Education offers its gratitude to Ms. Phyllis Steil and the St. John’s R.C. Church in Leonia, New Jersey. The estimated value of this gift is \$8,660.00.

**8. Authorization Accept the Whole School Mindfulness Grant**

Recommends that the Passaic Board of Education grants authorization to accept the Whole School Mindfulness grant in the amount of up to \$18,000 to provide restorative Mindfulness Programming and Instruction for PHS students in the Restorative VIPs initiative for multiply suspended students and Mindfulness Instruction for PHS staff, along with free Professional Development opportunities. The funding eligibility period is scheduled from 10/16/2023 -6/30/2024 and funds will be reimbursed on a quarterly reimbursement basis. There is no cost to the Passaic Public Schools,

The grant budget is as follows:

Expenditure	Account Number	Amount
Salary Personnel Costs	20-424-100-100-12-0000	\$16,725.00
Salary Benefits	20-424-200-200-12-0000	\$ 1,275.00
Total		\$18,000

**9. Authorization for Renaming of Passaic Public Schools**

Recommends that the Passaic Board of Education authorizes the renaming of the following school:

	School Name	No.	Address
From:	Ulysses S. Grant	7	155 Summer Street, Passaic, NJ 07055
To:	Sallie D. Gamble	7	155 Summer Street, Passaic, NJ 07055



**10. Authorization to Enter into partnership with The Berrie Center for Performing and Visual Arts at Ramapo College of NJ**

Recommends that the Passaic Board of Education grants approval for an established partnership with the Berrie Center for Performing and Visual Arts and Passaic Public Schools. As partners, Passaic Public School students and families will be able to participate and attend various performances throughout the year. The Berrie Center will gift the cost of tickets and transportation to the district at the estimated cost of \$5000 for admissions and \$2400 for transportation. There is no cost to the board of education for this partnership.

**11. Approval to Enter into a Shared Services Agreement with the City of Passaic – New Jersey Department of Transportation’s Safe Routes to School Program**

Recommends that the Passaic Board of Education authorizes entering into a Shared Services Agreement with the City of Passaic, 330 Passaic Street, Passaic, NJ to implement projects that improve the accessibility, safety, use and maintenance of the areas surrounding schools within the community in conjunction with the NJ Department of Transportation’s Safe Routes to School Program Grant. This is of no cost to the Passaic Board of Education.

**12. Approval for Passaic Gifted & Talented Academy School No. 20 to participate in the Ruby Bridges Walk to School Day**

Recommends that the Passaic Board of Education grant approval for Passaic Gifted & Talented Academy, School No. 20, to participate in the Ruby Bridges Walk to School Day on Tuesday, November 14, 2023. Ruby Bridges Walk to School Day will provide students at Passaic Gifted & Talented Academy, School No. 20, with the opportunity to commemorate the courage of Ruby Bridges and teach students about the civil rights movement and make connections to today's collective efforts for change. There is no cost to the Board of Education.

**13. Approval for Sonia Sotomayor School No. 21 and Passaic Gifted and Talented Academy to participate in the Ruby Bridges Walk to School Day with Triple A North Jersey and United Passaic Organization**

Recommends that the Passaic Board of Education grant approval for Sonia Sotomayor School No. 21 to participate in the Ruby Bridges Walk to School Day on November 14, 2023. Sonia Sotomayor School No. 21 and Passaic Gifted and Talented Academy students will commemorate the courage of Ruby Bridges and teach students about the civil rights movement and make connections to today's collective efforts for change. Triple A North Jersey and United Passaic Organization will provide an assembly, curriculum, and materials for the walk and during the walk. This event is at no cost to the Board of Education.

**14. Approval for the Passaic Gifted and Talented Academy to participate in the Science Olympiad**

Recommends that the Passaic Board of Education grant approval for the Passaic Gifted and Talented Academy, School 20, be permitted to participate in Science Olympiad. The Science Olympiad competitions consist of a series of 23 team events. Each year, a portion of the events are rotated to reflect the ever-changing nature of genetics, earth science, chemistry, anatomy, physics, geology, mechanical engineering and technology. By combining events from all disciplines, Science Olympiad encourages a wide cross-section of students to get involved. Emphasis is placed on active, hands-on group participation.

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$500.00 registration and participation fees  
**Account Number:** 15-190-100-800-20-0000

**15. Approval of Participation in Passaic Public Schools Option 2 Program- Passaic Academy for Science & Engineering**

Recommends that the Passaic Board of Education grants the approval of fifteen (15) students for summer 1 and fourteen (14) students for summer 2 from the Passaic Academy for Science & Engineering to participate in the Passaic Public Schools Option 2 Program at Bergen Community College. Students will participate in the program during the 2023 Summer I and Summer II semesters, to receive Bergen Community College courses approved as equivalent to our high school courses.

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$35,000.00 registration fee and books  
**Account Number:** 15-190-100-500-26-0087

**16. Approval to Purchase Copier – State Contract**

Recommends that the Passaic Board of Education grant approval to purchase the following RICOH copier from Atlantic Tomorrows Office (State Contract M2075)

Qty.	Copier	Total Value of Each Copier	Locations
1	-RICOH IM C8000 -Staple Finisher -Punch Unit -LCIT	\$18,082.56	Business Office

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$18,082.56  
**Account Number:** 12-000-251-730-83-0000

**17. Approval to Purchase Copier – State Contract**

Recommends that the Passaic Board of Education grant approval to purchase the following RICOH copier from Atlantic Tomorrows Office (State Contract M2075)

Qty.	Copier	Total Value of Each Copier	Locations
1	- RICOH IM 9000 - Staple Finisher - Punch Unit - LCIT	\$12,439.00	School No. 19

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$12,439.00  
**Account Number:** 15-130-100-730-19-0000

**18. Approval of New Club at Passaic High School – Dance Ensemble**

Recommends that the Passaic Board of Education grants approval of the Dance Ensemble Club at Passaic High School. This will be a Type IV Club with an Advisor.

**19. Approval of LEA Plan for Safe Return to In-Person Instruction and Continuity of Services After Community Input**

Recommends that the Passaic Board of Education approve the LEA Plan for Safe Return to In-Person Instruction and Continuity of Services, after community input, within the American Rescue Plan ESSER Plan. The Safe Return Plan will reflect the continuity of services including students’ academic needs and students’ and staff’s emotional mental health and other needs which may include student health and food services.

**20. Approval of Credit Recovery Program for Special Education High School Students**

Recommends that the Passaic Board of Education grant approval of a Credit Recovery Program for Special Education High School Students. The Special Education Teachers will provide Math, ELA, Science, Social Studies, and Elective courses three (3) hours per day, 4 days/week from November 21, 2023 through June 14, 2023 for students to fulfill graduation requirements.

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$92,925.00  
**Account Numbers:** 11-421-100-101-70-0075 (estimated \$74,025.00)  
11-421-200-100-70-0075 (Supervisor \$18,900.00)

**21. Approval of Attendance- New Jersey School Nutrition Association -NJSNA 60<sup>th</sup> Annual Conference**

Recommends that the Passaic Board of Education grants approval for the following staff members to attend the New Jersey School Nutrition Association 60<sup>th</sup> Conference

<u>Staff Member</u>	<u>Location</u>	<u>Cost</u>	<u>Dates</u>
Ms. Jessica Tomczyk	Harrah's Resort Atlantic City 777 Harrah's Blvd Atlantic City, NJ 08401	\$440.00 Hotel and Registration	November 9-10, 2023
Ms. Marcia Coto	Harrah's Resort Atlantic City 777 Harrah's Blvd Atlantic City, NJ 08401	\$325.00 registration	November 9-10, 2023

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$765.00  
**Account Number:** 60-910-310-580-71-0000

**22. Approval to attend the University Council for Education Administration (UCEA) Convention**

Recommends that the Passaic Board of Education grant approval for the following staff member to attend the University Council for Education Administration Conference.

<u>Name</u>	<u>Conference</u>	<u>Location</u>	<u>Cost</u>	<u>Dates</u>
Dr. Sandra Montañez-Diodonet	University Council for Education Administration Convention	Hyatt Regency Minneapolis 1300 Nicollet Mall Minneapolis, MN 55403	\$1,950.00	November 15-18, 2023

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost not to exceed:** \$1,950.00  
**Account Number:** 11-000-230-580-80-0000

**23. Approval of Attendance - 2023-2024 HIB Law Update**

Recommends that the Passaic Board of Education grants approval for the following staff member to attend the 2023-2024, HIB Law Update sponsored by the New Jersey Principals and Supervisors Association Foundation for Educational Administration (NJPSAFEA) on the following date:

Name(s)	Location	Date(s)
Luis Colon Director of Student Advocacy	In-Person MUJC Professional Development Center 340 Central Avenue, New Providence, NJ 07974	Tuesday, October 31, 2023

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$150.00  
**Account Number:** 11-000-213-580-65-0000

**24. Approval of Attendance Legal One Anti-Bullying Specialist (ABS) Online Program**

Recommends that the Passaic Board of Education grants approval for the following staff member to attend the LEGAL ONE Anti-Bullying Specialist (ABS) Online Certificate Program:

NAME	WORKSHOP	LOCATION	RATE
Edward Rowbotham	Anti-Bullying Specialist (ABS) Certificate Program	Online Program (self-paced)	\$500.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$500.00  
**Account Numbers:** 11-000-213-500-65-0000

**25. Approval to Attend the Annual Teen Pep Retreat**

Recommends that the Passaic Board of Education grants approval of students and staff of Passaic High School to attend the Annual Teen Pep Retreat:

Location	Dates	Cost
The Chauncey Hotel & Convention Center 1 Chauncey Road Princeton, NJ	January 29, 2023-January 30, 2024	\$289.00/day – Per Staff member (2) \$249.00/day – per student (32) \$135.00/Day Meeting Package fee (34) per person

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$15,056.00  
**Account Numbers:** 15-190-100-800-12-0000 - \$13,136.00 Retreat Fees  
 15-000-270-512-12-0000 – \$1,920.00 Transportation

**26. Approval of Attendance – Society for Human Resource Management (SHRM) 2024 Annual Conference and Expo**

Recommends that the Passaic Board of Education grants approval for the following staff member to attend the Society for Human Resource Management (SHRM) 2024 Annual Conference and Expo.

Staff Name	Location	Dates
Miguel Frias	McCormick Place 2301 S. King Drive, Chicago, IL 60616	June 23, 2024-June 26, 2024

R. Aaron Bowman MBA, CPA, PSA, QPA Assistant School Business Administrator/Assistant Board Secretary certifies the availability of funds.

**Cost Not to Exceed:** \$5,000.00  
**Account Number:** 11-000-230-580-84-0000

**27. Approval of Participation at the NJAAPT NJ Physics Olympics**

Recommends that the Passaic Board of Education grants approval for the Passaic Preparatory Academy Physics club to participate in the 2024 NJ Physics Olympics at Bayonne High School ON January 13, 2023. Students will be accompanied by club advisors Emily Blumberg and John Lockwood.

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**Cost not to Exceed:** \$160.00  
**Account Number:** 15-190-100-800-27-0000

**28. Approval of Field Trip Destination**

Recommends that the Passaic Board of Education grant approval of the district's field trip destination compliance with the N.J.A.C. 6A:23A-5-8:

Destination	City/State	Purpose	Annual Event	Single Event	Teacher
Old Bridge High School	Old Bridge, NJ	Marching Band Competition	X		Dr. Latasha Casterlow-Lalla
Rider University	Lawrenceville, NJ	College Visit		X	PREP Academy
Cheyney University	Cheyney, PA 19319-0200	Cultural Experience		11/16/23	Sherri Grier, Linda Carter, Rosa Alloway, Shavonn Stewart-Oliver
Lincoln University	University, PA 19352	Cultural Experience		11/28/23	Sherri Grier, Linda Carter, Rosa Alloway, Shavonn Stewart-Oliver
Meadowlands; Eco-Cruise	Secaucus, NJ	Study the Geography of the river		X	Mr. Fitzgibbons
Sylvia's Restaurant	New York, NY	Experience authentic Soul Food		X	Ms. Felder Ms. Harris
Rutgers University	Piscataway, NJ	Students Conference		X	Dr. Aguilar
Kean University	Union, NJ	Robotics Competition		X	Sergio Martinez Brandon Linde
Livingston High School	Livingston, NJ	Robotics Competition		X	Sergio Martinez Brandon Linde
Don Bosco Prep High School	Ramsey, NJ	Robotics Competition		X	Sergio Martinez Brandon Linde
River Dell High School	Oradell, NJ	Robotics Competition		X	Sergio Martinez Brandon Linde
Howell High School	Farmingdale, NJ	Robotics Competition		X	Sergio Martinez Brandon Linde
Glen Rock High School	Glen Rock, NJ	Robotics Competition		X	Sergio Martinez Brandon Linde
PTC Therapeutics Pharmaceutical Company	Bridgewater, NJ	Student's Biotech Experience	X		Kristen Kush
PTC Therapeutics Pharmaceutical Company	South Plainfield, NJ	Student's Biotech Experience	X		Kristen Kush
Mereck & Co., Inc.	Rahway, NJ	On-Site Job Shadowing and Career Education	X		Richard Chomko
Bergen Community College	Lyndhurst, NJ	Early College Program	X		Janely Jose
K & M Testing	Lyndhurst, NJ	CLEP Testing Site	X		Janely Jose
Milan Banquets d/b/a Michele's Restaurant	Garfield, NJ	NJROTC	X		Rosemary McMaster/Adrian Quito

**29. Approval of Participation in NJIT Saturday Morning STEM Fall II '23**

Recommends that the Passaic Board of Education grant approval of fifteen (15) students from the Passaic Academy for Science & Engineering to participate in NJIT Saturday Morning STEM Programs at the Newark Campus.

Program Information				
Name of Program	Date/Times	Times	Cost Per Student	Location
NJIT Saturday Morning STEM: 6th Grade Energy and Sustainability	Saturdays 11/04 through 12/09	9:00 am - 12:00 pm	\$399.00 per student	On Campus
NJIT Saturday Morning STEM: 7th and 8th Grade Robotics	Saturdays 11/04 through 12/09	9:00 am - 12:00 pm	\$399.00 per student	On Campus

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$5,985.00  
**Account Number:** 15-190-100-500-26-0087

**30. Approval of New Club at Passaic High School – PHS WEBSITE CLUB**

Recommends that the Passaic Board of Education grant approval for the PHS Website Club at Passaic High School. This will be a Type II Club with an Advisor & Assistant Advisor.

**31. Approval of Program: Growing Beyond Earth**

Recommends that the Passaic Board of Education grant approval for the Passaic Academy for Science and Engineering to participate in the Growing Beyond Earth Program for the 2023-2024 school year.

**32. Approval of Swim Team (Boys & Girls) Rental at Garfield YMCA for Practices**

Recommends that the Passaic Board of Education grants approval for the Passaic High School Swim Team (Boys & Girls) practices to be held at Garfield YMCA, 33 Outwater Lane, Garfield, NJ 07026 at rental rate of \$125.00 per practices for 4 lanes for the winter athletic season November 2023 – January 2024.

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$2,000.00  
**Account Number:** 11-000-221-500-68-0000



**33. Approval of Bowling Team Rental for Home Matches and Practices**

Recommends that the Passaic Board of Education grants approval for the Passaic High School Bowling Team home matches and practices to be held at the following locations for the winter athletic season November 2023 – February 2024.

Location	Dates	Rate	Cost
Bowler City, 85 Midtown Bridge Street, Hackensack, NJ	November 2023-February 2024	\$3.00 per meet and practices	\$1,000.00
Bowlero, Fair Lawn, 22-22 Maple Avenue, Fair Lawn, NJ	November 2023-February 2024	\$2.50 per meet and practices	\$1,500.00
T-Bowl, 300 Preakness Shopping Center, Wayne, NJ	November 2023-February 2024	\$3.00 per meet and practices	\$2,000.00

R. Aaron Bowman, Assistant School Business Administrator/Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$4,500.00  
**Account Number:** 11-000-221-500-68-0000

**34. Approval of Settlement Agreement- Court Order- Docket No.: EDS- 08856-2023; Agency Reference No.: 2024-36465**

Recommends that Passaic Public Schools approve a Settlement Agreement in the matter heard by the New Jersey Office of Administrative Law, Docket No.: EDS-088856-2023; Agency Reference No.: 2024-36465,

Account No: 11-000-100-566-70-0000  
11-000-230-820-83-0000

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**35. Acceptance of Notification of Vendor Name and Address Change**

Recommends that the Passaic Board of Education accepts the notification of the vendor change for:

From: Pivot Interactives SBC  
110 Bank Street, SE #2303  
Minneapolis, MN 55414

To: Pivot Interactives  
4350 Congress Street, Suite 700  
Charlotte, NC 28209

**36. Acceptance of Notification of Vendor Address Change**

Recommends that the Passaic Board of Education accepts the notification of the vendor change for:

From: Screencastify, LLC  
222 W. Merchandise Mart Plaza, Suite 1212  
Chicago, IL 60654

To: Screencastify, LLC  
P.O. Box 734530  
Chicago, IL 60673-4530

**37. Acceptance of Notification of Vendor Address Change**

Recommends that the Passaic Board of Education accepts the notification of the vendor change for:

From: New Jersey Council for the Social Studies  
Rutgers University/Busch Camp  
640 Bartholomew, Suite 101-103  
Piscataway, NJ 08854

To: New Jersey Council for the Social Studies  
Rutgers University/Busch Camp  
Lucy Stone Hall, Suite A-350  
54 Joyce Kilmer Avenue  
Piscataway, NJ 08854

**38. Acceptance of Notification of Vendor Address Change**

Recommends that the Passaic Board of Education accepts the notification of the vendor change for:

From: n2y LLC  
909 University Drive, South  
Huron, OH 44839

To: n2y LLC  
P.O. Box 550  
Huron, OH 44839

**39. Acceptance of Notification of Vendor Address Change**

Recommends that the Passaic Board of Education accepts the notification of the vendor change for:

From: NJ Consortium for Gifted & Talented Pro  
Two Hickory Way  
Mt. Arlington, NJ 07856

To: NJ Consortium for Gifted & Talented Pro  
P.O. Box 168  
Ogdensburg, NJ 07439

**40. Acceptance of Estimated 4<sup>th</sup> Round of Supply Chain Assistance Grant from the United States Department of Agriculture for the School Year 2023-24**

Recommends that the Passaic Board of Education grants approval to accept the estimated award amount of \$260,775.88 from the United States Department of Agriculture for unprecedented challenges in purchasing and receiving food for the National School Lunch and School Breakfast Programs.

**41. Revision - Approval to attend the New Jersey Autism Conference**

Recommends that the Passaic Board of Education approves the revision to the dates to attend the New Jersey Autism Conference.

From: October 4, 2023 through October 7, 2023

**To: October 18, 2023 through October 20, 2023**

**Cost Not to Exceed:** \$2,508.78  
**Account Number:** 11-000-223-580-91-0000

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

*Note: Original resolution approved on September 26, 2023, Page D-11, Item # 17*

**42. Revision - Approval to Attend the 20th Annual National ALAS Education Summit**

Recommends that the Passaic Board of Education approves the revision to the cost of the conference.

From: Cost Not to Exceed: \$5,430.64  
**To: Cost Not Exceed: \$4,513.88**  
**Account Number: 11-000-223-580-91-0000**

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

*Note: Original resolution approved on September 26, 2023, Page D-11, Item # 18*

**43. Revision - Approval to Attend the Teaching, Learning, Coaching Conference 2023**

Recommends that the Passaic Board of Education approves the revision to the cost of the conference.

From: Cost Not to Exceed: \$7,832.00  
**To: Cost Not to Exceed: \$1,796.00**  
**Account Number: 11-000-223-580-91-0000**

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

*Note: Original resolution approved on September 26, 2023, Page D-12, Item #20*

**44. Approval of Fundraising**

Recommends that the Passaic Board of Education grants approval of the following fundraisers:

School	Club/Activity	Title	Date(s)
School No. 3	Student Activity	Candy Sale	November 1-30, 2023
School No. 6	Student Activity	Staff Dress Down	October 6, 2023 – June 21, 2024 (Fridays)
	Staff Activity	Picture Day	October 16-18, 2023
	Student Activity	Candy Sale	October 9-27, 2023
	Student Activity	Fall Harvest Photos	October 24, 2023
	Student Activity	Grade 8 Picture Day	November 3, 2023
	Student Activity	Shoe Drive	November 17, 2023
	Student Activity	Bake Sale	November 29, 2023 and April 11, 2024
	Student Activity	Holiday Sale	December 4-8, 2023
	Student Activity	Holiday Photos	December 12, 2023
	Student Activity	Valentine's Day Beefsteak/Pasta Night	February 14, 2024
	Student Activity	Book Fair	March 4-8, 2024
	Student Activity	Dr. Seuss Photos	March 6, 2024
School No. 10	Student Activity	Candy Sale	October 2-27, 2023
	Student Activity	Picture Day	November 7, 2023 and June 10, 2024
School No. 15	Student Activity	Candy Sale	October 6-25, 2023
	Student Activity	Holiday Sale	December 11-15, 2023
	Student Activity	Family Fun Night	December 14, 2023 and April 19, 2024
School No. 21	Student Activity	Book Fair	October 31, 2023 – November 6, 2023 and April 15-19, 2024
	Student Activity	Candy Sale	October 31, 2023 – November 20, 2023
	Student Activity	Scented Pencils Sale	January 8, 2024 – April 30, 2024

**Approval of Fundraising (continued)**

PHS	Sociedad Honoraria Hispanica	Apparel Sale	September 29, 2023 – June 21, 2024
	Freshmen Class	Staff Dress Down	October 31, 2023
	NJROTC	NJROTC Apparel Sale	November 1, 2023
	Freshmen Class	Snack Sale	November 1, 2023 – December 22, 2023
	PBSIS-Best Team	Tricky Tray Ticket Sale	November 1-15, 2023
	NJROTC	Staff Contribution	November 8, 2023
	Film Club/Skills USA	Cupcake Sale	January 10-31, 2024
PREP	Modern Dance Collective	Bake Sale	October 31, 2023, December 1, 2023, December 15, 2023 and December 20, 2023
	Modern Dance Collective	Cash Calendar	November 1-30, 2023 and March 1-31, 2024
	Senior Class	Apparel Sale	November 1, 2023 – December 15, 2023 and March 15, 2024 – May 1, 2024
	Student Council	Dress Down	November 21-22, 2023, December 21-22, 2023, January 26, 2024, February 16, 2024, March 27-28, 2024, April 26, 2024, May 23, 2024 and June 17-18, 2024
	Senior Class	Bake Sale	November 22, 2023 and December 22, 2023
	Modern Dance Collective	Ticket Sales	December 7-8, 2023, April 25-26, 2024 and May 16-17, 2024
	Senior Class	Dress Down	December 8, 2023, January 12, 2024, February 2, 2024, March 22, 2024, April 19, 2024, May 24, 2024 and June 7, 2024
	Student Council	School Dance	February 23, 2024
Science Academy	C4 Team	PASE-topia for Middle School Students	October 20, 2023
	C4 Team	PASE-topia for High School Students	October 27, 2023
	Student Government Council	Bake Sale	October 31, 2023

**Approval of Fundraising (continued)**

Science Academy	Student Government Council	Candy Sale	November 1, 2023
	Student Government Council	Bake Sale	November 2, 2023
	Student Government Association/Senior National Honor Society	Dance	November 3, 2023

**End of Authorizations**

**D. Addenda - Authorizations****44. Amendment of Policies**

Recommends that the Passaic Board of Education re-adopts the following policies:

**Amendment**

Policy 5131.5	Vandalism and Violence
Policy 4151.1/4251.1	Personal Illness and Injury/Health and Hardship

**45. Authorization to Accept Donation from the City of Passaic**

Recommends that the Passaic Board of Education accepts a donation on behalf of the City of Passaic for ASD students and staff to attend a play at Carnegie Hall on Tuesday, October 31, 2023. The Passaic Board of Education offers its gratitude to the City of Passaic. The estimated value is \$2,900.00.

**46. Second Reading - Adoption of Policy**

Recommends that the Passaic Board of Education accepts the second reading of the following policy:

**Second Reading**

Policy	3520 Cybersecurity Awareness Training
--------	---------------------------------------

**End of Addenda - Authorizations**

**E. BOARD SECRETARY/TREASURER OF SCHOOL MONIES REPORT****1. Unaudited Secretary's Report--Acceptance and Certification – August 2023**

Recommends that the Passaic Board of Education accepts the Unaudited Board Secretary's financial report for the month of August 2023 based upon the certification of the Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10(c) (3), N.J.S.A. 18A:17-10 and N.J.S.A. 18A:17-36, that no line item account or program category account has been overexpended, and that no account or fund has been overexpended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**2. Unaudited Report of the Treasurer of School Monies for the Month of August 2023**

Recommends that the Passaic Board of Education acknowledges and accepts the Unaudited Report of the Treasurer of School Monies for the month ended August 2023, which report is in agreement with the Secretary's Report.

**End of Board Secretary/Treasurer of School Monies Reports**



**F. PAYMENT OF BILLS**

**1. Payment of Bills for the Month of October 2023**

Recommends that the Passaic Board of Education approves payment of bills for the month of October 2023 as follows:

PASSAIC BOARD OF EDUCATION	
BUSINESS OFFICE - ACCOUNTS PAYABLE DEPARTMENT	
SUMMARY OF BILLS - EXPENSE CHECKS AND WIRE TRANSFERS	
FOR THE PERIOD OF SEPTEMBER 09, 2023 - OCTOBER 12, 2023	
REGULAR CHECK NUMBERS	249448-249892
ENTERPRISE FOOD SERVICE CHECKS	019326-019360
10 GENERAL CURRENT EXPENSE	\$ 7,280.76
11 GENERAL CURRENT EXPENSE	\$ 4,140,396.61
12 CAPITAL OUTLAY	\$ 1,260.00
13 SPECIAL SCHOOLS	\$ -
15 WHOLE SCHOOL REFORM	\$ 3,966,428.74
20 SPECIAL REVENUE FUNDS	\$ 3,247,114.56
30 CAPITAL PROJECTS FUNDS	\$ 121,122.79
60 ENTERPRISE FUND	\$ 289,486.91
TOTAL CHECK DISBURSEMENTS:	\$ 11,773,090.37
LESS VOIDS:	\$ (17,384.00)
WIRE TRANSFER DISBURSEMENTS:	\$ 4,231,514.55
GRAND TOTAL OF CHECK AND WIRE:	\$ 15,987,220.92

Prepared By: Naomi D. Widener  
 Naomi D. Widener  
 Accounts Payable Manager

Audited By: Lillian D'Elia  
 Lillian D'Elia  
 Comptroller

Certified By: R. Aaron Bowman  
 R. Aaron Bowman  
 Assistant School Business Administrator

**End of Payment of Bills**

**G. FINANCE AND ACCOUNTING REPORTS****1. Approval of 2022-2023 Budget Transfers**

Recommends that the Passaic Board of Education approves the following 2022-23 budget transfers for the month of October 2023:

<b>FROM</b>	<b>AMOUNT</b>	<b>TO</b>	<b>AMOUNT</b>
11-190-100-500-88-0000	(1,000,000.00)	11-000-252-500-88-0000	1,000,000.00
11-190-100-610-88-0000	(78,386.00)	12-000-252-730-88-0000	78,386.00
15-000-221-104-26-0075	(700.00)	15-000-211-171-26-0000	700.00
15-190-100-106-03-0000	(92.00)	15-120-100-101-03-0075	92.00
15-000-240-103-10-0000	(42.40)	15-000-240-105-10-0000	42.40
15-421-100-101-10-0075	(1,400.00)	15-401-100-100-10-0075	1,400.00
15-403-100-100-12-0075	(4,255.00)	15-401-100-100-12-0075	4,255.00
15-421-100-101-21-0075	(5,250.00)	15-401-100-100-21-0075	5,250.00
15-421-100-101-27-0075	(1,873.00)	15-401-100-100-27-0075	1,873.00
15-000-291-270-08-0000	(12,660.27)	15-000-291-249-08-0000	12,660.27
15-000-291-270-20-0000	(33,676.85)	15-000-291-249-20-0000	33,676.85
15-000-291-270-26-0000	(128,396.86)	15-000-291-249-26-0000	128,396.86
15-000-291-270-27-0000	(159,934.97)	15-000-291-249-27-0000	159,934.97
<b>TOTAL</b>	<b>(1,426,667.35)</b>		<b>1,426,667.35</b>

**2. Approval of 2023-2024 Budget Transfers**

Recommends that the Passaic Board of Education approves the following 2023-24 budget transfers for the month of October 2023:

<b>FROM</b>	<b>AMOUNT</b>	<b>TO</b>	<b>AMOUNT</b>
15-000-291-270-23-0000	(121,655.00)	15-201-100-101-23-0000	121,655.00
15-000-291-270-23-0000	(96,692.00)	15-201-100-106-23-0000	96,692.00
15-214-100-101-23-0000	(35,046.00)	15-201-100-106-23-0000	35,046.00
15-214-100-101-23-0000	(54,299.00)	15-209-100-101-23-0000	54,299.00
15-120-100-101-23-0000	(48,296.00)	15-209-100-101-23-0000	48,296.00
15-120-100-101-23-0000	(128,553.00)	15-209-100-106-23-0000	128,553.00
15-120-100-101-23-0000	(289,611.00)	15-214-100-106-23-0000	289,611.00
15-000-211-171-23-0000	(52,934.91)	15-213-100-101-23-0000	52,934.91
15-000-222-177-23-0000	(106,435.13)	15-213-100-101-23-0000	106,435.13
15-130-100-101-23-0000	(515,620.12)	15-213-100-101-23-0000	515,620.12
15-240-100-101-23-0000	(69,565.50)	15-213-100-101-23-0000	69,565.50
11-000-213-100-65-0000	(65,000.00)	11-000-211-173-65-0000	65,000.00
11-000-217-100-70-0000	(607,000.00)	11-190-100-106-70-0000	607,000.00
11-422-200-100-66-0075	(905.00)	11-422-100-101-66-0075	905.00
15-000-211-172-06-0000	(31,873.64)	15-000-211-171-06-0000	31,873.64
15-000-211-172-06-0000	(87,081.00)	15-000-222-177-06-0000	87,081.00
15-000-213-100-09-0000	(31,874.02)	15-000-211-171-09-0000	31,874.02
15-000-213-100-12-0000	(275.00)	15-000-213-100-12-0082	275.00
15-000-218-104-12-0000	(3,500.00)	15-000-218-104-12-0082	3,500.00
15-240-100-101-12-0000	(60,035.96)	15-422-100-101-12-0081	60,035.96
15-240-100-101-12-0000	(46,920.36)	15-422-200-100-12-0081	46,920.36
15-000-213-100-09-0000	(106,167.00)	15-000-221-176-09-0000	106,167.00
15-000-222-177-20-0000	(16,000.00)	15-000-222-100-20-0000	16,000.00
15-000-222-177-21-0000	(49,000.00)	15-000-222-100-21-0000	49,000.00
15-000-218-104-26-0000	(16,000.00)	15-000-222-100-26-0000	16,000.00
15-190-100-106-19-0000	(1,007.00)	15-120-100-101-19-0075	1,007.00
15-120-100-101-25-0000	(328,973.79)	15-190-100-106-25-0000	328,973.79
15-214-100-101-25-0000	(115,571.87)	15-204-100-101-25-0000	115,571.87
15-214-100-101-25-0000	(475,002.47)	15-213-100-101-25-0000	475,002.47
15-214-100-101-25-0000	(238,028.20)	15-214-100-106-25-0000	238,028.20
15-213-100-101-10-0000	(198,929.00)	15-204-100-101-10-0000	198,929.00
15-213-100-101-10-0000	(46,191.00)	15-204-100-106-10-0000	46,191.00

**Approval of 2023-2024 Budget Transfers (continued)**

<b>FROM</b>	<b>AMOUNT</b>	<b>TO</b>	<b>AMOUNT</b>
15-240-100-101-10-0000	(44,975.47)	15-212-100-106-10-0000	44,975.47
15-190-100-106-15-0000	(1,360.00)	15-110-100-101-15-0075	1,360.00
15-213-100-101-03-0000	(9,329.19)	15-214-100-106-03-0000	9,329.19
11-190-100-500-88-0000	(2,000,000.00)	11-000-252-500-88-0000	2,000,000.00
11-000-251-600-84-0000	(2,000.00)	11-000-251-890-84-0000	2,000.00
15-190-100-610-23-0000	(10,000.00)	15-190-100-610-23-0055	10,000.00
15-422-100-101-27-0075	(7,127.62)	15-422-200-100-27-0075	7,127.62
15-240-100-610-10-0000	(14,000.00)	15-190-100-610-10-0000	14,000.00
11-000-251-290-84-0000	(5,029.00)	11-000-251-500-84-0000	5,029.00
11-000-291-270-83-0000	(20.00)	11-000-291-260-83-0000	20.00
15-240-100-610-23-0000	(1,500.00)	15-209-100-610-23-0000	1,500.00
15-240-100-610-19-0000	(7,000.00)	15-190-100-500-19-0000	7,000.00
15-000-266-610-19-0000	(600.00)	15-130-100-730-19-0000	600.00
11-000-251-330-84-0000	(2,500.00)	11-000-251-500-84-0000	2,500.00
11-000-221-500-84-0000	(9,000.00)	11-000-251-500-84-0000	9,000.00
20-218-400-731-24-0000	(500.00)	20-218-100-600-24-0000	500.00
15-190-100-610-12-0000	(5,000.00)	15-190-100-500-12-0000	5,000.00
11-000-221-600-67-0000	(940.00)	11-140-100-101-67-0000	940.00
11-000-251-290-84-0000	(3,000.00)	11-000-230-580-84-0000	3,000.00
<b>TOTAL</b>	<b>(6,167,924.25)</b>		<b>6,167,924.25</b>

**3. Requisition for Local Tax Levy Payment from the City of Passaic – 2023-2024**

Recommends that the Passaic Board of Education approves the amount of district taxes for current expense and capital outlay required to meet obligations of the Board of Education for the period extending to the next Board of Education meeting, with the City of Passaic, (Passaic City Council), being hereby requested to place in the hands of the Custodian of School Monies on the dates indicated in accordance with the statutes relating thereto.

October 2023                      \$1,429,579.00                      Received – October 10, 2023

**4. Revision to the Authorization to submit and accept Carl D. Perkins Grant for FY 2023-2024 from New Jersey Department of Education**

Recommends that the Passaic Board of Education approves the revision to the application of the Carl D. Perkins Vocational and Technical Education Grant funds in the amount of \$139,092.00 from the New Jersey Department of Education for the 2023-2024 academic fiscal year.

Description	Account	From 2023-2024 Allocation	To 2023-2024 Allocation
Stipend Salaries	20-366-100-100-67-0000	\$21,902.00	\$ 20,492.00
Purchased Professional Services	20-366-100-300-67-0000	\$7,560.00	\$ 27,746.00
Supplies and Materials	20-366-100-600-67-0000	\$38,277.00	\$ 70,320.00
Stipend Salaries	20-366-200-100-67-0000	0	\$ 1,410.00
Benefits FICA	20-366-200-200-67-0000	\$1,677.00	\$ 1,677.00
Purchased Professional Services Non- Instructional	20-366-200-300-67-0000	\$1,230.00	\$ 1,230.00
Equipment	20-366-400-731-67-0000	0	\$ 9,262.00
Administrative Cost Stipend	20-366-200-100-67-0000	0	\$ 6,461.00
Administrative Cost FICA	20-366-200-200-67-0000	0	\$ 494.00
Other Objects	20-366-100-800-67-0000	\$1,000.00	0
Supplies Non-Instructional	20-366-200-600-67-0000	\$38,538.00	0
<b>TOTAL BUDGET CD PERKINS</b>		\$110,184.00	\$ 139,092.00

*Note: Original resolution appeared on the August 28, 2023 Regular Public Board Meeting, Resolution No. 5, Page G4, G5.*

**5. Approval of Chapter 192/193 Additional Funding Request**

Recommends that the Passaic Board of Education approves the following Chapter 192/193 Additional Funding Request submitted by Tree of Knowledge Learning Academy for Compensatory Education for 200 students, and Supplemental Instruction for 41 students.

Program	Original 2023-2024 Budget	2023-2024 Funding Approved 9/18/23 &	Revised 2023-2024 Budget
Supplemental Instruction	\$234,584.00	\$33,866.00	\$268,450.00
Compensatory Education	\$555,631.00	\$179,816.00	\$735,447.00

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$1,003,897.00  
**Account Number:** 20-506-100-320-70-0000-Supplemental Instruction  
 20-502-100-320-70-0000-Compensatory Education

**End of Finance and Accounting Report**

October 30, 2023

**H. Award of Contracts**

**1. Approval of Opening of Bids and Award of Contracts – Electrical Supplies – Bid No. 04-24**

Recommends that the Passaic Board of Education awards the contracts for Electrical Supplies, Bid No. 04-24, to the company/vendor listed below based upon their lowest responsible bids. (Lowest responsible bids are in underlined bold print)

1. CooperFriedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co., 315 Cranbury Half Acre Rd., Cranbury, NJ 08512

2. US Electrical Services, Inc. d/b/a Franklin Griffith, 5 Second St., Trenton, NJ 08611

Control #	Quantity	Item No.	Description	Cooper Electric	U.S. Electrical Services
Light Switches					
1	25	HUBBELL # HBL1221L	SINGLE POLE 20 AMP KEY LOCK SWITCH	<u>7.53</u>	7.77
2	25	HUBBELL # HBL 1223L	3-WAY 20 AMP KEY/ LOCK SWITCH	<u>17.45</u>	18.02
3	25	HUBBELL # HBL 1224L	4 WAY 20 AMP KEY/LOCK SWITCH	<u>34.70</u>	36.91
4	25	HUBBELL # HBL 1224I	4 WAY 20 AMP TOGGLE SWITCH	<u>14.49</u>	15.56
5	25	HUBBELL # HBL 1223I	3 WAY 20 AMP TOGGLE SWITCH	<u>6.90</u>	7.40

October 30, 2023

**Approval of Opening of Bids and Award of Contracts – Electrical Supplies – Bid No. 04-24 (continued)**

Control #	Quantity	Item No.	Description	Cooper Electric	U.S. Electrical Services
Light Switches					
6	25	Hubbell # hbl 1221	SINGLE POLE 20 AMP TOGGLE SWITCH	<u>4.93</u>	5.08
Receptacles					
7	50	HUBELL # GFRST 20W	GFCI 20 AMP RECEPTACLE WHITE	<u>14.00</u>	14.39
Light Ballast					
8	150	GE-432-MAX-N-ULTRA	4 LAMP DUAL VOLT BALLAST # 74463	18.32	<u>16.07</u>
9	150	GE-232-MAX-N-ULTRA	2 LAMP DUAL VOLT BALLAST # 72266	14.64	<u>12.85</u>
Batteries					
10	50	SURE WAY /JASCO	# 1003 6 VOLT	6.76	<u>6.66</u>
11	12	SURE WAY /JASCO	# 2006	63.73	<u>32.66</u>
12	12	SURE WAY /JASCO	# 2007	<u>65.34</u>	67.99
13	20	LITHONIA	# ELB0701N	135.00	<u>24.50</u>



October 30, 2023

**Approval of Opening of Bids and Award of Contracts – Electrical Supplies – Bid No. 04-24 (continued)**

Control #	Quantity	Item No.	Description	Cooper Electric	U.S. Electrical Services
<u>Batteries</u>					
14	30	LITHONIA	# ELB4814N	140.00	<u>18.00</u>
15	20	LITHONIA	# ELB 1P 201N2 WITH LEADS	68.00	<u>65.99</u>
16	20	LITHONIA	# ELB 4814	140.00	<u>18.00</u>
17	20	LITHONIA	# ELB-B001	45.00	<u>12.00</u>
18	10	LITHONIA	# ELB-0701N	135.00	<u>24.50</u>
19	10	LITHONIA	# ELB -0701	NB	<u>24.50</u>
20	20	LITHONIA	# ELB- 1P201NB	80.00	<u>65.99</u>
21	12	SUREWAY	# 2005	<u>55.00</u>	58.00
22	20	SUREWAY	# 100.1D W/LEADS	NB	<u>14.00</u>
23	20	SUREWAY	# 7044.L W/ LEADS	NB	<u>8.50</u>
24	20	SUREWAY	# 7044 WITHOUT LEADS	NB	<u>4.00</u>

October 30, 2023

**Approval of Opening of Bids and Award of Contracts – Electrical Supplies –  
Bid No. 04-24 (continued)**

Control #	Quantity	Item No.	Description	Cooper Electric	U.S. Electrical Services
<u>Batteries</u>					
25	20	DANTON A #	CUSTOM 185 WD 2/3 AA 300XP 10.8V	NB	<u>40.00</u>
26	20	HUBBELL DUA LITE	# 93041402 6.4 VOLTS	NB	<u>22.00</u>
27	30	GE	F96 TR CW	<u>8.81</u>	10.10
28	30	GE	F30 TR CW -33	<u>4.03</u>	5.85
29	10	GE	F 30 TR CW /RS/ECO	<u>4.03</u>	5.85
30	75	GE	25 A 19/ RED	NB	<u>3.75</u>
31	75	GE	25 A 19/BLUE	NB	<u>3.75</u>
32	75	GE	F 40 / 30 BX SPX 30	9.71	<u>9.04</u>
33	100	GE	BALLAST COMPATIBLE 4000 K T-8 EQUIVALENT LED BOLBS300	NB	<u>11.00</u>

October 30, 2023

**Approval of Opening of Bids and Award of Contracts – Electrical Supplies – Bid No. 04-24 (continued)**

Control #	Quantity	Item No.	Description	Cooper Electric	U.S. Electrical Services
MC/Cable					
34	2500 FEET	12-2 MC CABLE	10-250 COILS	<u>170.00</u>	225.00
Light Bulbs					
35	75	4 PIN PHILLIPS	38337-2-PL-C-26 W/841/4P/ALTO DOUBLE BIAX 26 WAT (LED)	<u>6.13</u>	8.00
36	75	4 PIN GE 97317	F26 TBX /841/ A/ECO TRIPLE BIAX 26W (LED)	4.95	<u>4.62</u>
37	50	2 PIN SYLVANIA	20 681/21115- OF 26 DD/841/ECO DBX 26WATT (LED)	<u>6.08</u>	7.65
38	50	LITHONIA	SOCKETS T-8 LIGHTBULB SOCKETS (LED)	NB	<u>1.50</u>
39	24	F-96 T 12 CW/ HO	8 FOOT BULBS (LED)	<u>8.34</u>	18.00

October 30, 2023

**Approval of Opening of Bids and Award of Contracts – Electrical Supplies – Bid No. 04-24 (continued)**

Control #	Quantity	Item No.	Description	Cooper Electric	U.S. Electrical Services
Drivers & Fixtures					
40	100	THOMAS RESEARCH	LED DRIVERS	80.00	<u>79.99</u>
41	100	LITHONIA	2X2, 4X4 AND LED TROFFER LIGHT FIXTURES	110.00	<u>65.00</u>

TRASER Category Discount Bid			
ITEM NO.	DESCRIPTION OF ITEM	Cooper Electric	U.S. Electrical Services
0000*	WIRE, CORDS, CABLE General	67%	<u>74%</u>
110	Copper Building Wire	67%	<u>74%</u>
130	Armored Cable	67%	<u>74%</u>
1000*	CONDUIT & RACEWAYS General	67%	<u>74%</u>
1200	EMT	67%	<u>74%</u>
1900	Wire/plug strips.../	67%	<u>74%</u>
2000*	CONDUIT ACCESSORIES General	67%	<u>74%</u>

October 30, 2023

**Approval of Opening of Bids and Award of Contracts – Electrical Supplies – Bid No. 04-24 (continued)**

TRASER Category Discount Bid			
<u>ITEM NO.</u>	<u>DESCRIPTION OF ITEM</u>	Cooper Electric	U.S. Electrical Services
2300	EMT fittings	67%	<u>74%</u>
2400	BX / ROMEX SEC – FLEX FITTINGS	67%	<u>74%</u>
2700	OUTLET BOXES, COVERS, HANGERS	67%	<u>74%</u>
3000*	DISTRIBUTION EQUIPMENT GENERAL	67%	<u>74%</u>
3200	CIRCUIT BREAKERS	67%	<u>74%</u>
3300	LOAD CENTERS	67%	<u>74%</u>
4000*	CONTROLS GENERAL	67%	<u>74%</u>
5100	GENERAL PURPOSE WIRING DEVICES	67%	<u>74%</u>
6000*	MISCELLANEOUS GENERAL	67%	<u>74%</u>
6100	Fuses	67%	<u>74%</u>
6300	Signaling/fire/security equipment	67%	<u>74%</u>
6500	FASTENING HARDWARE	67%	<u>74%</u>

October 30, 2023

**Approval of Opening of Bids and Award of Contracts – Electrical Supplies – Bid No. 04-24 (continued)**

TRASER Category Discount Bid			
ITEM NO.	DESCRIPTION OF ITEM	Cooper Electric	U.S. Electrical Services
6600	POWER TOOLS	67%	<u>74%</u>
6620-6625	HAND TOOLS	67%	<u>74%</u>
7000*	LIGHTING GENERAL	67%	<u>74%</u>
7100	LAMPS	67%	<u>74%</u>
	3,000 pieces F32T8/741/ECO	<u>3.06</u>	3.3
7200	LIGHTING FIXTURES	30%	<u>74%</u>
7400	BALLASTS	60%	<u>74%</u>
250 pcs	GE-432-MAX-N/ULTRA;4Imp dual volt	18.32	<u>16.07</u>
150 pcs.	GE-232-MAX-N/ULTRA;2Imp dual volt	14.64	<u>12.85</u>
8000*	BUILDERS PRODUCTS GENERAL	30%	<u>74%</u>
9000*	LINE CONSTRUCTION MATERIAL GENERAL	30%	<u>74%</u>
10000	**MATERIALS NOT LISTED IN TRASER	30%	<u>74%</u>

October 30, 2023

**Approval of Opening of Bids and Award of Contracts – Electrical Supplies – Bid No. 04-24 (continued)**

**Quantities are estimates and will be adjusted as needed. Unit prices are for purchases through June 30, 2024.**

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$45,000.00  
**Account Number:** 11-000-261-610-86-0000

**2. Opening of Proposals & Approval of Contract – College/University Social Work Interns – School Based Mental Health Grant Funded – Rebid - RFP 31-24**

Recommends that the Passaic Board of Education awards the contract for College/University Social Work Interns – School Based Mental Health Grant Funded - RFP 31-24 to the Montclair State University, 1 Normal Avenue, Montclair, New Jersey at the rates submitted and on file in the business office.

Purpose of Contract:

To obtain culturally and Linguistically reflective full-time social work interns to provide therapeutic counseling as assigned to students.

Evaluation Process and Methodology of Awarding Contract:

The respondents’ proposals were reviewed and evaluated, on a one hundred (100) point system, by the following Evaluation Committee:

Luis Colon, Director of Student Advocacy  
 Renna Edwards, Supervisor of Guidance  
 Edward Rowbotham, Supervisor of Health Services

Evaluation Spreadsheet:

	<u>Category</u>	<u>Maximum Value Points</u>	<u>Montclair State University</u>
I.	Technical Criteria	30	28
II.	Management Criteria	20	18.7
III.	Cost Criteria	50	50
	TOTALS	100	96.67

October 30, 2023

**Opening of Proposals & Approval of Contract – College/University Social Work Interns – School Based Mental Health Grant Funded – Rebid - RFP 31-24 (continued)**

Selection of Vendor

The Montclair State University was the only respondent and received the maximum value points in each criteria category.

The term of contract will be from **October 31, 2023** through **June 30, 2024**.

**Cost Not to Exceed:** \$80,000  
**Account No:** 20-464-100-500-65-0000

**3. Approval of Contract with E-Rate Consulting & Process Management Services – ACES**

Recommends that the Passaic Board of Education grants the approval to enter into a contract with E-Rate Consulting, Inc., 130 Valley Rd., Suite B, Montclair, NJ 07042, through the ACES Cooperative Pricing System E88-01-ACES-CPS.

The prices for the contract were secured through the ACES competitive procurement process in coordination with the New Jersey School Boards Association, the New Jersey Association of School Business Officials and the New Jersey Association of School Administrators.

The term of contract will be from July, 1, 2023 through June 30, 2024.

**Cost Not to Exceed:** \$71,732.88  
**Account Number:** 11-000-252-500-88-0000

**4. Approval to Enter into Contract with Central Jersey Program for Recruitment of Diverse Educators (CJ PRIDE)**

Recommends that the Passaic Board of Education approves entering into a contract with the Central Jersey Program for Recruitment of Diverse Educators (CJ PRIDE). Membership in the Central Jersey Program for Recruitment of Diverse Educators will include holding a joint job fair open to all prospective teaching and administrative candidates. Membership will begin September 1, 2023 through June 30, 2024.

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$300.00  
**Account Number:** 11-000-251-890-84-0000



October 30, 2023

**5. Approval to Enter into Contract for One to One Nursing Services and Clinical Nurses for Special Education and General Education (504) Students for the 2023-2024 School Year**

Recommends that the Passaic Board of Education, pursuant to Board Policy #6320 requiring competitive proposals for services be waived, authorizes entering into contracts for one to one nursing services and clinical nurses for Special Education and General Education (504) students. The waiver of procuring competitive proposals is in accordance with N.J.S.A. 18A:40-3.3, which permits a parent to request a specific nurse to provide services to their classified child if the cost remains neutral to the school district.

Vendor	Hourly Rate 11/1/23-6/30/24	Cost Not to Exceed
Lincoln Search Group Limited 303 W. Lancaster Ave STE 146 Wayne, PA 19087	LPN: \$52.74 RN: \$59.07	\$50,000.00

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$50,000.00  
**Account Number:** 11-000-216-320-70-0000

**6. Approval to Enter into Contract with Passaic Family Head Start for the 2023-2024 School Year**

Recommends that the Passaic Board of Education approves entering into a contract with Passaic Family Head Start, Inc., 68-72 Third Street, Passaic, NJ, to establish a formal working procedure between the Passaic Public Schools Division of Special Education and Passaic Family Head Start for the 2023-2024 School Year. There will be no cost to the Passaic Public Schools.

**7. Approval of Memorandum of Understanding with UCLA Center X**

Recommends that the Board of Education approves the Memorandum of Understanding between Passaic Academy for Science & Engineering and UCLA Center X Introduction to Data Science (IDS) to continue IDS Implementation. The term of the contract will be from July 1, 2023 through June 30, 2024.

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost not to Exceed:** \$2,340.00  
**Account Number:** 15-190-100-500-26-0087

October 30, 2023

**8. Approval of Proprietary Purchase- Educational Impact**

Recommends, pursuant to N.J.S.A. 18A:18A-2(r), that the Passaic Board of Education enters into a contract with Educational Impact, 270 Pennbrook Parkway, Lansdale, PA 19446 to provide online Professional Development services to the Passaic Public Schools. The term of contract will be from September 1, 2023 through September 1, 2024.

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$28,000.00  
**Account Number:** 15-000-223-320-XX-0019

**9. Approving the Renewal of Membership in the Educational Services Commission of New Jersey Cooperative Pricing System – Lead Agency**

Recommends that the Passaic Board of Education renews the membership with the Educational Services of New Jersey Commission Cooperative Pricing System (ESCNJ). ESCNJ is a NJ State Approved Cooperative Pricing System member with a designation system number #65MCESCCPS and the Passaic Board of Education's member in the cooperative pricing system is permitted pursuant to the terms and conditions of N.J.S.A. 18A:18A-11, N.J.A.C. 5:34-7.4 and N.J.S.A. 40A:11-11(5). As an affiliate member, the Passaic Board of Education agrees to honor all terms and conditions of the ESCNJ cooperative awards and to include the pricing designator #65MCESCCPS on all board resolutions and purchase orders.

The cooperative purchasing pricing system is established for members, on an as needed basis, to acquire goods and services from vendors who were awarded contracts by MRESC, the lead agency, through the competitive bid process.

The term of contract with

Educational Services Commission of New Jersey (Lead Agency)  
 Cooperative Pricing System  
 1600 Stelton Road  
 Piscataway, NJ 08854  
 Mr. Patrick Moran, Business Administrator/Board Secretary

is from September 1, 2023 through August 31, 2024, pursuant to N.J.A.C. 5:34-7.5(f).

There is no fee to the board of education to be a member of the ESCNJ.

October 30, 2023

**10. Approving Renewal of Contract with Flagship Health Systems, Inc. & Delta Dental of New Jersey., of Parsippany, NJ for Dental Insurance Coverage-EUS 01-22**

Recommends, pursuant to N.J.S.A. 18A-18A-5(a)(10) that the Passaic Board of Education based upon the recommendation of Fairview Insurance Agency Associates, Inc., 25 Fairview Avenue, Verona, NJ 07044, the Broker of Record for Employee Health Benefits for the school district, approves renewal of contract with Flagship Health Systems, Inc., 1639 Route 10, Parsippany, NJ 07054 & Delta Dental of New Jersey, Inc., 1639 Route 10, Parsippany, NJ 07054 to provide dental insurance coverage for the Passaic Public School District.

The term of the contract is from January 1, 2024 through December 31, 2024.

This contract is subject to the availability of funds as may be required to meet the extended obligation. If sufficient funds are not appropriated, the Board of Education may cancel the contract.

Fairview Insurance Agency marketed proposals from Aetna, Cigna, Delta Dental, Horizon BCBSNJ and Metlife and it was determined that the response submitted by

Delta Dental of NJ, Inc., is most advantageous to the board, price and other factors considered.

Ryan A. Bowman, School Business Administrator/Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$2,396,652.00

<b>Account Number:</b>	11-000-291-270-XX-XXXX	20-XXX-200-200-XX-XXXX
	15-000-291-270-XX-XXXX	60-910-310-270-71-0000

**11. Approval of Use of School Facilities—Girl Scouts of Northern New Jersey**

Recommends that the Passaic Board of Education ratifies the administrative approval granting permission to the Girl Scouts of Northern New Jersey to use the auditorium and classroom at School No. 21 to hold a Girl Scouts Leadership Program starting on October 12, 2023 through January 25, 2024 on Thursdays from 3:00 p.m. to 4:00 p.m.

In accordance with regulation number 1330R, the Girl Scouts of Northern New Jersey has provided proof of security that is on file in the Office of the School Board Administrator.

District programs take precedence in the use of facilities. The Board waives all fees.

October 30, 2023

**12. Approval of Use of School Facilities—Education Association of Passaic PRIDE/Families and Schools Together Committee**

Recommends that the Passaic Board of Education ratifies the administrative approval granting permission to the Education Association of Passaic PRIDE/F.A.S.T. Committee to use the auditorium, gymnasium, cafeteria, and parking lot at Dr. Martin Luther King, Jr. School No. 6 to hold a Kickoff Trunk or Treat on Saturday, October 28, 2023 from 9:00 a.m. to 3:00 p.m. The Board will waive all fees.

**13. Revision- Approval of Award of Amounts for Professional Services – Chapter 192/193 Services for Non-Public Students (CC 10-24) for the 2023-2024 School Year**

Recommends that the Passaic Board of Education approves amounts for the following professional services contracts for Chapter 192/193- CC 10-24:

Term of Contracts will be September 1, 2023 through June 30, 2024

**Catapult Learning**

**Chapter 193  
Initial & Annual Exam & Classification**

Account Number	From original amount	To revised amount
From: 20-507-100-320-70-0000	\$141,906.00	\$92,081.00

**Passaic Board of Education**

**Chapter 193  
Initial & Annual Exam & Classification**

Account Number	Amount not to exceed
To: 20-507-100-101-70-0000	\$25,000.00

**Kid Clan Services**

**Chapter  
Initial & Annual Exam & Classification  
(Evaluations provided)**

**Additional Service:**

Account Number	Amount not to exceed
To: 20-507-100-320-70-0000	\$ 24,825.00

R. Aaron Bowman, Assistant School Business Administrator/ Assistant Board Secretary, certifies the availability of funds.

*Note: Original Resolution: September 26, 2023; Page H-6-7; Item # 10*

October 30, 2023

**14. Approval to Enter into Contract with Monmouth Ocean Educational Services Commission – Joint Student Transportation Route – ESY and 2023-2024 School Year**

Recommends that the Passaic Board of Education, in full accordance with N.J.A.C. 6A:27-10 et seq., approves entering into contract with:

Monmouth Ocean Educational Services Commission  
900 Green Grove Road  
Tinton Falls, NJ 07712

To provide student transportation for the following route for the 2023-2024 school year, for student # 32285 A.J.G.

Route #	School	Contractor	Route Per Diem	Surcharge Per Diem	Route Cost	Surcharge Cost	Total Route + Surcharge Cost
SE1417	K.E.Y.S. Academy	Emmanuel	\$223.50	\$12.29	\$40,900.50	\$2,249.07	<b>\$43,149.57</b>

The term of the contract will be from September 1, 2023, to June 30, 2024. One-hundred and eighty-three (183) days in total.

To provide student transportation for the following route for the 2023 ESY, for student # 27326 Y.K.

Route #	School	Contractor	Route Per Diem	Surcharge Per Diem	Route Cost	Surcharge Cost	Total Route + Surcharge Cost
ESY364	Children’s Center Monmouth County	D.A.G. Transport	\$128.50	\$7.60	\$4,754.50	\$281.20	<b>\$5,035.70</b>

The term of the contract will be from July 5, 2023, to August 24, 2023. Thirty-seven days (37) days in total

To provide student transportation for the following route for the 2023-2024 school year, for student # 27326 Y.K.

Route #	School	Contractor	Route Per Diem	Surcharge Per Diem	Route Cost	Surcharge Cost	Total Route + Surcharge Cost
SE1455	Children’s Center Monmouth County	D.A.G. Transport	\$176.72	\$9.72	\$31,809.60	\$1,749.52	<b>\$33,559.12</b>

The term of the contract will be from September 1, 2023, to June 30, 2024. One hundred and eighty (180) days in total.

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$ 81,744.39  
**Account Numbers:** 11-000-270-518-89-0000 (\$77,464.60)  
 11-000-270-350-89-0000 (\$4,279.79)

October 30, 2023

**15. Addendum to Contract Student Transportation Bid 06T-24**

Recommends that the Passaic Board of Education amends the following student transportation routes as follows:

Vendor	Route	Route Per Diem	Original Route Cost	Final Route Cost
Alpha Generation	LLC-02	278	\$50,040.00	\$0.00

Addendum to contract 2224-5-F on Bid 06T-24 originally awarded on August 26, 2023

The student is been placed in-home instruction. Routes ran zero (0) days.

**16. Addendum to Contract Student Transportation Bid 06T-23**

Recommends that the Passaic Board of Education amends the following student transportation route as follows:

Vendor	Route	Aide Per Diem	Total Aide Cost	Original Route Cost	Final Route Cost
Omar Transportation	S21-05	\$50.00	\$9,100.00	\$55,201.38	\$60,743.60

Addendum to contract 2223-6-F on Bid 06T-23 originally awarded on December 19, 2022, and renewed on June 26, 2023.

A Bus Aide was added on September 7, 2023. One hundred and Eighty-one (181) days total. For students # J.O#314019 & I.B. #323510

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$9,100.00  
**Account Number:** 11-000-270-514-89-0000

October 30, 2023

**17. Cancellation of Student Transportation Contract for the 2023-2024 School Year**

Recommends that the Passaic Board of Education, in full accordance with N.J.S.A. 18:A39 et seq. and N.J.S.A. 6A:27-9 et seq., cancel the following student routes with the following company:

Vendor	Destination	Route	Total Route Cost
Joshua Tours	Bergen County Community College	PASE-BC	\$64,309.14

The route was canceled as per the program organizer due to lack of student enrollment. The route ran zero (0) days.

*Note: Original Resolution June 26, 2023, Pages H-45, Item #37.*

**18. Approval of Student Transportation Contracted-Quoted Routes**

Recommends that the Passaic Board of Education, in full accordance with N.J.S.A. 18:A39 et seq. and N.J.S.A. 6A:27-9 et seq., award the following student transportation contracts to the following companies:

Vendor	Route	Destination	Route Per Diem	Aide Per Diem	Additional Mileage Cost	Total Route Cost
Joshua Tours	CRC-01Q	Crossroad Career Program	\$149.00	N/A	\$0.01	\$3,874.00

The term of the contract will be from September 21, 2023 through October 31, 2023. Twenty-Six (26) days total.

Other quotes received for this route:

<u>Name of Company</u>	<u>Route Per Diem</u>	<u>Aide Per Diem</u>
Almarino Transportation	\$269.00	N/R
Omar Transportation	\$200.00	N/R

Vendor	Route	Destination	Route Per Diem	Aide Per Diem	Additional Mileage Cost	Total Route Cost
Almarino Transportation	LLC-MKV-1Q	Lakeview Learning Center	\$295.00	\$50.00	\$0.50	\$16,905.00

October 30, 2023

**Approval of Student Transportation Contracted-Quoted Routes (continued)**

The term of the contract will be from October 10, 2023 through December 21, 2023. Forty-nine (49) days total.

Other quotes received for this route:

<u>Name of Company</u>	<u>Route Per Diem</u>	<u>Aide Per Diem</u>
Joshua Tours	\$400.00	\$79.00
R & May Transportation	\$340.00	\$50.00

Vendor	Route	Destination	Route Per Diem	Aide Per Diem	Additional Mileage Cost	Total Route Cost
R & May Transportation	S21-MKV-1Q	Sonia Sotomayor School No. 21	\$370.00	N/R	\$1.00	\$18,500.00

The term of the contract will be from October 9, 2023 through December 22, 2023. Fifty (50) days total.

Other quotes received for this route:

<u>Name of Company</u>	<u>Route Per Diem</u>	<u>Aide Per Diem</u>
Almarino Transportation	NQ	N/R
Joshua Tours	\$430	N/R

Vendor	Route	Destination	Route Per Diem	Aide Per Diem	Additional Mileage Cost	Total Route Cost
Joshua Tours	PASE-NJITQ	New Jersey Institute of Technology	\$400.00	N/R	\$3.00	\$3,600.00

The term of the contract will be from October 7, 2023 through December 9, 2023. Four (4) days total. **Saturdays only.**

Other quotes received for this route:

<u>Name of Company</u>	<u>Route Per Diem</u>	<u>Aide Per Diem</u>
Almarino Transportation	NQ	N/R
R & May Transportation	\$450.00	N/R



October 30, 2023

**Approval of Student Transportation Contracted-Quoted Routes (continued)**

Vendor	Route	Destination	Route Per Diem	Aide Per Diem	Additional Mileage Cost	Total Route Cost
Almarino Transportation	NJEWE-04WCQ	North Jersey Elk Developmental Disabilities Agency	\$315.00	\$60.00	\$0.50	\$18,750.00

The term of the contract will be from October 11, 2023 through December 21, 2023. Fifty (50) days total.

Other quotes received for this route:

<u>Name of Company</u>	<u>Route Per Diem</u>	<u>Aide Per Diem</u>
Omar Transportation	\$350.00	\$50.00
R & May Transportation	NQ	NQ

Vendor	Route	Destination	Route Per Diem	Aide Per Diem	Additional Mileage Cost	Total Route Cost
Omar Transportation	EVS-MKV-1Q	Essex Valley School	\$250.00	\$50.00	\$1.00	\$14,400.00

The term of the contract will be from October 16, 2023 through December 21, 2023. Forty-eight (48) days total.

Other quotes received for this route:

<u>Name of Company</u>	<u>Route Per Diem</u>	<u>Aide Per Diem</u>
Almarino Transportation	\$289.00	\$50.00
Jersey Kids Transportation	\$280.00	\$45.00
Joshua Tours	\$400.00	\$79.00
R & May Transportation	\$300.00	\$70.00

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$74,029.00  
**Account Numbers:** 11-000-270-514-89-0000 (\$22,624.00)  
 11-000-270-511-89-0505 (\$49,805.00)  
 15-000-270-512-26-0000 (\$3,600.00)

October 30, 2023

**19. Cancellation of Student Transportation Route for the 2023-2024 School Year**

Recommends that the Passaic Board of Education, in full accordance with N.J.S.A. 18:A39 et seq. and N.J.S.A. 6A:27-9 et seq., cancel the following student

Vendor	Destination	Route	Total Per Diem Cost	Total Route Cost
Almarino Transportation	Passaic County Technical-Vocational Institute	PCTV-01Q	\$275.00	\$7,150.00

route with Monmouth Ocean Educational Services Commission:

The route ran for twenty-six (26) days, from September 6, 2023 to October 12, 2023. Route was canceled due to the student returning to the district.

*Note: Original Resolution September 26, 2023, Pages H-10, Item #12.*

**20. Cancellation of Student Transportation Contract for the 2023-2024 School Year**

Recommends that the Passaic Board of Education, in full accordance with N.J.S.A. 18:A39 et seq. and N.J.S.A. 6A:27-9 et seq., cancel the following student routes with the following company:

Route #	School	Vendor	Route Per Diem	Surcharge Per Diem	Original Route Cost + Surcharge Cost	New Total Cost + Surcharge Cost
SE1417	K.E.Y.S. Academy	Emmanuel Transportation	\$223.50	\$12.29	\$43,149.57	\$3,065.27

Route was canceled due to the student returning to the district. Starting on September 6, 2023 to September 22, 2023. The route ran for thirteen (13) days.

October 30, 2023

**21. Addendum to Contract Student Transportation Bid 06T-24**

Recommends that the Passaic Board of Education amends the following student transportation route as follows:

Vendor	Route	Route Per Diem	Original Route Cost	Final Route Cost
Joshua Tours	ECLC-02	\$260.00	\$47,580.00	\$260.00

Addendum to contract 2224-1-F on Bid 06T-24 originally awarded on August 28, 2023.

The route is no longer needed for student M.D. #317238, and therefore was canceled. Route ran one (1) day.

*Note: Original resolution dated August 28, 2023, Pages H-21, Item Number 31.*

**22. Addendum to Contract Student Transportation Bid 06T-22**

Recommends that the Passaic Board of Education amends the following student transportation route as follows:

Vendor	Route	Aide Per Diem	Total Aide Cost	Original Route Cost	New Total Route Cost
Joshua Tours	PHS-01	\$45.00	\$540.00	\$470,781.00	\$471,321.00

Addendum to contract 2122-1-E on Bid 06T-22 originally awarded on July 26, 2021 and renewed on June 26, 2023.

Bus aide 1:1 was added to route to assist student #30071 for a total of twelve (12) days, from October 9, 2023 to October 24, 2023. Starting on October 25, 2023, student will be attending an out of district school.

*Note: Original renewal resolution dated June 26, 2023, Pages H-42, Item Number 37.*

October 30, 2023

**23. Resolution Ratifying Memorandum of Agreement between Passaic Administrators and Supervisors Association (PASA) and Passaic Board of Education**

Your negotiations committee recommends adoption of the following:

**RESOLUTION**

WHEREAS, the Passaic Administrators and Supervisors Association (PASA) and the Passaic Board of Education (Board) participated in collective negotiations for a successor agreement to the collective negotiations agreement that expired on June 30, 2023; and

WHEREAS, the result of the collective negotiations produced a Memorandum of Agreement that sets forth the parties' agreement for the period(s):

- July 1, 2023 through June 30, 2026

RESOLVED that the Passaic Board of Education hereby ratifies the Memorandum of Agreement between the Passaic Administrators and Supervisors Association (PASA) and the Passaic Board of Education for the period(s):

- July 1, 2023 through June 30, 2026

FURTHER RESOLVED, that the approval is expressly subject to the parties mutually agreeing to the salary guides within the budgetary guidelines of the Board.

FURTHER RESOLVED, that the Board authorizes the Assistant School Business Administrator/Assistant Board Secretary, the Director of Human Resources, and the Board Attorney to take any and all steps necessary to effectuate the purposes of this resolution.

Ms. Sandra Montañez-Diodonet, Superintendent of Schools, recuses herself from this recommendation.

**End of Award of Contracts**

**H. Addenda – Award of Contracts**

**24. Resolution Acknowledging School Emergency Exit Drills (Evacuations) from School Buses Fall – In-District Routes.**

Recommends that the Passaic Board of Education, in full accordance with N.J.A.C. 6A:27-11.2(d), hereby acknowledges the School Emergency Exit Drills (Evacuations) from School Buses held at the public and private schools as follows:

School Name	Location of Drill	Route No.	Date of Drill	Time of Drill	Person Conducting Drill
Thomas Jefferson School No. 1	Passaic	S01-01	09/20/2023	2:44PM	Namrata Pandya
Thomas Jefferson School No. 1	Passaic	S01-02	09/20/2023	3:10PM	Namrata Pandya
Thomas Jefferson School No. 1	Passaic	S01-04	09/20/2023	2:50PM	Namrata Pandya
Mario J. Drago School No. 3	Passaic	S03-01	09/22/2023	8:15AM	Diana Kattak
Dr. Martin Luther King, Jr. School No. 6	Passaic	S06-01	10/04/2023	8:11AM	Molesan Jon
Dr. Martin Luther King, Jr. School No. 6	Passaic	S06-02	10/04/2023	8:11AM	Nicole Dellaterza
Dr. Martin Luther King, Jr. School No. 6	Passaic	S06-03	10/04/2023	8:05AM	Molesan Jon
Dr. Martin Luther King, Jr. School No. 6	Passaic	S06-PHS	10/26/2023	9:00AM	Shavon Oliver
Ulysses S. Grant School No. 7	Passaic	S07-MKV-1	10/04/2023	2:34PM	Chakia Coleman
Etta Gero School No. 9	Passaic	S09-01	09/20/2023	12:50PM	Yvonne Echols
Theodore Roosevelt School No. 10	Passaic	S10-01	10/05/2023	7:45AM	Nicole Grambone
Theodore Roosevelt School No. 10	Passaic	S10-02	10/05/2023	7:52AM	Nicole Grambone
Theodore Roosevelt School No. 10	Passaic	S10-03	10/05/2023	8:02AM	Nicole Grambone
Theodore Roosevelt School No. 10	Passaic	S10-04	10/05/2023	8:00AM	Sheila Woodson
Theodore Roosevelt School No. 10	Passaic	S10-05	10/05/2023	7:50AM	Sheila Woodson
Theodore Roosevelt School No. 10	Passaic	S10-06	10/05/2023	7:58am	Nicole Grambone
Theodore Roosevelt School No. 10	Passaic	S10-07	10/05/2023	7:42AM	Sheila Woodson
Theodore Roosevelt School No. 10	Passaic	S10-08	10/05/2023	7:59AM	Nicole Grambone
William B. Cruise Veterans Memorial School No. 11	Passaic	S11-01	09/27/2023	2:56PM	Leslie Sarousi
William B. Cruise Veterans Memorial School No. 11	Passaic	S11-02	09/27/2023	2:52PM	Leslie Sarousi
William B. Cruise Veterans Memorial School No. 11	Passaic	S11-04	09/27/2023	2:49PM	Leslie Sarousi
William B. Cruise Veterans Memorial School No. 11	Passaic	S11-05	09/27/2023	3:00PM	Leslie Sarousi
William B. Cruise Veterans Memorial School No. 11	Passaic	S11-07	09/27/2023	3:18PM	Leslie Sarousi
Daniel F. Ryan School No. 19	Passaic	S19-MKV-1	10/10/2023	2:50PM	Nicole Ward/ Fabiana Gonzalo
Sonia Sotomayor School No. 21	Passaic	S21-01	10/05/2023	7:57AM	Brenda Salinas
Sonia Sotomayor School No. 21	Passaic	S21-02	10/05/2023	7:54AM	Marcella Drumright
Sonia Sotomayor School No. 21	Passaic	S21-05	10/05/2023	8:04AM	Brenda Salinas/ Marcella Drumright
Ellen Ochoa School No. 22, Muhammad Ali School No. 23, Mahatma Gandhi School No. 25	Passaic	DAEC-01	10/05/2023	7:57AM	Emmanuel Morales
Ellen Ochoa School No. 22, Muhammad Ali School No. 23, Mahatma Gandhi School No. 25	Passaic	DAEC-02	10/02/2023	8:00AM	Alexandra Girardi
Ellen Ochoa School No. 22, Muhammad Ali School No. 23, Mahatma Gandhi School No. 25	Passaic	DAEC-03	10/02/2023	8:00AM	Emmanuel Morales

**Resolution Acknowledging School Emergency Exit Drills (Evacuations) from School Buses Fall – In-District Routes. (continued)**

School Name	Location of Drill	Route No.	Date of Drill	Time of Drill	Person Conducting Drill
Ellen Ochoa School No. 22, Muhammad Ali School No. 23, Mahatma Gandhi School No. 25	Passaic	DAEC-04	10/03/2023	8:00AM	Nicole Aguilo
Ellen Ochoa School No. 22, Muhammad Ali School No. 23, Mahatma Gandhi School No. 25	Passaic	DAEC-05	10/02/2023	8:04AM	Alexandra Girardi
Ellen Ochoa School No. 22, Muhammad Ali School No. 23, Mahatma Gandhi School No. 25	Passaic	DAEC-06	10/02/2023	8:16AM	Emmanuel Morales
Ellen Ochoa School No. 22, Muhammad Ali School No. 23, Mahatma Gandhi School No. 25	Passaic	DAEC-07	10/02/2023	8:17AM	Nicole Aguilo
Ellen Ochoa School No. 22, Muhammad Ali School No. 23, Mahatma Gandhi School No. 25	Passaic	DAEC-08 WC	10/04/2023	8:03AM	Emmanuel Morales
Ellen Ochoa School No. 22, Muhammad Ali School No. 23, Mahatma Gandhi School No. 25	Passaic	DAEC-09	10/02/2023	7:57AM	Nicole Aguilo
Ellen Ochoa School No. 22, Muhammad Ali School No. 23, Mahatma Gandhi School No. 25	Passaic	DAEC-10	10/02/2023	8:11AM	Alexandra Girardi
Ellen Ochoa School No. 22, Muhammad Ali School No. 23, Mahatma Gandhi School No. 25	Passaic	DAEC-11	10/02/2023	8:10AM	Nicole Aguilo
Ellen Ochoa School No. 22, Muhammad Ali School No. 23, Mahatma Gandhi School No. 25	Passaic	DAEC-12	10/02/2023	8:26AM	Emmanuel Morales
Ellen Ochoa School No. 22, Muhammad Ali School No. 23, Mahatma Gandhi School No. 25	Passaic	DAEC-14	10/03/2023	8:08AM	Nicole Aguilo
Abraham Lincoln School No. 24	Passaic	S24-01	09/28/2023	8:05AM	Annemarie Weiner
Abraham Lincoln School No. 24	Passaic	S24-02	09/27/2023	7:51AM	Annemarie Weiner
Abraham Lincoln School No. 24	Passaic	S24-03	09/28/2023	7:49AM	Annemarie Weiner
Abraham Lincoln School No. 24	Passaic	S24-04	09/27/2023	7:55AM	Annemarie Weiner
Abraham Lincoln School No. 24	Passaic	S24-05	09/27/2023	8:03AM	Annemarie Weiner
Abraham Lincoln School No. 24	Passaic	S24-06	09/27/2023	8:07AM	Annemarie Weiner
Abraham Lincoln School No. 24	Passaic	S24-07 WC	09/28/2023	8:15AM	Annemarie Weiner
Passaic High School	Passaic	PHS-01	10/06/2023	8:30AM	Lisa Lawler
Passaic High School	Passaic	PHS-02	10/06/2023	8:36AM	Lisa Lawler
Passaic High School	Passaic	PHS-03	10/06/2023	9:00AM	Lisa Lawler
Passaic High School	Passaic	PHS-04	10/06/2023	8:53AM	Christianna Casalinho
Passaic High School	Passaic	PHS-05	10/06/2023	8:40AM	Christianna Casalinho
Passaic High School	Passaic	PHS-06	10/06/2023	8:52AM	Christianna Casalinho
Passaic High School	Passaic	PHS-07 WC	10/06/2023	3:25PM	Christianna Casalinho
Passaic High School	Passaic	PHS-08	10/06/2023	8:37AM	Antonette Heyer
Passaic High School	Passaic	PHS-09	10/06/2023	8:28AM	Antonette Heyer
Passaic High School	Passaic	PHS-10	10/06/2023	8:51AM	Antonette Heyer
Passaic High School	Passaic	PHS-11	10/06/2023	9:03AM	Antonette Heyer
Passaic High School	Passaic	PHS-12	10/06/2023	8:56AM	Kimberly Ackerson
Passaic High School	Passaic	PHS-13	10/06/2023	8:49AM	Kimberly Ackerson
Passaic High School	Passaic	PHS-14	10/06/2023	8:43AM	Kimberly Ackerson
Passaic High School	Passaic	PHS-17	10/12/2023	3:48AM	Dr. Corey Mckinney

**25. Resolution Acknowledging School Emergency Exit Drills (Evacuations) from School Buses Fall – Out-Of-District Routes.**

Recommends that the Passaic Board of Education, in full accordance with N.J.A.C. 6A:27-11.2(d), hereby acknowledges the School Emergency Exit Drills (Evacuations) from School Buses held at the public and private schools as follows:

School Name	Location of Drill	Route No.	Date of Drill	Time of Drill	Person Conducting Drill
1st Cerebral Palsy of New Jersey	Belleville	1CPC-01	10/06/2023	8:45AM	Keith Rygiel
Academy 360 Upper School	Livingston	AC360U-01	10/11/2023	9:10AM	Anne Beauchamp
Academy 360 Upper School	Livingston	AC360U-02	10/11/2023	9:20AM	Anne Beauchamp
Allegro School	Cedar Knolls	ALL-01	10/12/2023	2:15PM	Barbara Pugsley
Benway School	Wayne	BWS-01	10/02/2023	8:41AM	Donald Thomas
Bergen Center for Child Development	Haworth	3008	10/10/2023	2:22PM	Tyler Ryan
Brownstone School	Saddle Brook	BROWN-01	10/03/2023	8:30AM	D. Bizien
Celebrate the Children	Denville	CTC-01	10/10/2023	9:03AM	Linda Dimick
Children's Therapy Center	Oakland	2512	10/11/2023	8:40AM	Jesse Green
Chancellor Academy	Pompton Plains	CA-01	10/05/2023	2:00PM	Tyler Marion
Chapel Hill Academy	Lincoln Park	2942	10/10/2023	2:35PM	Kevin Hanson
Children's Center of Monmouth County	Neptune	SE436	10/12/2023	8:40AM	Edmond Lee
Cornerstone Day School	Cranford	2916	10/16/2023	3:04PM	Bryan Rodriguez
Crossroads Academy	Clifton	CROSS-01	10/12/2023	8:29AM	Pedro Cruz/ Bill Borelli
Crossroads Academy	Clifton	CROSS-02	10/12/2023	8:34AM	Pedro Cruz/ Bill Borelli
Crossroads Academy	Clifton	CROSS-07	10/12/2023	8:36AM	Pedro Cruz/ Bill Borelli
David Gregory School	Paramus	DGS-01	10/09/2023	9:10AM	David Ruzich
Deron School	Union	Q3111	10/11/2023	8:40AM	Michelle Natiello
Deron School	Montclair	DERON II-01	10/10/2023	8:30AM	Pamela Jenkins
Early Childhood Learning Center	HoHoKus	2684	10/10/2023	8:50AM	Mathew Kuzdral
Essex Campus Academy	Fairfield	ECH-01	10/02/2023	8:35AM	Alvin Hill
Essex Campus Academy	Fairfield	ECH-02	10/03/2023	8:37AM	Lawrence Evans
Essex Campus Academy	Fairfield	ECH-04	10/03/2023	8:35AM	Lawrence Evans
Essex Junior Academy	Fairfield	EJS-01	10/10/2023	8:30AM	Lawrence Evans
Essex Valley School	West Caldwell	EVS-01	10/11/2023	12:40AM	Ed Mathieson
Felician School	Lodi	FLS-01	09/22/2023	8:30AM	Maureen Lia
First Children School	Fanwood	FCS-01	10/16/2023	8:53AM	Joe Spinosa
Fusion Academy	Montclair	FUSA-01	10/09/2023	3:12PM	Kelly King
Garden Academy	West Orange	GAR-01	10/04/2023	9:05AM	Emily Mahon
YCS George Washington School	Hackensack	GWS-01	10/06/2023	4:08PM	Dr. Tatum Stein
Glenview Academy/ New Beginnings	Fairfield	GVNB-01	10/10/2023	8:35AM	Tyjon Greer
High Point School of Bergen County	Lodi	HPS-01	10/10/2023	8:40AM	Cindy Pulido
Institute for Educational Achievement	New Milford	IEA-01	10/26/2023	9:00AM	Donna DeFeo
Lake Drive School	Mountain Lakes	MLHS-01	10/10/2023	8:45AM	Melissa Matyika
Lakeview Learning Center	Wayne	2903	10/10/2023	8:09AM	Breanne Gildersleeve
Leonia High School – Evergreen Program	Leonia	2928	10/04/2023	3:00PM	Madeline Loughman
Midland Park Schools	Midland Park	MPHS-01	09/19/2023	7:40AM	Melissa Brockway
New Alliance Academy	Paramus	NAS-01	09/22/2023	8:08AM	David Leigh
New Bridges Middle/ High School	Paramus	2960	10/16/2023	08:45AM	Cira Velardi
New Bridges Middle/ High School	Paramus	WES-04	10/08/23	8:29AM	Cira Veraldi
North Hudson Academy	North Bergen	NHA-01	09/27/2023	8:51AM	Lauren McCarthy
North Jersey Elks Developmental Disabilities Agency Elementary	Clifton	NJEWE-01	10/05/2023	8:55AM	Marianne Idenden
North Jersey Elks Developmental Disabilities Agency Elementary	Clifton	NJEWE-02	10/05/2023	9:01AM	Marianne Idenden
North Jersey Elks Developmental Disabilities Agency High School	Clifton	NJEWH-01	10/04/2023	8:35AM	Amy Hammond

**Resolution Acknowledging School Emergency Exit Drills (Evacuations) from School Buses Fall – Out-Of-District Routes. (continued)**

School Name	Location of Drill	Route No.	Date of Drill	Time of Drill	Person Conducting Drill
North Jersey Elks Developmental Disabilities Agency High School	Clifton	NJEWH-03	10/04/2023	9:00AM	Amy Hammond
North Jersey Elks Developmental Disabilities Agency High School	Clifton	NJEWH-02	10/04/2023	8:45AM	Amy Hammond
Passaic County Technical-Vocational Schools	Wayne	PCTV-25	10/03/2023	7:41AM	M. Lurato
Passaic County Technical-Vocational Schools	Wayne	PCTV-26	10/03/2023	7:30AM	M. Lurato
Passaic County Technical-Vocational Schools	Wayne	PCTV-27	10/03/2023	7:49AM	A. Herrera
Passaic County Technical-Vocational Schools	Wayne	PCTV-28	10/03/2023	7:22AM	B. Lawshe
Passaic County Technical-Vocational Schools	Wayne	PCTV-29	10/03/2023	7:30AM	B. Lawshe
Passaic County Technical-Vocational Schools	Wayne	PCTV-30	10/03/2023	7:40AM	B. Lawshe
Passaic County Technical-Vocational Schools	Wayne	PCTV-31	10/03/2023	7:50AM	T. Bove/ J. Kenyon
Passaic County Technical-Vocational Schools	Wayne	PCTV-32	10/03/2023	7:45AM	D. Mattina
Passaic County Technical-Vocational Schools	Wayne	PCTV-33	10/03/2023	7:38AM	K. McDaniel
Passaic Arts & Science Charter School	Passaic	PASEP-1	09/08/2023	2:25PM	Richard Borges
Passaic Arts & Science Charter School	Clifton	PASEC-02	10/10/2023	3:53PM	J. K. McGowan
Passaic Arts & Science Charter School	Clifton	PASEC-01	10/17/2023	7:50AM	Christina Mioli
Passaic Arts & Science Charter School	Clifton	PECS-01	10/16/2023	7:55AM	Mrs. Johnson/ Ms. Adams/ Ms. Long
Passaic Arts & Science Charter School	Clifton	PECS-02	10/16/2023	7:36AM	Mrs. Johnson/ Ms. Adams/ Ms. Long
Passaic Arts & Science Charter School	Clifton	PECS-03	10/16/2023	7:43AM	Mrs. Johnson/ Ms. Adams/ Ms. Long
The Phoenix Center	Nutley	PHC-01Q	10/12/2023	11:24AM	Rut Granados
The Phoenix Center	Nutley	PHC-02	10/12/2023	11:24AM	Elba Quesada
Pillar Elementary School	Livingston	PILLAR-01	10/06/2023	2:20PM	Ryan Ryzuk
Pillar High School	Livingston	PEH-01	09/21/2023	8:00AM	Harvey Lott
Raymond J Lesniak Recovery High School	Roselle	RLHS-2	10/09/2023	2:55PM	Angela Santiago
Ridgefield Memorial High School	Ridgefield	RMHS-01	10/12/2023	8:00AM	Ellen Ciniello
Sage Day High School	Rochelle Park	SAGE-01	10/10/2023	2:25PM	John Milon
Sawtelle Learning Center	Montclair	SLC-01	10/16/2023	8:35AM	Lauran Duncan
School for Children with Hidden Intelligence	Lakewood	SCHI-01	9/21/2023	9:25AM	Benjamin Fox
Springboard Program	Paramus	2604	10/04/2023	9:00AM	Jean Devon Hall
St. Joseph's School for the Blind	Jersey City	SJB-01	10/06/2023	8:55AM	Katie Hardgrove
Union Street School	Hackensack	UNION-01	09/28/2023	8:40AM	Gina Donatien
Washington Elementary School	Paramus	WES-01	10/04/2023	10:53AM	Lauren Besante
Windsor Bergen Academy	Ridgewood	2614	10/12/2023	9:06AM	Gary Patterson
Windsor Learning Center	Pompton Lakes	WLWS-01	10/11/2023	8:14AM	Cody Phillippe
Windsor Prep	Paramus	WPHS-01	10/12/2023	9:40AM	Sherrif Upton
Windsor School	Pompton Lakes	3044	10/12/2023	8:00AM	Cody Phillippe



**26. Opening of Bids and Approval of Student Transportation Contract – Bid 07T-24**

Recommends that the Passaic Board of Education in full accordance with N.J.S.A. 18:A39 et seq. and N.J.S.A. 6A:27-9 et seq., awards the student transportation contracts to the following companies:

Vendor	Route	Destination	Route Per Diem	Aide Per Diem	Additional Mileage Cost	Total Route Cost
Almarino Transportation	PHC-01	The Phoenix Center	\$299.00	\$60.00*	\$0.50	\$42,458.00

The term of contract will be from November 1, 2023 to June 30, 2024. One hundred forty-two (142) days total.

Other Bids received for this route:

<u>Name of Company</u>	<u>Route Per Diem</u>	<u>Aide Per Diem</u>
Joshua Tours	\$525.00	\$79.00*
J & W Financial	NB	NB

\*Aide is not required at this time.

Vendor	Route	Destination	Route Per Diem	Aide Per Diem	Additional Mileage Cost	Total Route Cost
J & W Financial	RLPH-02	Raymond J. Lesniak High School	\$289.00	\$50.00*	\$0.01	\$41,616.00

The term of contract will be from November 1, 2023 to June 30, 2024. One hundred forty-four (144) days total.

Other Bids received for this route:

<u>Name of Company</u>	<u>Route Per Diem</u>	<u>Aide Per Diem</u>
Almarino Transportation	\$329.00	\$50.00*
Joshua Tours	\$389.00	\$79.00*

\*Aide is not required at this time.

Vendor	Route	Destination	Route Per Diem	Aide Per Diem	Additional Mileage Cost	Total Route Cost
Joshua Tours	S719-MKV	Ulysses S. Grant School No. 7 Daniel F. Ryan School No. 19	\$450.00	\$79.00*	\$3.00	\$65,250.00

**Opening of Bids and Approval of Student Transportation Contract – Bid 07T-24 (continued)**

The term of contract will be from November 1, 2023 to June 30, 2024. One hundred forty-five (145) days total.

**\*Aide is not required at this time.**

Other Bids received for this route:

<u>Name of Company</u>	<u>Route Per Diem</u>	<u>Aide Per Diem</u>
Almarino Transportation	NB	NB
J & W Financial	NB	NB

**Vendor Omar Transportation was rejected due to no response to the bid requirements.**

R. Aaron Bowman, Assistant School Business Administrator/Assistant Board Secretary, certifies the availability of funds.

**Cost Not to Exceed:** \$149,324.00  
**Account Numbers:** 11-000-270-514-89-0000 (\$84,074.00)  
 11-000-270-511-89-0505 (\$65,250.00)

**End of Addenda – Award of Contracts**

**14. New and Unfinished Business**

**15. Adjournment**

The next ***Regular Public Meeting*** of the Passaic Board of Education will be held on ***Monday, November 20, 2023*** at Passaic Board of Education, Board Meeting Room, 663 Main Avenue, 6<sup>th</sup> Floor, Passaic, New Jersey.

**13. Agenda Items A-H**

**A. APPROVAL OF ALL AGENDA ITEMS A-H including Addenda-Section D Authorizations and Award of Contracts**

Motion to Approve: Mr. Van Rensalier  
Second: Mr. Soto

Vice-President Sanchez	Yes, abstain Item #16, Page B-11, Item #45, Page D-18, Item #3, Page G-3, Item #10, Page H-13
Commissioner Barrales-Garcia	Yes
Commissioner Capursi	Yes
Commission Miller	Yes
Commissioner Schratz	Excused
Commissioner Soto	Yes, abstain Item #105, Pages B-82-83, Item #107 Page B-84
Commissioner Van Rensalier	Yes
Leslie Zuniga	Yes
L. Daniel Rodriguez	Yes, abstain Item #1, Page F-1, Item #13, Page H-14

**14. New and Unfinished Business:**

The Buildings and Grounds committee renaming of School No. 7 to Sallie Gamble.

**15. Adjournment**

Vice President Sanchez announced that the next Regular Public Meeting of the Passaic Board of Education will be held on Monday, November 20, 2023 at the Passaic Board of Education, Board Meeting Room, 663 Main Avenue, 6<sup>th</sup> Floor, Passaic, New Jersey.

Motion to Adjourn: Vice President Sanchez  
Seconded: Mr. Soto

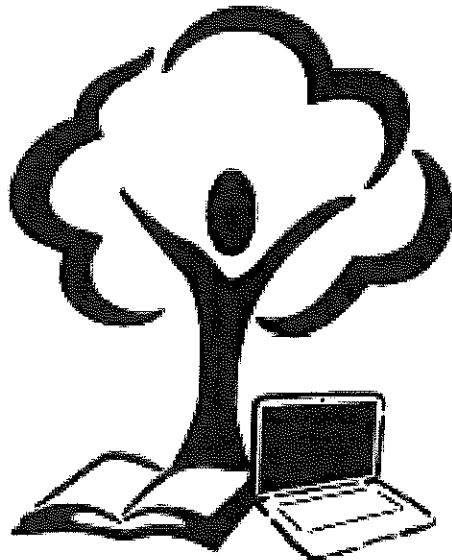
Voice Vote: yes 8

**Meeting ended at: 8:59 pm**

Recorded by:



Mr. R. Aaron Bowman  
Assistant School Business Administrator  
Assistant Board Secretary



# PASSAIC PUBLIC SCHOOLS

---

## 2022-2023 Student Achievement Data

October 30, 2023

## Vision

Passaic Public Schools will become one of the best school systems in New Jersey.

## Mission

Passaic Public Schools will provide an excellent education that prepares our students for college and to earn high paying jobs.

## Focus

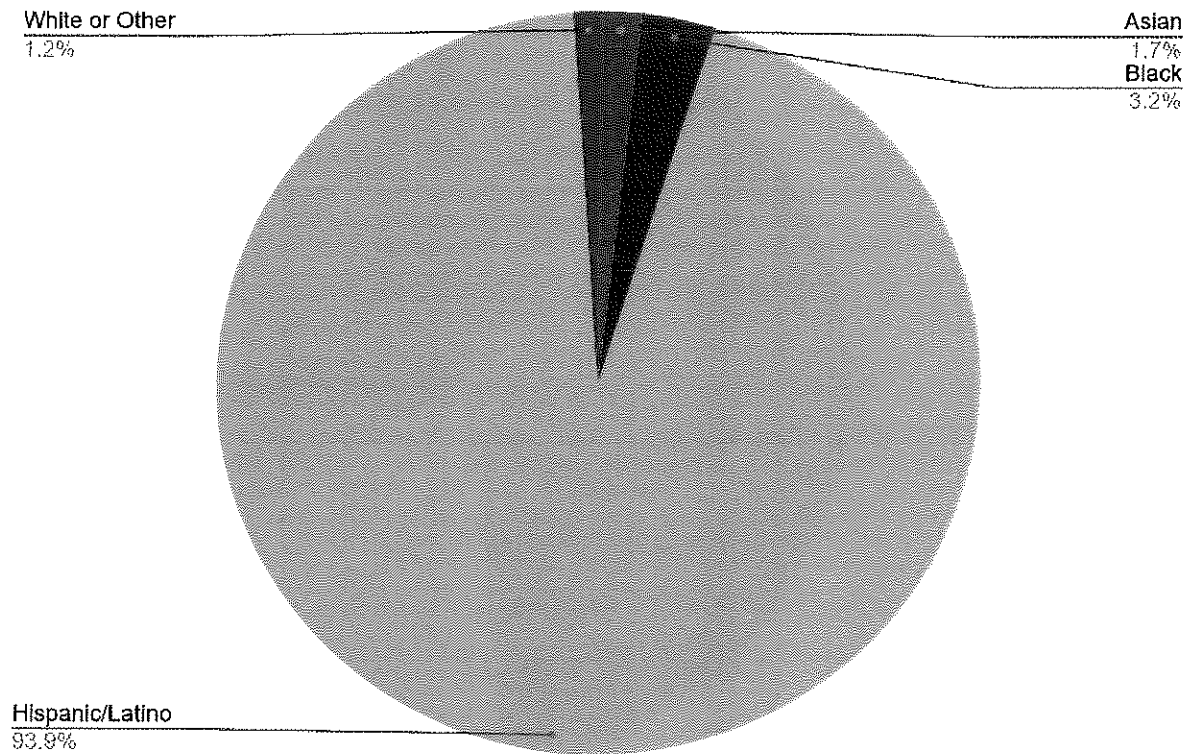
Passaic Public Schools will provide all students the opportunity to graduate high school with a career certification and/or a minimum of 15 college credits.



# Passaic Public Schools Students

October 15, 2023

11,781 students



# Passaic Public Schools Students

October 15, 2023

**Special Education**

8.1%

**Current ELL - General Education**

27.5%

**General Education**

37.8%

**Current ELL - Special Education**

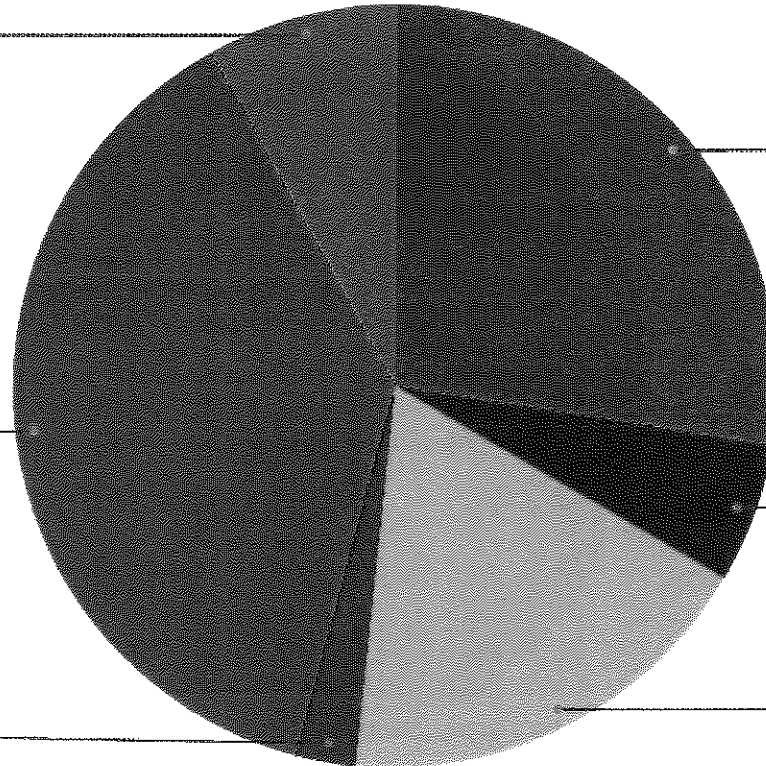
5.9%

**Former ELL - Special Education**

2.5%

**Former ELL - General Education**

18.1%





# New Jersey Student Learning Assessment (NJSLA)

Spring 2023



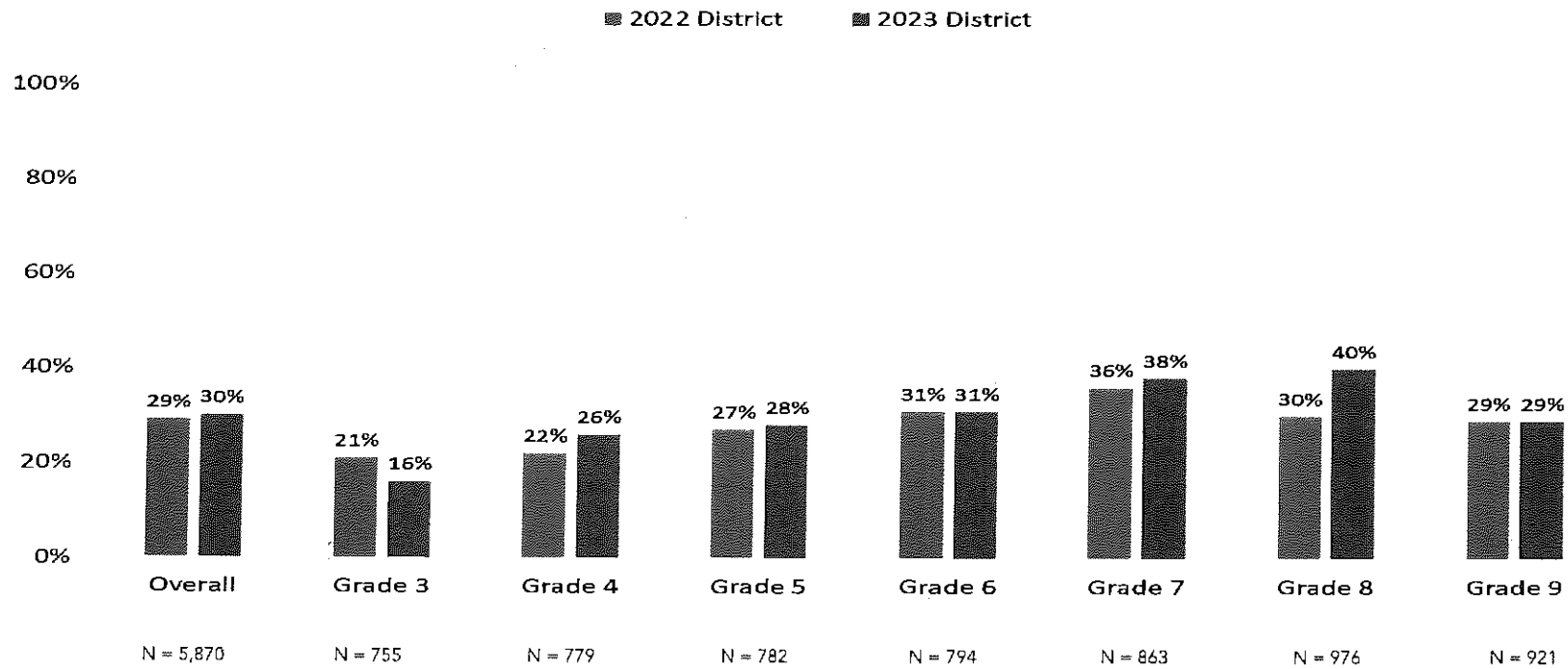
# New Jersey Student Learning Assessment (NJSLA)

## English Language Arts



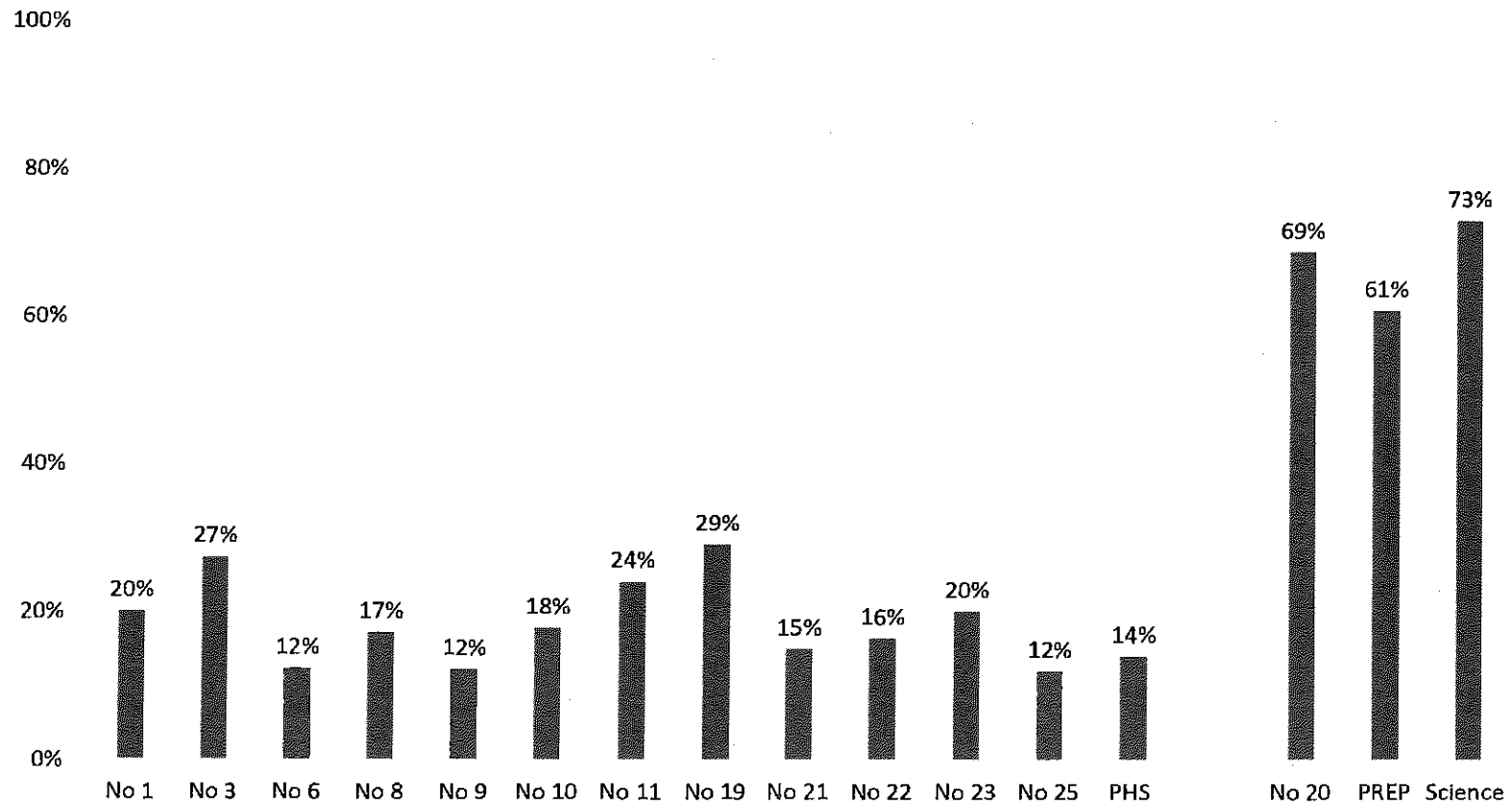
# District ELA Overall

## % Meeting/Exceeding



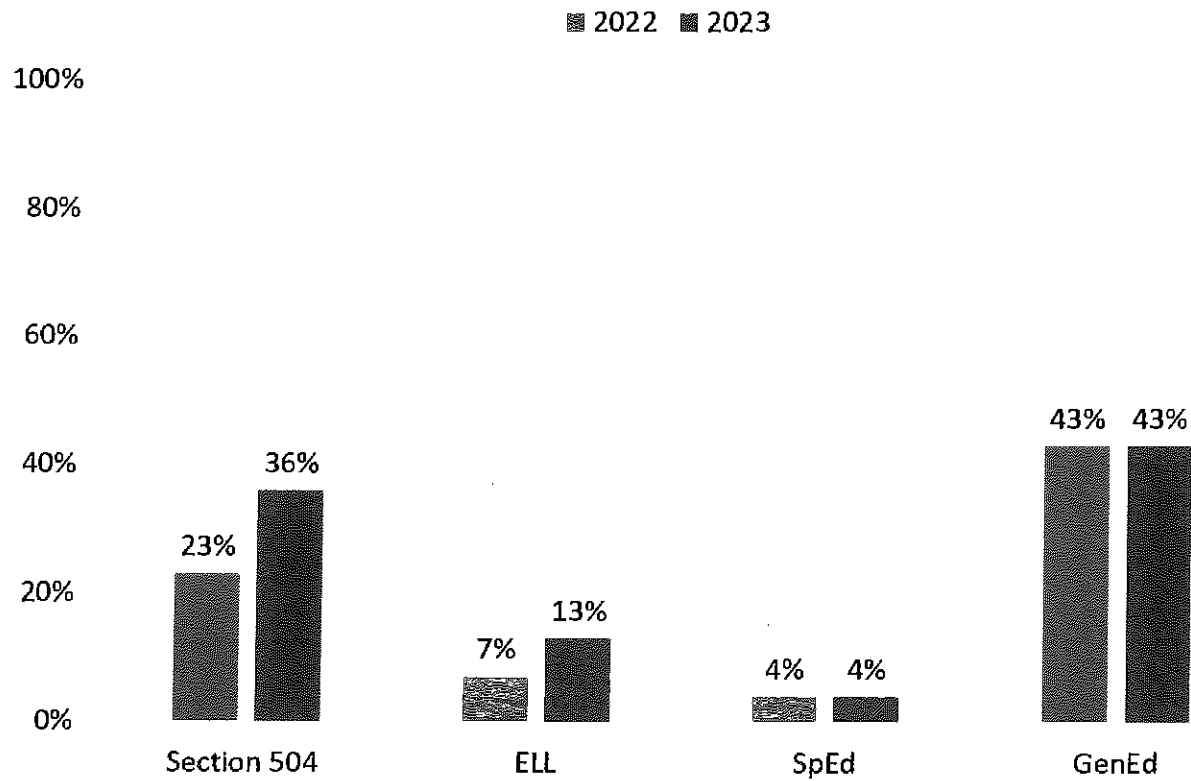
# ELA School Overall

## % Meeting/Exceeding



# ELA Subgroups

## % Meeting/Exceeding



# ELA Supports and Interventions

- Summer Promotion & Retention program curricula updated and revised based on student performance data
- Implementation of HQIM with embedded differentiation & support in grades K-12
- ELA and ESL K-8 After School Programming aligned to grade level standards
- Saturday Program engaging students in grade-level enrichment tasks
- Reading Interventionists to support students struggling with literacy using the Orton Gillingham approach provided by the Institute for Multi-Sensory Education
- Bilingual Interventionist at School No. 25
- New A/B block in Grades K-2 to focus on tiered interventions to build foundational skills
- New A/B block in Grades 3-5 to build reading comprehension skills for Special Education students
- Increased digital support programs including NewsELA, HMH & Amplify ELA
- Digital support programs for ELLs including Scholastic LitPro, Lexia English, Speak Agent and iLit



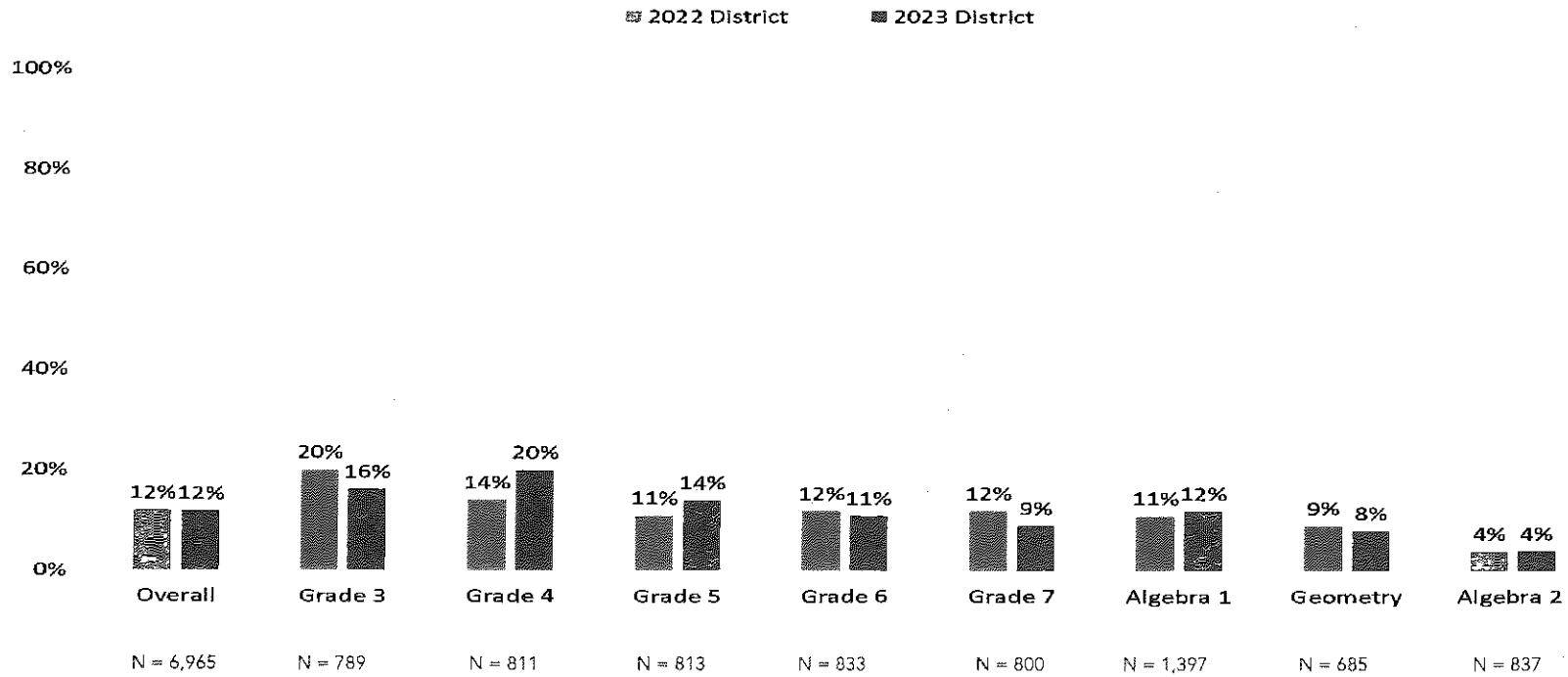
# New Jersey Student Learning Assessment (NJSLA)

## Mathematics



# District Math Overall

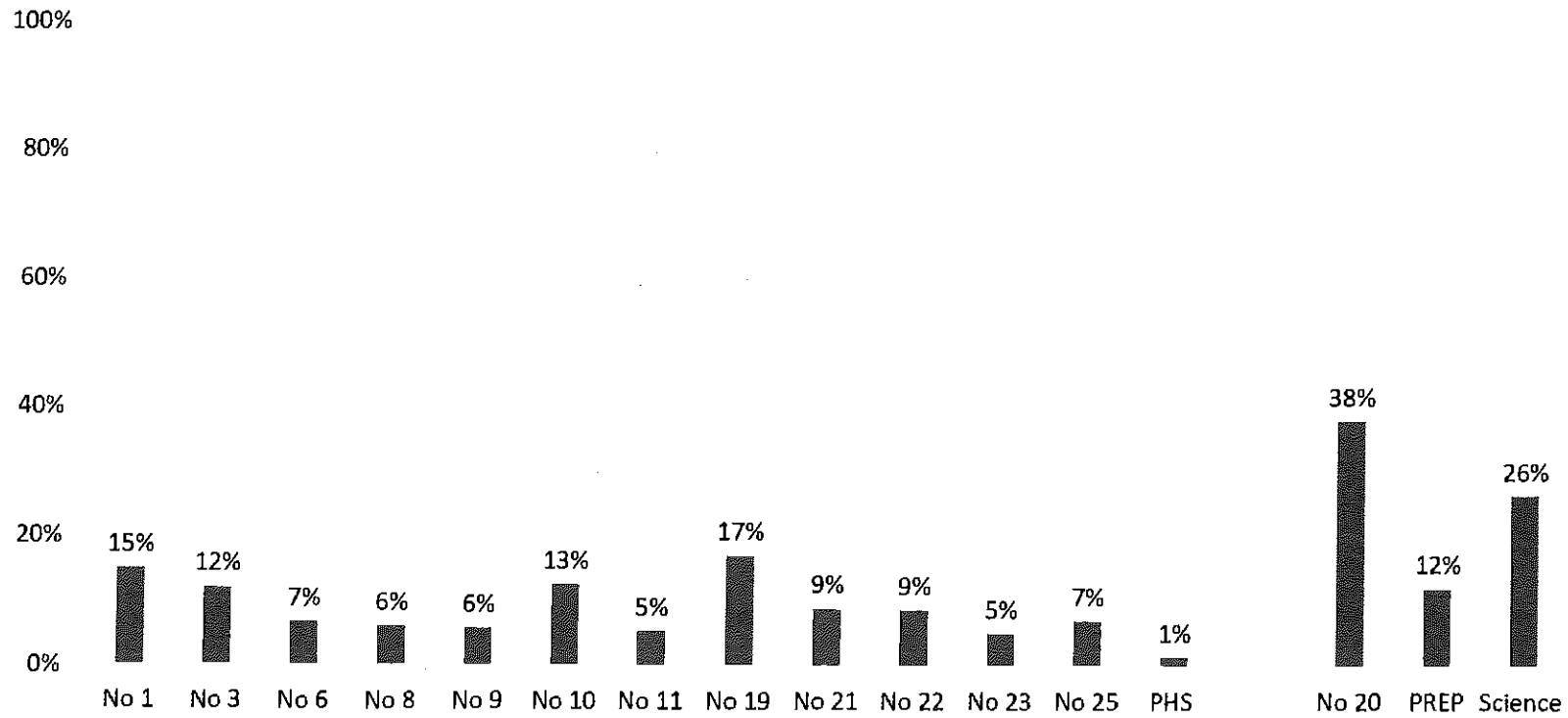
## % Meeting/Exceeding





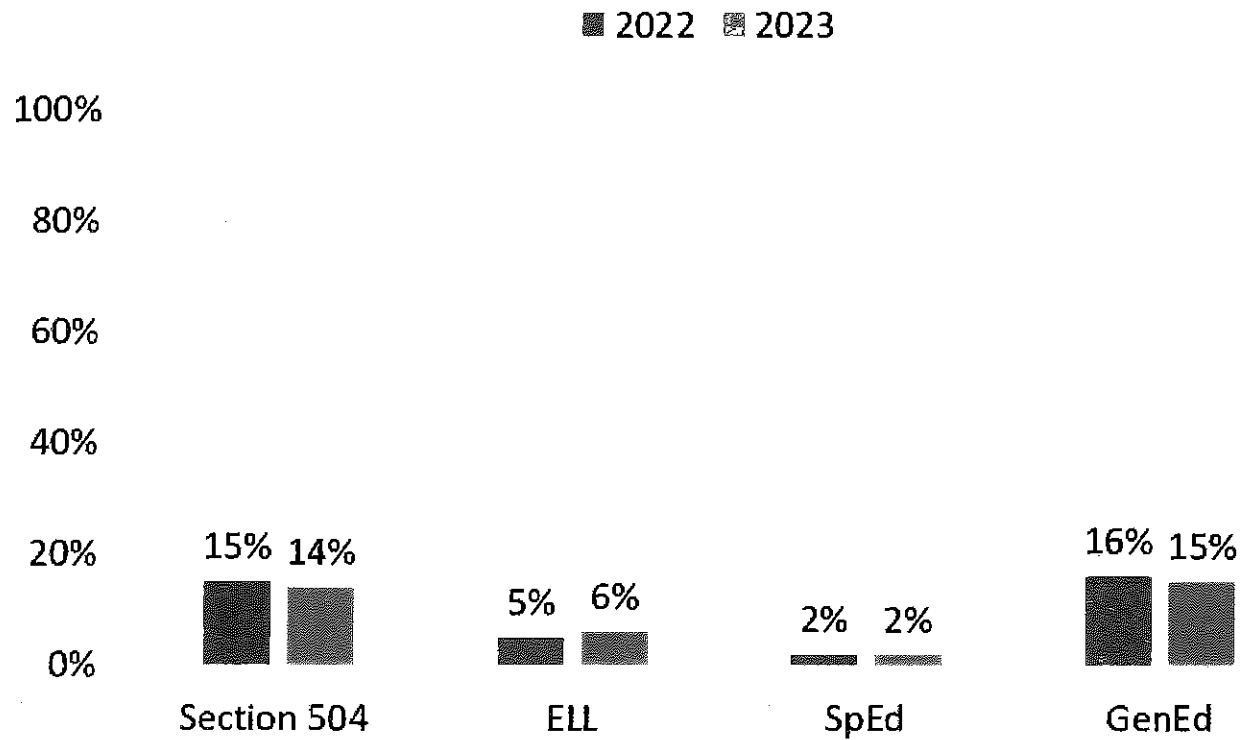
# Math School Overall

% Meeting/Exceeding



# Math Subgroups

% Meeting/Exceeding



# Math Supports and Interventions

- Summer Promotion & Retention program curricula updated and revised based on student performance data
- K-8 After School Programming aligned to grade level standards
- Saturday Program engaging students in grade-level enrichment tasks
- Embedded differentiation & support in grades K-12
- Increased digital support programs including: Dreambox, K-5, Investigations, K-2, Imagine Learning, 3-5 and Mathia 6 - 12
- Saturday and after school PD Academy to support content knowledge for teachers
- New A/B block in Grades K-2 to focus on tiered interventions to build foundational skills
- Digital support programs for ELLs using Speak Agent



# New Jersey Student Learning Assessment

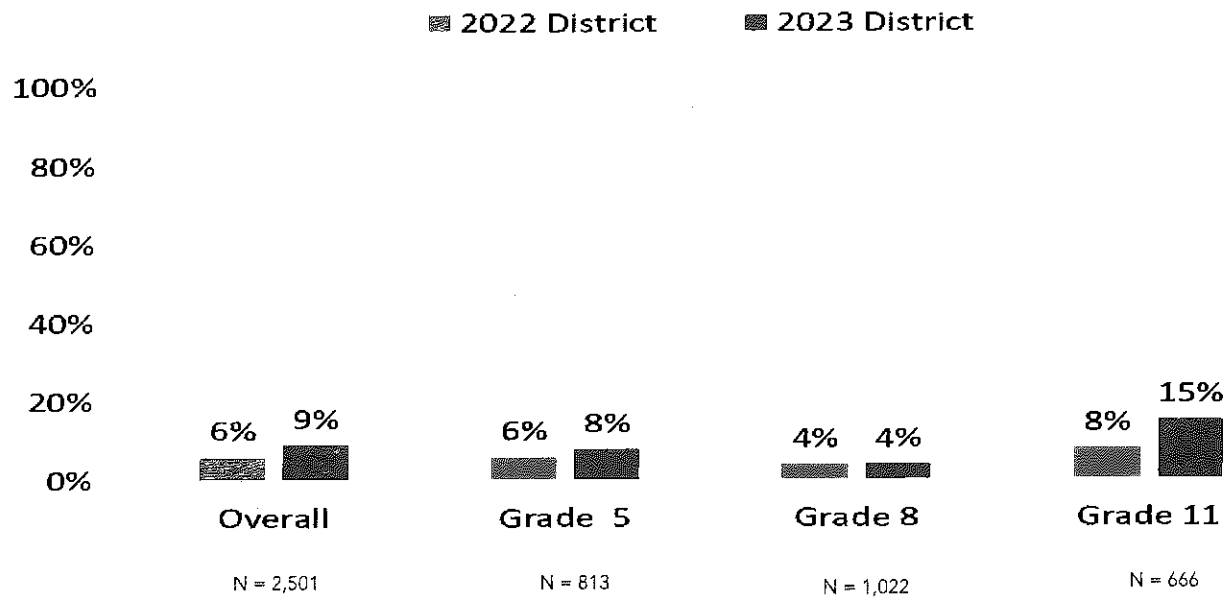
## NJSLA

### Science



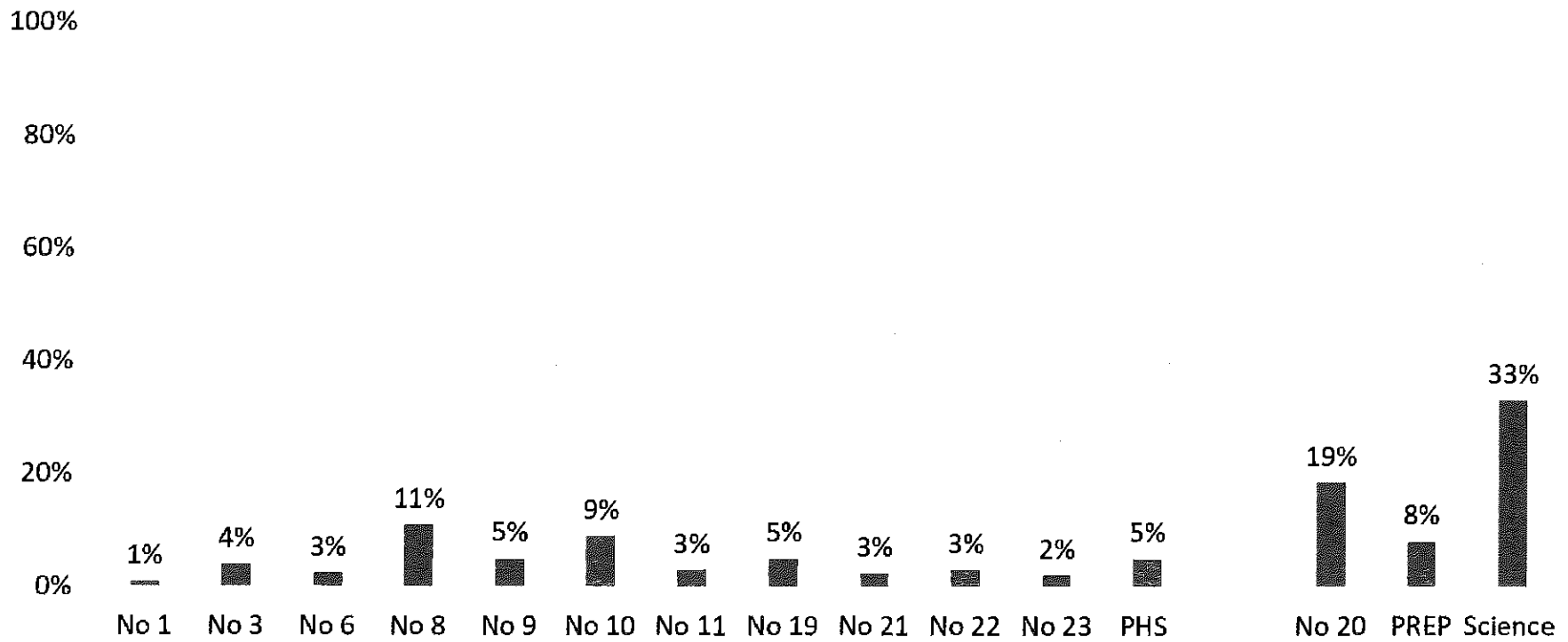
# District Science Overall

## % Proficient/Advanced



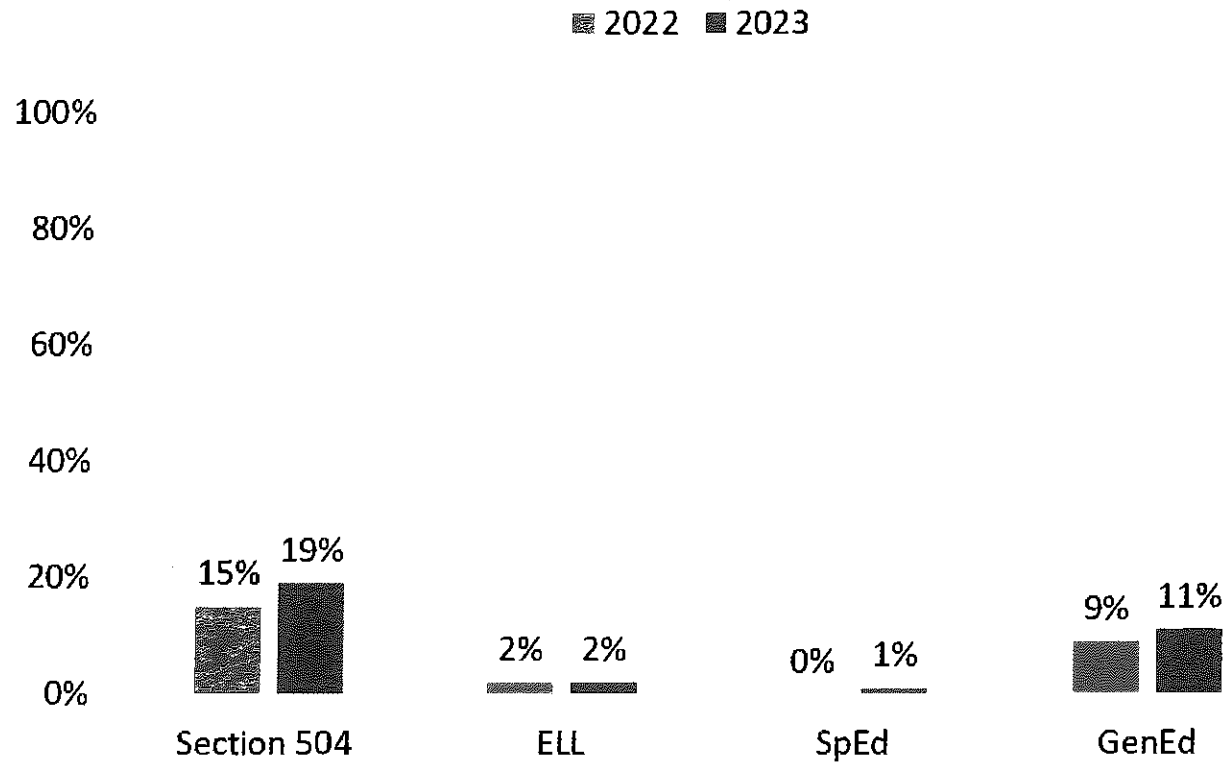
# Science School Overall

% Proficient/Advanced



# Science Subgroups

% Proficient / Advanced



# Science Supports and Interventions

- Professional Development for teachers and leaders
- Science Coaching from HMH in grades 4-5 and 9-12
- Science Coaching from Amplify in grades 6-8
- Digital support programs to supplement grade level content and provide students the opportunity to learn through exploration.
- Saturday STEM Program engaging students in grade-level enrichment tasks





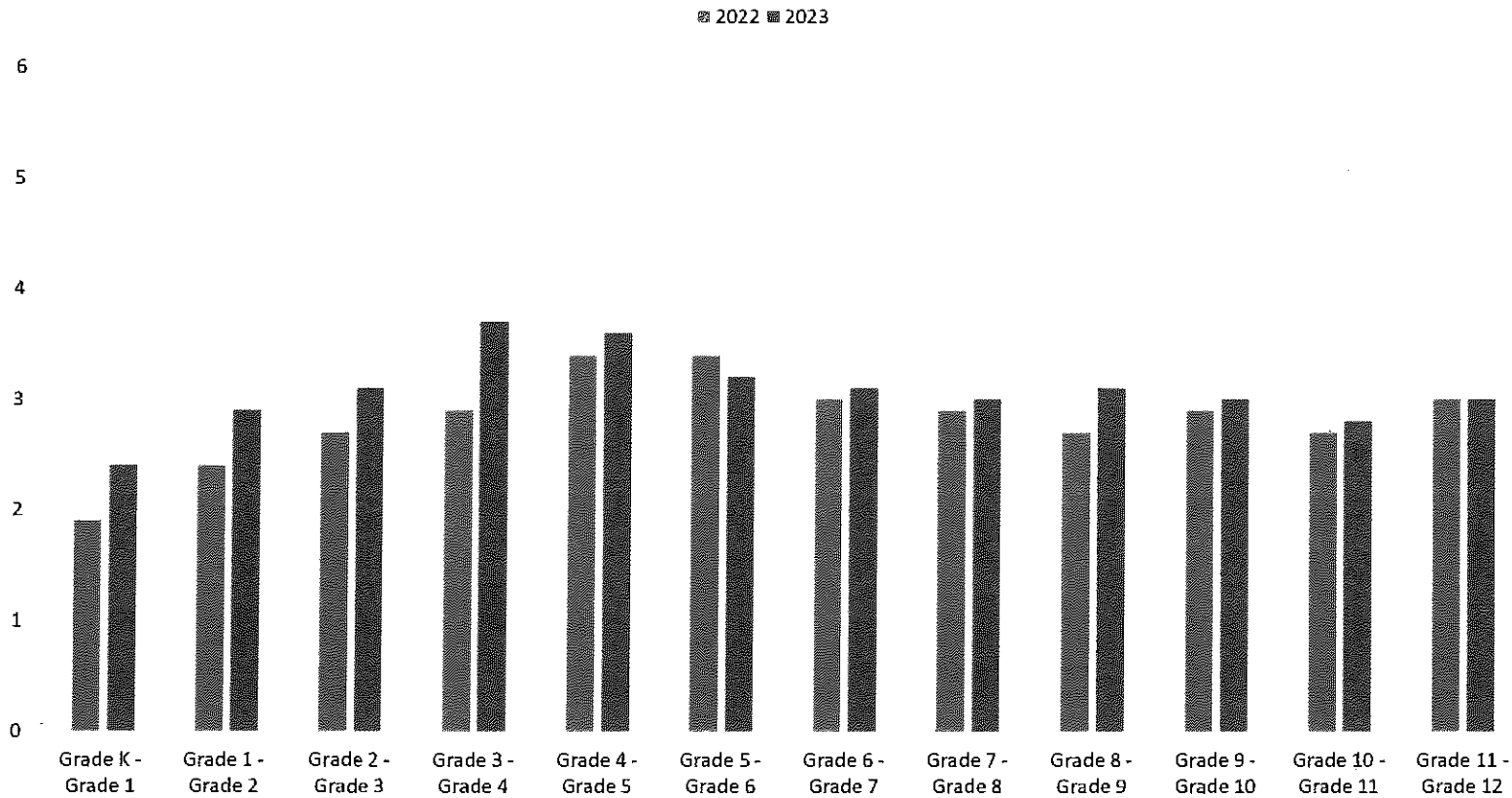
# ACCESS for ELLs

## Assessment Data



# ACCESS for ELLs

2021 - 2023 cohort



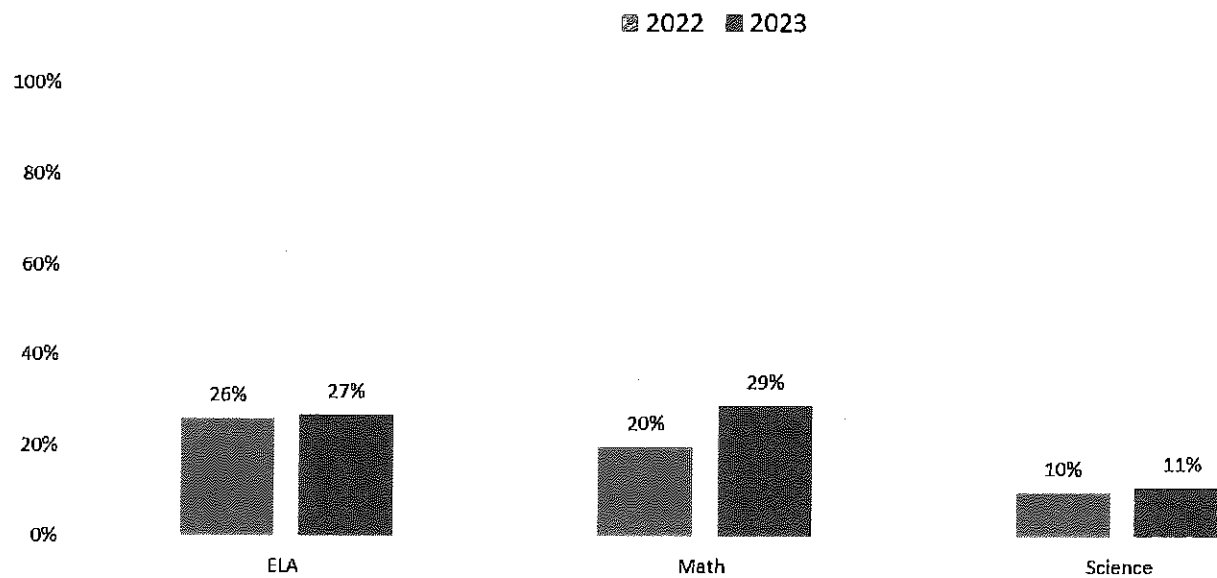
# Dynamic Learning Maps (DLM)

Grades 3-8 and 11  
Assessment Data



# Dynamic Learning Maps

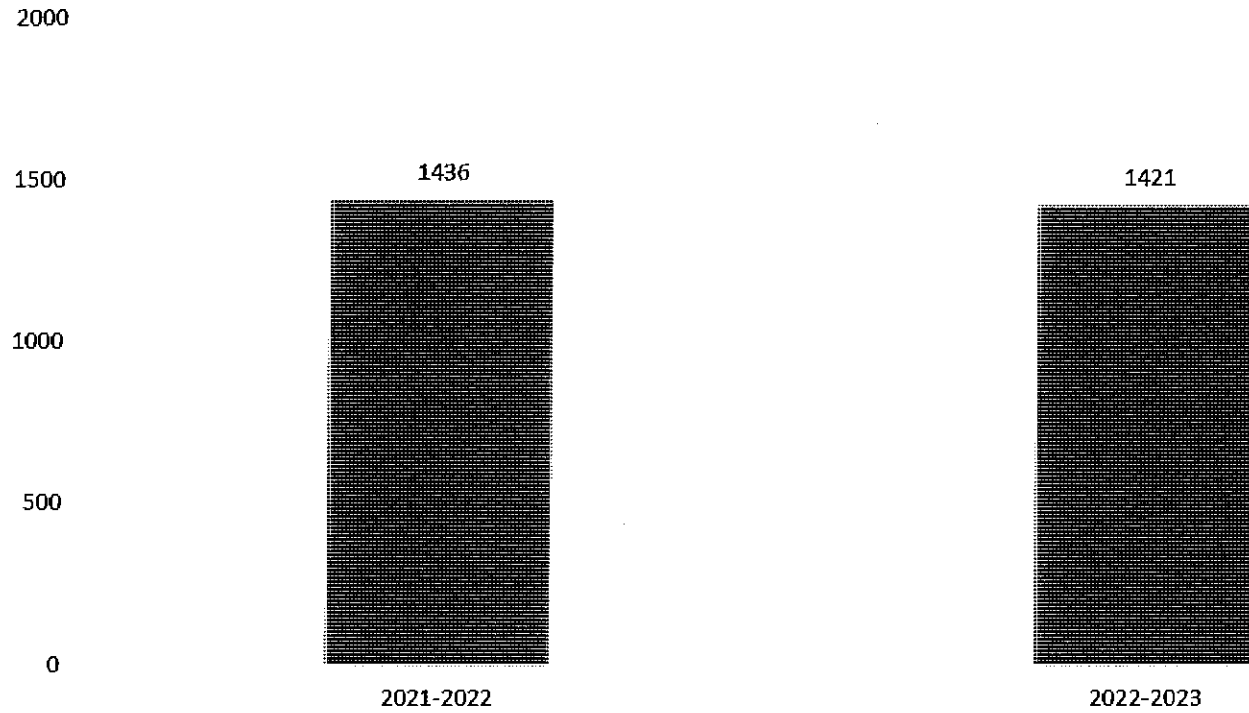
% of students at target



N = 55 students



# DUAL ENROLLMENT





State of New Jersey

DEPARTMENT OF EDUCATION  
PO BOX 500  
TRENTON, NJ 08625-0500

PHILIP D. MURPHY  
Governor

TAHESHA L. WAY  
Lt. Governor

ANGELICA ALLEN-MCMILLAN, Ed.D.  
Acting Commissioner

October 19, 2023

Mrs. Sandra Montanez-Diodonet, Superintendent  
Passaic City School District  
633 Main Avenue  
Passaic, New Jersey 07055-4828

Dear Mrs. Montanez-Diodonet:

Pursuant to the requirements of *N.J.A.C. 6A:30*, the Passaic City Public School District (District) has undergone the New Jersey Quality Single Accountability Continuum (NJQSAC) review. The Passaic County Executive Superintendent and team conducted a review of the District’s self-assessment on the district performance review (DPR) to verify the District’s compliance with the five areas of NJQSAC: Instruction and Program, Fiscal Management, Governance, Operations and Personnel. Based on the review, the school district has been placed on the continuum of NJQSAC with the following placement scores for each area:

NJQSAC Areas	Initial Placement (September,2023)
Instruction and Program	71%
Fiscal Management	100%
Governance	89%
Operations	95%
Personnel	91%

These placement results will be presented to the State Board of Education at an upcoming meeting. Please be advised that NJQSAC regulations require the District Board of Education to report these placement results at the next regularly scheduled board meeting.

The District did not satisfy at least 80% of the indicators in Instruction and Program, therefore, regulations require the District to create a district improvement plan (DIP) to address all noncompliant areas of the DPR. Attached are instructions for developing the DIP. The deadline for submission of the DIP and accompanying board approval is December 2, 2023.

Pursuant to *N.J.A.C. 6A:30-4.1*, if it is believed that any indicators were scored incorrectly, the District has seven days from the receipt of this letter to submit a written reconsideration request and supporting documentation. Email your request and accompanying documents to [qsac@doe.nj.gov](mailto:qsac@doe.nj.gov).

Sincerely,

A. Robert Gregory  
Executive Director  
Division of Field Support and Services

AG:CS: /initial review

Enclosures

c: Keshia Drakeford, Executive County Superintendent

**PASSAIC PUBLIC SCHOOLS**  
**Passaic, New Jersey**

**FILE CODE: 3520**

**Mandated**

**Monitored**

**Other Reasons**

**Policy**

---

## CYBERSECURITY AWARENESS TRAINING POLICY

### PURPOSE

This policy aims to establish a framework for the education and training of faculty, staff, and students to improve understanding and mitigate risks to data and privacy while using technology and digital resources provided by Passaic Public Schools. Mandatory training is to be conducted by the Division of Information Technology (IT) annually to provide updated cybersecurity awareness and ensure compliance with applicable Federal and New Jersey state laws, regulations, and guidelines related to the protection of student data and privacy.

### POLICY

This policy is applicable to all departments and users of information technology resources and assets.

#### **1. CYBERSECURITY AWARENESS TRAINING**

All employees and contractors with access to student data and/or digital resources are required to complete a mandatory annual cybersecurity awareness training program. The training program shall cover, but not be limited to:

- a. **Cybersecurity Threats and Protective Measures:** Identification and prevention of common cybersecurity threats, such as phishing, social engineering, ransomware, and malware, as well as best practices for maintaining secure systems, networks, and devices. Understanding data sensitivity levels and methods for handling, storage, and transmission of sensitive data.
- b. **Password Management and Secure Browsing:** Guidelines for creating and managing strong, unique passwords, and recommendations for secure browsing.
- c. **Risk factor:** Understanding the risk posed to organizations from cybercrime related data loss.

#### **2. INCIDENT REPORTING**

All employees, contractors, and students are responsible for reporting any security incidents, breaches, or violations of this policy to the school district's Director of the Division of Information Technology.

### **3. PRACTICAL EXERCISES**

Division of Information Technology will perform practical exercises in security training that reinforce training objectives; practical exercises may include:

- a. Simulated phishing emails that are designed to mimic real-world phishing attempts. These emails may include various tactics, such as spoofed sender addresses, urgent requests, or links to fake websites.
- b. A review of training completion and failure rates will be conducted to determine the need for supplemental training, which will be informed by the frequency of user failures to practical exercises.

### **4. POLICY REVIEW AND UPDATE**

In addition to providing security awareness training to staff, the Division of Information Technology will review and update training annually, so the training curriculum stays current on new and emerging threats. Assessment results will be analyzed to identify areas where the security awareness training program can be improved. Feedback from employees shall be solicited to ensure that the training programs are relevant, engaging, and effective in promoting security awareness and responsible digital behavior.

### **5. Consequences**

Failure to adhere to the security awareness training policy may result in disciplinary action, which can encompass various consequences in combination, such as the following:

1. Warning
2. Loss of privilege to access the Internet
3. Loss of computer privileges in the Passaic Public Schools
4. Referral to administration for discipline

### **POLICY EXCEPTIONS**

Requests for exceptions to this policy shall be reviewed by the Director of the Division of Information Technology. The request should specifically state the scope of the exception along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken, initiatives, actions, and a timeframe for achieving the minimum compliance level with the policies set forth herein. The Director shall review such requests and confer with the requesting department.



**RESPONSIBLE DEPARTMENT**

**Division of Information Technology (IT)** – Conducts practical exercises to assess the efficacy of training, manages incident reporting and response, oversees training procedures, validates training, and maintains training materials.

**REFERENCES**

New Jersey Student Digital Privacy and Parental Rights Act (N.J.S.A. 18A:36-39)  
Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)  
Children's Internet Protection Act (CIPA) (47 U.S.C. § 254)  
Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501–6506)  
Cybersecurity Information Sharing Act of 2015 (CISA) (6 U.S.C. §§ 1501-1510)

**Passaic Public School Policies**

Internet Use Policy - File Code 6142.10  
Internet Safety and Technology Use Policy - File Code 6142.10  
Acceptable Use Agreement – File Code 6142.10

First Reading: September 26, 2023  
Second Reading: October 30, 2023  
Approved: October 30, 2023



**PASSAIC PUBLIC SCHOOLS**  
**Passaic, New Jersey**

**FILE CODE: 4151.1/4251.1**

**Monitored**

**Mandated**

**Other Reasons**

**Policy**

---

PERSONAL ILLNESS AND INJURY/HEALTH AND HARDSHIP

The Passaic Board of Education will consider requests for extension of sick leave benefits on a case-by-case basis.

Sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

- A. The employee is personally ill or injured;
- B. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- C. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- D. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
  1. Medical attention needed to recover from physical or psychological injury or disability caused by a domestic or sexual violence;
  2. Services from a designated domestic violence agency or other victim services organization;
  3. Psychological or other counseling;
  4. Relocation; or
  5. Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
- E. The death of a family member for up to seven days;
- F. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
- G. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency;
- H. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.
  1. The provisions of this section, and any regulations promulgated to implement or enforce this section, shall not supersede any law providing collective bargaining rights for school district employees, and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights.
  2. As used in this section, "Child" means a biological, adopted, or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee. "Designated domestic violence agency" means a county-wide organization whose primary purpose is to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express

purpose of providing the services. "Domestic or sexual violence" means stalking, any sexually violent offense, as defined in section 3 of P.L.1998, c.71 (C.30:4-27.26), or domestic violence as defined in section 3 of P.L.1991, 25 c.261 (C.2C:25-19) and section 1 of P.L.2003, c.41 (C.17:29B-16). "Family member" means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship. (cf: N.J.S.18A:30-1)

In case of sick leave claimed due to personal illness or injury, a Passaic Board of Education of education may require a physician's certificate to be filed with the secretary of the Passaic Board of Education of education in order to obtain sick leave.

- A. If an employee's need to use sick leave as defined pursuant to N.J.S.18A:30-1 is foreseeable, the Passaic Board of Education of education may require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Passaic Board of Education of education.
- B. If the reason for the leave is not foreseeable, a Passaic Board of Education of education may require an employee to give notice of the intention as soon as practicable, if the Passaic Board of Education of education has notified the employee of this requirement.
- C. A Passaic Board of Education of education may prohibit employees from using foreseeable sick leave on certain dates and require reasonable documentation if sick leave that is not foreseeable is used during those dates.
- D. In case of sick leave claimed for three or more consecutive days, a Passaic Board of Education may require reasonable documentation that the leave is being taken for a purpose permitted pursuant to subsection a. of N.J.S. 18A:30-1.
- E. If the leave is permitted under paragraph (2) or (3) of subsection a. of N.J.S.18A:30-1, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, number of days of leave, shall be considered reasonable documentation.
- F. If the leave is permitted under paragraph (4) of subsection a. of N.J.S.18A:30-1 because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence:
  1. Medical documentation;
  2. A law enforcement agency record or report;
  3. A court order;
  4. Documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense;
  5. Certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
- G. If the leave is permitted under paragraph (7) of subsection a. of N.J.S.18A:30-1, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.
- H. As used in this section, "Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey

Association of Domestic Violence Professionals. "Designated domestic violence agency" means a county-wide organization whose primary purpose is to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing these services. "Health care professional" means any person licensed under federal, State, or local law, or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional including, but not limited to, doctors, nurses and emergency room personnel. (N.J.S.18A:30-4)

First Reading: November 3, 2016  
 Second Reading: November 21, 2016  
 Adopted: November 21, 2016  
 Amended: October 30, 2023

Key Words

Leaves, Sick Leave, Attendance, Attendance Patterns, Employee Attendance

**Legal References:** N.J.S.A. 18A:6-6 No sex discrimination  
N.J.S.A. 18A:6-66 Rights and benefits of personnel (educational services commission)  
N.J.S.A. 18A:16-2 through -5 Physical examinations; requirement ...  
N.J.S.A. 18A:27-4 Power of Passaic Board of Educations of education to make rules governing employment of teacher, etc.  
N.J.S.A. 18A:30-1 Definition of sick leave  
N.J.S.A. 18A:30-2 Sick leave allowable  
N.J.S.A. 18A:30-6 Prolonged absence beyond sick leave period  
N.J.A.C. 6A:32-6.1 et seq. School Employee Physical Examinations

Ramsey Teachers Ass'n v. Ramsey Bd. of Ed., 1979 S.L.D. 862, St. Bd. rev'g 1978 S.L.D. 518, aff'd App. Div., 1980 S.L.D. 1528

Cole v. Essex County Vocational School District Bd. of Ed., 1986 S.L.D. 1855

**Possible**

**Cross References:** 4150/4150 Leaves  
 \*4151/4151 Attendance patterns

\*Indicates policy is included in the Critical Policy Reference Manual.

**PASSAIC PUBLIC SCHOOLS**  
**Passaic, New Jersey**

**FILE CODE: 5131.5**

**X Monitored**

**X Mandated**

**Policy**

**X Other Reasons**

VANDALISM/VIOLENCE

Vandalism

The Passaic Board of Education views vandalism against school property by students as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents/guardians, school staff and appropriate community officials.

The board believes that students should respect property and take pride in the schools of this district. Whenever a student has been found to have done willful and malicious damage to property of the board, the principal of the school shall follow the Code of Student Conduct board policy and regulations. The board may hold the student or his/her parents/guardians liable for the damage caused by him/her.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the responsible student(s). If student(s) have taken part in the vandalism, the appropriate administrator shall:

- A. Identify the students involved;
- B. Call together persons, including the parents/guardians, needed to study the causes;
- C. Decide upon disciplinary and/or legal action possibly including suspension. In consultation with the Superintendent or his/her designee, the administration may charge the student with being delinquent by a petition stating the offense and requesting appearance in juvenile court;
- D. Take any constructive actions needed to try to guard against further such student misbehavior;
- E. Seek appropriate restitution.

Violence

Physical violence including assault with or without a weapon, against another student, a staff member or board member is prohibited and will result in the disciplinary sanctions as identified in the Code of Student Conduct, Suspension and Expulsion, and Weapons and Dangerous Instruments board policies and regulations. Disruptive behavior that is characterized by violence, even though not directed toward another person, should be reported by the classroom teacher to the school principal, unless instructed otherwise, so that possible program adjustments may be identified.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm or any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's

File Code: 5131.5

VANDALISM/VIOLENCE (continued)

regular education program for a period of not less than one calendar year. The superintendent may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board.

Any school employee observing or having direct knowledge from a participant or victim of an act of violence in the district public school(s) should complete the standard report form and submit it to the school principal who is responsible for preparing the official report to the superintendent. Staff will report accurately and not falsify information.

The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements pursuant to N.J.S.A. 18A:17-46.

Two times each year between July 1 and December 31 and between January 1 and June 30, the school board(s) shall hold a public hearing at which the superintendent reports to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

Threats of Violence

The board is committed to promoting healthy relationships and a safe learning environment. Therefore, it shall not tolerate student threats of harm to self or others or other threatening behaviors, including threats to damage school property. Threatening behaviors shall not be tolerated on school property or at activities under the jurisdiction of the board of education.

Students shall inform a teacher, school counselor, principal, or assistant principal when he/she is in possession of knowledge of such threats. Staff shall immediately notify the principal of any threat or threatening behavior that he/she has knowledge of, has witnessed or received. All such threats shall be promptly reported to the appropriate law enforcement agency.

Students who perpetrate threatening behaviors shall be disciplined in accordance with policy and regulations on suspension and expulsion and conduct/discipline.

Behavioral Threat Assessment Team

The board shall direct the establishment of a behavioral threat assessment team(s) in each school, pursuant to N.J.S.A. 18A:17-43.4. The purpose of the team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk of engaging in violence or other harmful activities. The team shall also be responsible for delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

The threat assessment team at each school shall be multidisciplinary in membership and, to the extent possible, shall include the following individuals:

File Code: 5131.5

VANDALISM/VIOLENCE (continued)

- A. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling.
- B. A teaching staff member,
- C. A school principal or other senior school administrator,
- D. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
- E. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3, in the event that the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team in accordance with this policy.

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined appropriate by the team.

This policy shall be consistent with guidelines adopted by the New Jersey Department of Education and include, but not be limited to:

- A. Guidance for students, teachers and all staff regarding the recognition of threatening or aberrant behavior in a student that may represent a threat to the school community.
- B. The designation of members of the school community to whom threatening behavior shall be reported; and
- C. Appropriate actions to be taken, including available social, developmental, and law enforcement resources, for students whose behavior is identified as posing a threat to the safety of the school community.

The threat assessment team shall not disclose or disseminate any information obtained during their assessment beyond the purpose for which the information was provided to the threat assessment team, except that the team is authorized to disclose the information to applicable agencies to pursue appropriate action under paragraph C., above, for any student whose behavior is identified as posing a threat to the safety of the school community.

Classified Students

Where a student whose behavior is being assessed has an Individualized Education Program (IEP) or 504 plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all federal and State special education laws.

Training

Each member of the threat assessment team shall participate in training provided by the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3, that is consistent with the guidelines developed by the New Jersey Department of Education, to ensure that the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.



File Code: 5131.5

VANDALISM/VIOLENCE (continued)Unsafe School Choice Option

The superintendent shall comply with all requirements of the Unsafe School Choice Option policy adopted by the State Board of Education for schools in districts that receive funds under the Every Student Succeeds Act of 2015. He/she shall keep the board informed of all state requirements and actions taken to implement the policy.

Particularly, if a school in the district is designated as “persistently dangerous” as defined in the policy, corrective action plans shall be prepared and presented to the board for review. The corrective action plans shall be in the format provided by the Department of Education and shall describe how the schools will reduce the number of incidents of violence as determined by the Student Safety Data System (SSDS).

Likewise, if a student while at school or on school grounds becomes a victim of a violent criminal offense as defined by state statute, he/she shall be offered the option of transferring to another safe school within the district.

Parents/Guardians shall be informed according to law and policy.

The board shall be provided with access to a copy of the current statewide Unsafe School Choice Option Policy.

School Violence Awareness Week

This school district shall observe School Violence Awareness Week, the week beginning on the third Monday in October of each year. Organized activities focused on the prevention of school violence will be offered to students, employees and board members. Local law enforcement personnel will be invited to participate.

Violence and Vandalism Reporting

The superintendent will annually submit a report utilizing the Electronic Violence and Vandalism Reporting system (EVVRS) accurately reporting on each incident of violence, vandalism, alcohol and other drug abuse, and harassment, intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g). Board action shall be based on a consideration of the nature of the conduct, the circumstances under which it occurred, and the employee’s prior employment record.

Implementation

The superintendent shall oversee the development of implementing regulations on all aspects of this policy, including the establishment of procedures for cooperation between school staff and law enforcement officials for all situations involving firearms or other deadly weapons.

File Code: 5131.5

VANDALISM/VIOLENCE (continued)

First Reading: November 3, 2016  
 Second Reading: November 21, 2016  
 Adopted: November 21, 2016

First Reading: July 29, 2019  
 Second Reading: August 28, 2019  
 Readopted: August 28, 2019  
 Amended: October 30, 2023

Key Words

Conduct, Discipline, Student Conduct, Student Conduct, Vandalism, Violence

**Legal References:** N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure  
N.J.S.A. 2A:53A-15 Liability of parent or guardian for willful destruction of property by infant under 18  
N.J.S.A. 2C:39-5 Unlawful possession of weapons  
N.J.S.A. 18A:17-46 Act of violence; report by school employee; notice of action taken; annual report,  
N.J.S.A. 18A:25-2 Authority over students  
N.J.S.A. 18A:36-5.1 School Violence Awareness Week  
N.J.S.A. 18A:37-1 et seq. Discipline of Students  
See particularly:  
N.J.S.A. 18A:37-2, -2.1  
 through -2.5, -3, -7  
 through -12  
N.J.S.A. 18A:37-13 et seq. Anti-Bullying Bill of Rights Act  
N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsion  
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development  
See particularly:  
N.J.A.C. 6A:16-1.4, -5.1,  
 -5.2, -5.3, -5.5, -5.6, -5.7,  
 -6.1

"H.A." v. Warren Hills Regional School District, 1976 S.L.D. 336

See also Commissioners' Decisions indexed under "Students – Punishment of" in Index to N.J. School Law Decisions

Every Student Succeeds Act of 2015, Pub. L. 114-95. 20 U.S.C.A. 6301 et seq.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

File Code: 5131.5

VANDALISM/VIOLENCE (continued)Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003**Possible**

<b><u>Cross References:</u></b>	*1120	Board of education meetings
	*3250	Income from fees, fines, charges
	3517	Security
	*4131/4131.1	Staff Development, Inservice Education, Visitations, Conferences
	4148/4238	Employee protection
	*5114	Suspension and expulsion
	*5119	Transfers
	*5124	Reporting to parents/guardians
	*5131	Conduct/discipline
	*5131.1	Harassment, intimidation and bullying
	5131.4	Campus disturbances
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*5131.7	Weapons and dangerous instruments
	*6114	Emergencies and disaster preparedness
	*6172	Alternative educational programs

\*Indicates policy is included in the Critical Policy Reference Manual.



## School Safety and Security Plan Annual Review Statement of Assurance

In accordance with *N.J.A.C. 6A:16-5.1 School Safety and Security Plans*, each school district is required to have comprehensive plans, procedures and mechanisms that provide for safety and security in the school district’s public schools. The School Safety and Security Plan (SSSP) must meet the minimum state requirements and clearly define plans, policies and procedures for prevention of, response to and recovery from emergencies and crises. The SSSP is developed and reviewed with key stakeholders such as law enforcement agencies, public health agencies, social services providers, emergency management planners, district, school and other community resources. By the third week of October, districts together with key stakeholders, are required to review and update their district’s SSSP.

School districts are required to annually submit this Statement of Assurance to their County Office of Education by November 30 of each year.

### Certification

I, Dr. Sandra Montañez-Diodonet, being the Chief School Administrator of Passaic Public Schools, in Passaic County, do hereby certify that, pursuant to *N.J.A.C. 6A:-5.1*, the plans, policies and procedures of the School Safety and Security Plan have met the minimum requirements and were reviewed and updated as appropriate.

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



## School Safety and Security Plan Annual Review Statement of Assurance

In accordance with *N.J.A.C. 6A:16-5.1 School Safety and Security Plans*, each school district is required to have comprehensive plans, procedures and mechanisms that provide for safety and security in the school district’s public schools. The School Safety and Security Plan (SSSP) must meet the minimum state requirements and clearly define plans, policies and procedures for prevention of, response to and recovery from emergencies and crises. The SSSP is developed and reviewed with key stakeholders such as law enforcement agencies, public health agencies, social services providers, emergency management planners, district, school and other community resources. By the third week of October, districts together with key stakeholders, are required to review and update their district’s SSSP.

School districts are required to annually submit this Statement of Assurance to their County Office of Education by November 30 of each year.

### Certification

I, Dr. Sandra Montañez-Diodonet, being the Chief School Administrator of Passaic Public Schools, in Passaic County, do hereby certify that, pursuant to *N.J.A.C. 6A:-5.1*, the plans, policies and procedures of the School Safety and Security Plan have met the minimum requirements and were reviewed and updated as appropriate.

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



**PASSAIC**  
**PUBLIC SCHOOLS**

---

***2023-2024***

***Safety and Security***  
***Response Plan***

## Table of Contents

	Page
Introduction.....	1
Definitions.....	2,3
Safety/Security Contacts.....	4
School/District Telephone Directory.....	5
Communication Flow Chart.....	6
Four Levels of Crisis Management.....	7
District-Level Crisis Intervention Team.....	8
School Level Crisis Plan .....	9
School Staff Information.....	10, 11
Handling Crisis.....	12
✦ General Rules in Any Emergency.....	12
✦ General Rules in a Medical Emergency.....	13
✦ General Rules in Natural or Man-Made Emergency.....	14
✦ General Emergency Procedures.....	15
Crisis Go Kit.....	16
Incident Command System (ICS).....	17,18
Incident Command Chart.....	19
Incident Command Locations.....	20
School Security Drills and Incident Response Procedures.....	21
• <b>Active Shooter</b>	
✦ Administrator Responsibilities.....	22
✦ Staff Responsibilities.....	23
✦ Communicating a Lockdown.....	24
✦ Announcement.....	24
✦ Ending a Lock Down Announcement.....	24
• <b>Bomb Threat</b>	
✦ Administrator Responsibilities.....	25, 26
✦ Staff Responsibilities.....	26
✦ Announcement of a Shelter in Place.....	27
✦ Ending a Bomb Threat Announcement.....	27
✦ Reporting Procedures.....	28
• <b>Fire Alarm/Fire Emergency</b>	
✦ Administrator Responsibilities .....	29
✦ Staff Responsibilities .....	30
• <b>Evacuation</b>	
✦ Administrator Responsibilities.....	31
✦ Staff Responsibilities.....	32
✦ Announcement.....	33
✦ End of Drill Announcement.....	33
✦ Evacuation to Off-Site Shelter.....	34

- **Reverse Evacuation**
  - ✦ Administrator Responsibilities..... 35
  - ✦ Staff Responsibilities..... 36
  - ✦ Announcement..... 37
  - ✦ End of Drill Announcement..... 37
- **Lockdown**
  - ✦ Administrator Responsibilities..... 38
  - ✦ Staff Responsibilities..... 39
  - ✦ Announcement..... 40
  - ✦ Follow Up Announcement..... 40
  - ✦ Ending a Lockdown Announcement..... 40
- **Shelter-in-Place**
  - ✦ Administrator Responsibilities..... 41
  - ✦ Staff Responsibilities..... 42
  - ✦ Announcement..... 43
  - ✦ Ending Shelter-in-Place Announcement..... 43
- **Heightened Alert**
  - ✦ Administrator Responsibilities..... 44
  - ✦ Staff Responsibilities..... 45
- **Chemical/Biological/Radioactive Threat**
  - ✦ Administrator Responsibilities..... 46
  - ✦ Staff Responsibilities..... 47
- **Hostage Situation**
  - ✦ Administrator Responsibilities..... 48
  - ✦ Staff Responsibilities..... 49
  - ✦ Announcement..... 50
  - ✦ Follow Up Announcement..... 50
  - ✦ Ending Hostage Situation Announcement..... 50
- **Weather Related Situation**
  - ✦ Administrator Responsibilities..... 51
  - ✦ Staff Responsibilities..... 52
- **Medical Emergency Situation**
  - ✦ Administrator Responsibilities..... 53
  - ✦ Staff Responsibilities..... 54
  - ✦ Preparation for Medical Emergencies..... 55
- **Weapon Situation**
  - ✦ Administrator Responsibilities..... 56
  - ✦ Staff Responsibilities..... 57
  - ✦ Weapon Found on Property..... 58
  - ✦ Student has a weapon..... 59
- **Alyssa’s Law**
  - Panic Button..... 60



APPENDICES

Appendix 1	School Level Crisis Plan .....	Tab 1
Appendix 2	Bomb Threat Report Form.....	Tab 2
Appendix 3	Bulletin 3 - Procedures for Reporting School Incidents.....	Tab 3
Appendix 4	Student Safety Data System (SSDS).....	Tab 4
Appendix 5	Lockdown Notification Sign.....	Tab 5

Safety/Security School Board Policies

File Code 1100	Communicating with the Public.....	Tab 6
File Code 1110	Media.....	Tab 7
File Code 1250	School Visitors.....	Tab 8
File Code 1251	Causing Disturbance.....	Tab 9
File Code 1251 R	Crowd Control.....	Tab 10
File Code 1410	Local Units.....	Tab 11
File Code 3516	Safety.....	Tab 12
File Code 3541.83	Transportation Safety.....	Tab 13
File Code 4147/4247	Employee Safety.....	Tab 14
File Code 5131	Code of Student Conduct.....	Tab 15
File Code 5131.1	Harassment Intimidation and Bullying.....	Tab 16
File Code 5131.2	Gang and Gang Related Activity.....	Tab 17
File Code 5131.4	Campus Disturbances.....	Tab 18
File Code 5131.5	Vandalism and Violence.....	Tab 19
File Code 5131.7	Weapons and Dangerous Instruments.....	Tab 20
File Code 5141.1	Accidents.....	Tab 21
File Code 5141.6	Suicide Awareness and Prevention.....	Tab 22
File Code 5141.21	Administering Medication.....	Tab 23
File Code 5142	Pupil Safety.....	Tab 24
File Code 5142.1	Safety Patrols.....	Tab 25
File Code 5145.11	Questioning and Apprehension.....	Tab 26
File Code 5145.12	Search and Seizure.....	Tab 27
File Code 6114	Emergencies and Disaster Preparedness.....	Tab 28
File Code 6114 R	Emergency School Closings.....	Tab 29

## INTRODUCTION

---

The Passaic Board of Education and Superintendent recognize their responsibility to provide a supportive and structured learning environment for staff and students, with safety and security being of utmost concern. The Passaic Public Schools Safety and Security Response Plan is a comprehensive, district-wide plan, developed to provide procedures and guidelines that ensure the school system's priority of safety for everyone within the learning community.

Our district is committed to continuously revise, develop, and implement up-to-date Safety and Security protocols to ensure the district is current and prepared for any potential occurrences. Procedures and mechanisms with our District-Level Crisis Intervention Team include members from Law Enforcement, Health and Social Services and Emergency Management agencies, as well as other school/community members.

Applicable sections of the Safety and Security Response Plan are disseminated to all school employees. In addition, training continues to be provided to district employees as required, to enable understanding and ability to respond to all safety and security concerns.

The Passaic Public Safety and Security Response Plan provides a comprehensive framework for district-wide emergency management. It provides a link to local agencies, organizations and resources that may be activated to address disasters and emergencies in Passaic Public Schools. In addition, it ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to respond to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, as well as State and Federal guidance.

Any needed information, or recommendations and updates should be provided to the Coordinator of Security.

# DEFINITIONS

---

## ACRONYMS/ABBREVIATIONS

AED	Automated External Defibrillator
CPR	Cardio-Pulmonary Resuscitation
DCT	District Crisis Team
FEMA	Federal Emergency Management Agency
Hazmat	Hazardous Material
IC	Incident Commander
ICS	Incident Command System
MOA	Memorandum of Agreement
NIMS	National Incident Management
System SCT	School Crisis Team

## Crisis or Emergency:

Defined as any incident human-caused or natural that requires responsive action to protect lives and property. An emergency is a situation that can be both limited in scope and potential effects or impact a large area with actual or potentially severe effects.

Characteristics of an emergency include:

1. Involves a limited or large area, limited or large population, or important facilities.
2. Evacuation or in-place sheltering is typically limited to the immediate area of the emergency.
3. Warning and public instructions are provided in the immediate area, not communitywide.
4. One or more local response agencies or departments responding.
5. May require community-wide warning and public instructions.

## Disaster:

A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its own resources. Characteristics include:

- Involves a large area, a sizable population, and/or important facilities.
- May require implementation of large-scale evacuation or shelter in-place and implementation of temporary shelter and mass care operations.
- Requires community-wide warning and public instructions.
- Requires a response by all local response agencies operating under one or more Incident Commanders.
- Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

## Hazard Analysis:

Hazard analysis identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

**Hazardous Material (Hazmat):**

A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. It can be toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. HazMat includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

**Memorandum of Agreement (MOA):**

These are arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation.

## SAFETY/SECURITY CONTACTS

---

### DISTRICT LEVEL CRISIS TEAM

<b>Dr. Manuel F. Negron</b>	Chief of Operations
<b>Rosario Capuana</b>	Coordinator of Security
<b>Wayne Jennings</b>	Security Manager
<b>Paul Martinez</b>	Lieutenant - Passaic Police Department
<b>Courtney Malleo</b>	Principal
<b>Sandra Figueroa</b>	Senior Administrative Assistant
<b>Fawzi Naji</b>	Principal
<b>Piyush Patel</b>	Captain/Deputy Director Office of Emergency Management
<b>Edward Rowbotham</b>	Supervisor of Health Services/Affirmative Action Officer
<b>Luis Colon</b>	Director of Student Advocacy, Coordinator of Anti-bullying, Affirmative Action Off.
<b>Amanuel Teklu</b>	Director of Information Technology
<b>Pat Trentacost</b>	Fire Chief - Passaic Fire Department
<b>Jeff Truppo</b>	Assistant Superintendent of Schools
<b>Germaine G. Williams</b>	Parent

### BOARD OF EDUCATION MEMBERS

<b>L. Daniel Rodriguez</b>	President
<b>Judith Sanchez</b>	Vice President
<b>Maryann Capursi</b>	Board Member
<b>Patricia Abril Barrales-Garcia</b>	Board Member
<b>Leslie Zuniga</b>	Board Member
<b>Craig Miller</b>	Board Member
<b>Christina Schratz</b>	Board Member
<b>Arthur G. Soto</b>	Board Member
<b>Ronald Van Rensalier</b>	Board Member

### PASSAIC SCHOOLS ADMINISTRATION

<b>Dr. Sandra M. Diodonet</b>	Superintendent of Schools
<b>Kevin Lomski</b>	School Business Administrator Board Secretary
<b>Dr. Manuel F. Negron</b>	Chief of Operations
<b>Jeffrey Truppo</b>	Assistant Superintendent of Schools
<b>Stefania Duarte</b>	Assistant Superintendent of Curriculum and Instruction

### EMERGENCY RESPONDERS

<b>Department of Public Works</b>	(973) 365-5654
<b>Fire Department</b>	(West Side-FH) (973) 365-5700 (East Side-FH) (973) 365-5708
<b>Fire Prevention Bureau</b>	(973) 365-5687
<b>Office of Emergency Management</b>	(201) 637-0141
<b>Passaic EMS-Emergency Medical Services</b>	(973) 365-5774
<b>Police Department</b>	(911) or (973) 365-3900
<b>St. Joseph's Hospital (Paterson)</b>	(973) 754-2000
<b>St. Mary's Hospital (Passaic)</b>	(973) 365-4300

## SCHOOL/DISTRICT TELEPHONE INFORMATION

### PASSAIC CENTRAL ADMINISTRATION

Superintendent of Schools	Dr. Sandra M. Diodonet	973-470-5500	Ext. 5201
Assistant Superintendent of Schools	Jeffrey Truppo	973-470-5500 201-264-0880	Ext. 5520 Cell
Assistant Superintendent of Instructional & Curriculum	Stefania Duarte	973-470-5500	Ext. 5606
School Business Administrator/Board Secretary	Kevin Lomski	973-470-5500	Ext. 5814
Chief of Operations	Dr. Manuel F. Negrón	973-470-5500 201-638-9089	Ext. 5499 Cell
Director of Operations	Menachem Bazian	973-470-5500 973-568-4063	Ext. 0185 Cell
Director of Construction	Barry Stein	973-470-5500	Ext. 8897
Director of Information Technology	Amanuel Teklu	973-470-5500	Ext. 5137
Coordinator of Security	Rosario Capuana	973-470-5500 201-753-0214	Ext. 5207
Security Manager	Wayne Jennings	551-337-1832	Ext. 221220
Department of Transportation	Ruth Perez	973-470-5500	Ext. 5556
Division of Human Resources	Miguel Frias	973-470-5500	Ext. 8884

### PASSAIC SCHOOLS ADMINISTRATION

Ambar Vargas	Jefferson School No. 1	390 Van Houten Avenue	973-470-5125
Diana Kattak	Mario Drago School No. 3	155 Van Houten Avenue	973-470-5503
Stacey Bruce	Passaic Preparatory Academy	252 Boulevard	973-470-5602
Dr. Jennifer Aguilar	Passaic Academy for Science & Eng.	291 Lafayette Avenue	973-470-5504
Anthony Maisonet	Martin Luther King Jr. School No. 6	85 Hamilton Avenue	973-470-5506
Gulamhussein Janoowalla	Ulysses S. Grant School No. 7	155 Summer Street	973-470-5507
Dr. Terrence Love	Casimir Pulaski School No. 8	100 Fourth Street	973-470-5508
Steven Cruz	Etta Gero School No. 9	140 First Street	973-470-5509
Jeanette Torres	Theodore Roosevelt School No. 10	151 Harrison Street	973-470-5510
Osvaldo Matos	William B. Cruise Memorial No. 11	390 Gregory Avenue	973-470-5134
Dr. Loren Barbosa	Vincent Capuana School No. 15	374 Broadway	973-815-8563
Fawzi Naji	Daniel F. Ryan School No. 19	320 Highland Avenue	973-779-4019
John Mellody	Gifted and Talented School No. 20	19 Henry Street	973-815-8520
Tiffany Crockett	Sonya Sotomayor School No. 21	255 Madison Street	973-815-8524
Jennifer Barker	Ellen Ochoa School No. 22	95 Dayton Avenue	973-815-8522
Courtney Malleo	Muhammad Ali School No. 23	63 Dayton Avenue	973-815-8523
Janet Drago	Abraham Lincoln School No. 24	36 Parker Avenue	973-815-8524
Leandra Ragone	Mahatma Ghandi School No. 25	64 Parker Avenue	973-815-8525
Dr. Jose Celis-Blankley	Passaic High School	170 Paulison Avenue	973-470-5600
Kimberly Kenny	Boverini Stadium	262 River Drive	973-470-5525
William Schratz	Randolph Street (Warehouse)	155-173 Randolph St.	973-470-5553

# FOUR LEVELS OF CRISIS MANAGEMENT COMMUNICATION FLOW CHART

---

The following list establishes and reinforces the hierarchy of command in the Passaic Public Schools. In situations that require direction and order the following chain of communication chart must be used.

## Superintendent of Schools

- Communicates with Media
- Communicates with Building administrators
- Communicates with Police Administration
- Communicates with Fire Administration
- Communicates with Board of Education Members
- Communicates with City Council Members
- Communicates with County Government
- Communicates with State Government
- Communicates with Department of Education

## Assistant Superintendent of Schools

- Communicates with Superintendent
- Communicates with School Principals
- All above as designated by Superintendent

## Chief of Operations

- Communicates with Superintendent
- Communicates with Coordinator of Security
- Communicates with Media
- Communicates with Director of Operations
- Communicates with Director of Information Technology
- Communicates with Coordinator of Food Services
- Communicates with Transportation Manager

## Principal (Head of Building)

- Communicates with Assistant Superintendent
- Communicates with Assistant Principals
- Communicates with Police and Fire personnel

## Assistant Principal

- Communicates with Principal
- Communicates with teachers
- Communicates with faculty of school that they are assigned to
- Communicates with parents (at media staging area during emergency situations)

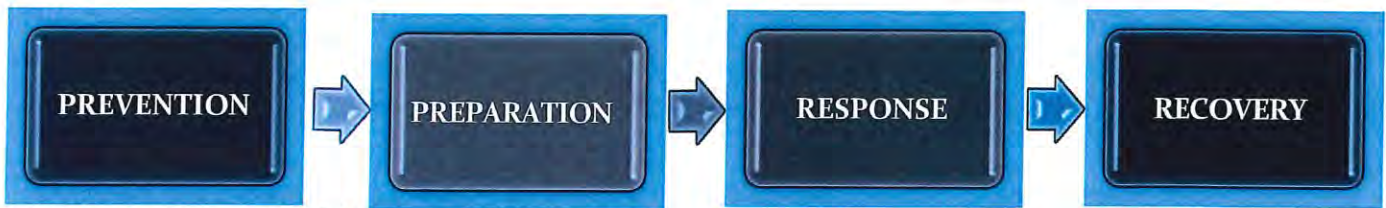
## Teachers, Nurses, Department Heads, Food Services Staff, Custodians, Security, Secretaries

- Communicates with Assistant Principals
- Communicates with paraprofessionals
- Communicates with students

## Paraprofessionals

- Communicates with teachers or to their assigned mentor
- Communicates with students

## FOUR LEVELS OF CRISIS MANAGEMENT



The Four Phases of Crisis Management Include:

**PREVENTION-** Many unfavorable situations can be prevented with forward thinking. A Safety and Security plan must include actions aimed at reducing and avoiding incidences by addressing what schools and districts can do to eliminate risk to life and property. It involves taking a proactive stance in school safety and ensuring that proper resources are in place to avoid repeat situations.

- Assemble a district-wide planning team.
- Conduct ongoing hazard analysis of the site and surrounding areas.
- Communicate and reinforce concrete mitigation and prevention strategies with all stakeholders.

**PREPARATION-** This phase involves a continuous cycle of planning, practicing, and evaluating actions to effectively respond to any incident given the worst-case scenario. This includes generating a list of possible responses and best- and worst-case scenarios. Designating a district spokesperson, a list of available resources and a step-by-step plan to combat crises helps the situation to be handled in a professional, unified manner, avoiding the onset of additional chaos. The entire crisis communication team should be included when developing the plan and should be aware of all final processes and procedures.

- Assemble a district-wide planning team.
- Identify key response individuals on site and local emergency personnel.
- Create individual school tailored crisis plan, response team, and conduct drills.

**RESPONSE-** An effective rapid response will execute an emergency plan that will minimize harm and directly affect outcomes. Recognizing the seriousness of the problem is essential in generating an appropriate response.

- Dissemination of tools and resources.
- Provide for and document pertinent information.
- Effective internal and external communication.

**RECOVERY-** The final stage of crisis management is when things begin to return to normal. Effective resolutions for the situation are put into practice, and if they go as planned, the incident begins to fade from the spotlight. Develop and implement plans to ensure that school services and facilities are restored.

- Provide access to physical and psychological services if needed.
- Establish and document protocols for monitoring students and staff.
- Establish lines of communications for debriefing.



## DISTRICT-LEVEL CRISIS TEAM

---

The district-level crisis intervention team is comprised of members of the district office, representatives of school-based teams, and community members, as well as, personnel from the office of emergency management, local law enforcement, and local fire department.

The district-level crisis intervention team ensures that district-wide policies that are relevant to crisis preparedness and response are properly implemented at the school level; requires and arranges training of school-based crisis intervention teams; establishes and maintains district-level connections with agencies and consultants; provides school-level teams with support and backup at the time of a crisis; coordinates the sharing of resources among school-level teams, such as assigning counseling staff from other schools to a school responding to a crisis; and oversees the implementation of the school crisis response plan across schools within the district.

The following are the current members of the District-Level Crisis Intervention Team for the Passaic Public Schools:

<u>Staff member</u>	<u>Phone Number</u>
<b>Dr. Manuel F. Negron, Chief of Operations</b>	<b>973 470-5500</b>
<b>Rosario Capuana, Coordinator of Security</b>	Ext. 5995
<b>Wayne Jennings, Security Manager</b>	Ext. 5207
<b>Sandra Figueroa, Senior Administrative Assistant</b>	Ext. 221220
<b>Courtney Malleo, Principal</b>	Ext. 5520
<b>Germaine Gibson Williams, Parent</b>	Ext. 5852
<b>Fawzi, Naji, Principal</b>	Ext. 5553
<b>Edward Rowbotham, Supervisor of Health Services</b>	Ext. 5739
<b>Amanuel Teklu, Director of Information Technology</b>	Ext. 5217
<b>Jeff Truppo, Assistant Superintendent of Schools</b>	Ext. 5137
<b>Luis Colon, Director of Student Advocacy</b>	Ext. 5520
<b>Paul Martinez, Lieutenant - Passaic Police Department</b>	Ext. 6054
<b>Piyush Patel, Captain/Deputy Director Office of Emergency Management</b>	973 800-3759
<b>Pat Trentacost, Fire Chief - Passaic Fire Department</b>	201 637-0141
	973 365-5700

## SCHOOL LEVEL CRISIS PLAN

---

### **SCHOOL LEVEL CRISIS PLAN (SLCP)**

The School Level Crisis Plan (Appendix 1) is updated annually by each school principal in conjunction with their SCT prior to the commencement of each school year or as needed. This plan is used in SCT training and school staff training each school year. School will identify staff who have specialized skills, i.e., CPR First Aid, etc., for possible inclusion in their SCT.

A copy of the SLCP is maintained in the school's office and the Crisis Go Kit and distributed to SCT members. In addition, a copy is forwarded to the Office of the Chief of Operations annually and kept on file.

### **SCHOOL CRISIS TEAM**

Each Passaic Public School has an active School Crisis Team (SCT) that operates under the direction of the school principal. The team is made up of:

- Principal
- Assistant Principal
- Nurse
- Social Worker and/or Guidance Counselor
- Teacher
- Parent Liaison
- Head Custodian
- Security Aide

The SCT supports the school principal in his/her efforts to appropriately handle a crisis situation. Team members assist with media control, student care, traffic, dissemination of information, and any other assignments as indicated by the principal.

School Crisis team members:

- Help to communicate the School Level Crisis Plan
- Facilitate staff meetings to provide information related to the crisis
- Support school personnel in a crisis situation
- Help teachers process information with students
- Work with students individually or in a group
- Collaborate with community mental health agencies if needed
- Are available for contact with parents
- Provide helpful factual information to parents, staff, and students
- Meet periodically to review/revise individual school crisis plan

### **SCHOOL CONTACT INFORMATION**

#### **SCT Members**

Communication among staff and among members of the District and School Crisis Teams is vital in any emergency. All contact information shall be updated as information changes and shall be reviewed for accuracy at least annually.

## School Staff Information

Emergency contact information for school staff is updated annually, at the beginning of each school year. The contact information is kept in a binder in the main office, available to authorized personnel.

All district employees' contact information, including home phone numbers, addresses, and emergency contact information is also available in the online CSI database.

### School Counselors for each school:

Name	Title	Location	Email address
Dr. Eiad Masri	School Counselor	School No. 1 & 15	<a href="mailto:emasri@passaicsschools.org">emasri@passaicsschools.org</a>
Yesenia Pucheta	School Counselor	School No. 11 & 15	<a href="mailto:ypucheta@passaicsschools.org">ypucheta@passaicsschools.org</a>
Jasmine Toliver	School Counselor	School No. 3	<a href="mailto:jtoliver@passaicsschools.org">jtoliver@passaicsschools.org</a>
Brittney Rodrigues	School Counselor	School No. 3	<a href="mailto:brodrigues@passaicsschools.org">brodrigues@passaicsschools.org</a>
Maria Espinal	School Counselor/ABS	School No. 6	<a href="mailto:mespinal@passaicsschools.org">mespinal@passaicsschools.org</a>
Rosa Alloway	School Counselor/ABS	School No. 6	<a href="mailto:ralloway@passaicsschools.org">ralloway@passaicsschools.org</a>
Tonianne DeMatteo	School Counselor	School No. 6	<a href="mailto:tDeMatteo@passaicsschools.org">tDeMatteo@passaicsschools.org</a>
Deneen Perez	School Counselor	Schools No. 7 & 9	<a href="mailto:dperez@passaicshools.org">dperez@passaicshools.org</a>
Jennie Lam	School Counselor	Schools No. 7 & 9	<a href="mailto:jlam@passaicsschools.org">jlam@passaicsschools.org</a>
Vanessa Savignano	School Counselor	School No. 10	<a href="mailto:vsavignano@passaicsschools.org">vsavignano@passaicsschools.org</a>
Harold Fortunato	School Counselor	School No. 11	<a href="mailto:hfortunato@passaicsschools.org">hfortunato@passaicsschools.org</a>
Julissa Subia	School Counselor	School No. 11	<a href="mailto:jsubia@passaicsschools.org">jsubia@passaicsschools.org</a>
Vanessa Crosby	School Counselor	School No. 11	<a href="mailto:vcrosby@passaicsschools.org">vcrosby@passaicsschools.org</a>
Ariela Colon	School Based Social Worker / ABS	School No. 19	<a href="mailto:acolon@passaicsschools.org">acolon@passaicsschools.org</a>
Mahum Fernandez	School Counselor	School No. 19	<a href="mailto:mfernandez@passaicsschools.org">mfernandez@passaicsschools.org</a>
Beverly Fernandez	School Counselor	School No. 19	<a href="mailto:bfernandez@passaicsschools.org">bfernandez@passaicsschools.org</a>
Irving Velez	School Counselor	School No. 20	<a href="mailto:ivelez@passaicsschools.org">ivelez@passaicsschools.org</a>
Marcel Watts	School Counselor	School No. 20	<a href="mailto:mwatts@passaicsschools.org">mwatts@passaicsschools.org</a>

Name	Title	Location	Email address
Naikira Crandol	School Counselor	School No. 20	<a href="mailto:ncrandol@passaicschools.org">ncrandol@passaicschools.org</a>
Allyson Gibson	School Based Social Worker	School No. 21	<a href="mailto:agibson@passaicschools.org">agibson@passaicschools.org</a>
Migdalia Pagan	School Counselor	School No. 21	<a href="mailto:mpagan@passaicschools.org">mpagan@passaicschools.org</a>
Giselle Dean	School Counselor	School No. 22	<a href="mailto:gdean@passaicschools.org">gdean@passaicschools.org</a>
Karina Mena	School Counselor	School No. 22	<a href="mailto:kmena@passaicschools.org">kmena@passaicschools.org</a>
Jose Castro	School Counselor	School No. 23	<a href="mailto:jcastro@passaicschools.org">jcastro@passaicschools.org</a>
Jaida DeJesus	School Counselor	School No. 23	<a href="mailto:dejesusmercado@passaicschools.org">dejesusmercado@passaicschools.org</a>
Caitlin Shanahan	School Counselor	School No. 25	<a href="mailto:kterranova@passaicschools.org">kterranova@passaicschools.org</a>
Allan Gamarra	School Counselor	School No. 25	<a href="mailto:agamarra@passaicschools.org">agamarra@passaicschools.org</a>
Denise Pinon	School Counselor	Passaic High School	<a href="mailto:dpinon@passaicschools.org">dpinon@passaicschools.org</a>
Randy Convery	School Counselor	Passaic High School	<a href="mailto:rconvery@passaicschools.org">rconvery@passaicschools.org</a>
Sharoll Curiel	School Counselor	Passaic High School	<a href="mailto:scuriel@passaicschools.org">scuriel@passaicschools.org</a>
Jesenia Lopez	School Counselor	Passaic High School	<a href="mailto:jlopez@passaicschools.org">jlopez@passaicschools.org</a>
Raquel Garcia	School Counselor	Passaic High School	<a href="mailto:raquelgarcia@passaicschools.org">raquelgarcia@passaicschools.org</a>
Wascar Guerrero	School Counselor	Passaic High School	<a href="mailto:wguerrero@passaicschools.org">wguerrero@passaicschools.org</a>
Miguel Angel Parziale	School Counselor	Passaic High School	<a href="mailto:mparziale@passaicschools.org">mparziale@passaicschools.org</a>
Marilyn Ramos	School Counselor	Passaic High School	<a href="mailto:mramos@passaicschools.org">mramos@passaicschools.org</a>
Takeiya Wright	School Counselor	Passaic High School	<a href="mailto:twright@passaicschools.org">twright@passaicschools.org</a>
Kimberly Roman	School Counselor	Passaic High School	<a href="mailto:kroman@passaicschools.org">kroman@passaicschools.org</a>
Valerie Sanchez Villanueva	Student Assistant Counselor	Passaic High School	<a href="mailto:vsanchez@passaicschools.org">vsanchez@passaicschools.org</a>
Maria Ruiz-Pedraza	School Counselor	Passaic High School International School	<a href="mailto:mruiiz@passaicschools.org">mruiiz@passaicschools.org</a>
Madeline Bonilla	School Counselor	Passaic High School	<a href="mailto:mbonilla@passaicschools.org">mbonilla@passaicschools.org</a>
Sherri Grier	Student Assistant Counselor	Passaic High School And Itinerant K-8	<a href="mailto:sgrier@passaicschools.org">sgrier@passaicschools.org</a>
Shari Roth	School Counselor /ABS	Passaic Preparatory Academy	<a href="mailto:sroth@passaicschools.org">sroth@passaicschools.org</a>
Giselle Fontalvo	School Counselor	Passaic Preparatory Academy	<a href="mailto:gfontalvo@passaicschools.org">gfontalvo@passaicschools.org</a>
Jennifer Mold	School Counselor	Passaic Preparatory Academy	<a href="mailto:jmold@passaicschools.org">jmold@passaicschools.org</a>
Wilkins Puljos	School Counselor	Passaic Science and Engineering	<a href="mailto:wpuljos@passaicschools.org">wpuljos@passaicschools.org</a>
Dahiana Sano	School Counselor	Passaic Science and Engineering	<a href="mailto:dsano@passaicschools.org">dsano@passaicschools.org</a>
Jennie Monroe	School Counselor	Passaic Science and Engineering	<a href="mailto:jmonroe@passaicschools.org">jmonroe@passaicschools.org</a>
Giselle Tejada	Dropout Prevention	All Schools	<a href="mailto:gtejada@passaicshools.org">gtejada@passaicshools.org</a>
Marilyn Santiago	School Counselor	Hope Academy	<a href="mailto:msantiago@passaicschools.org">msantiago@passaicschools.org</a>
Jacqueline Butterworth	School Counselor	Itinerant	<a href="mailto:jbutterworth@passaicschools.org">jbutterworth@passaicschools.org</a>

## HANDLING A CRISIS

---

### General Rules in Any Emergency

1. The Superintendent of Schools is in charge of all district wide emergencies.
2. In the absence of the Superintendent, the following chain of command will be followed:
  - a. Assistant Superintendent of Schools
  - b. Assistant Superintendent for Curriculum and Instruction
  - c. School Business Administrator
3. The Principal is in charge of all building-level emergencies. In the event of the Principal's absence or incapacitation, the chain of command annually established at each school will be followed.
4. The Assistant Superintendent of Schools is in charge of emergencies involving school transportation. In the absence of the Assistant Superintendent of Schools, leadership will be provided by the Chief of Operations, who will report to the Superintendent.
5. The Superintendent, in cooperation with the appropriate administrator, will coordinate all public information and media contact. No individual may make statements to the press, parents or public without the authorization of the appropriate administrator.
6. Once a decision has been made to call Police and/or other emergency services personnel (911), command of the emergency scene will be turned over to the leader of the appropriate emergency service (i.e. police, fire department, emergency squad).
7. The Superintendent should be notified as soon as possible. If a phone is disabled, an employee should be dispatched to Central Office with a message.
8. School closings will originate at the Central Office level.
9. Principal will consult with the Assistant Superintendent and if appropriate parents should be notified as soon as possible.
10. A written incident report will be made by the appropriate administrator to the Superintendent. The report will detail the nature of the emergency, the actions taken in response to the emergency.
11. Within the first three days after an emergency or crisis, time will be set aside for staff to have a debriefing. In the event of a district-wide emergency, the debriefing will be co-facilitated by the Superintendent or his/her designee. In the event of a building-level crisis, the debriefing will be co-facilitated by the Principal and other appropriate staff.
12. All Central and Building Level Administrators will regularly review and will refer to regulations and procedures pertaining to specific emergency situations (i.e. emergency closings, evacuation of schools, care of injured and ill persons, weapons, child abuse and emergency bus procedures).
13. National or statewide emergencies alerted by the Emergency Broadcast System will be handled under the direction of the Passaic County Office of Emergency Management.

**General Rules in a Medical Emergency** (Additional information on page 51 and 52 of this manual)

Medical emergencies include student/staff death, serious injury or sickness, suspected food poisoning, suicide, and communicable disease.

1. The Principal is in charge of all building-level medical emergencies.
2. The Principal will defer decisions regarding medical emergencies to the School Nurse.
3. In the absence of the School Nurse, the Principal will take immediate first aid measures and solicit the appropriate Emergency Medical Services (EMS) by dialing (911).
4. The Principal or designee will notify the Assistant Superintendent of Schools or the Supervisor of Health Services.
5. The Principal or designee will notify the parent/guardian or spouse.
6. The Principal or designee will direct EMS upon arrival to the location of the emergency and provide details of the emergency.
7. When EMS is summoned, the EMS assumes the care and responsibility of the medical emergency.
8. The Principal or other designee will accompany the EMS to the hospital, if warranted.
9. The Principal or other designee will notify the Assistant Superintendent of Schools.
10. Guidance/counseling will be available through the direction of the principal and/or school crisis team, when necessary. Assistance will be rendered by the Director of Special Services.
11. The Superintendent or his designee will notify the Board of Education, Business Administrator and/or Chief of Operations as warranted.
12. The Principal will submit an incident report to the Assistant Superintendent.

## **General Rules in a Natural or Man-Made Emergency**

Natural emergencies include heavy snowstorms, wind or rainstorms, earthquakes, lightning strikes, storm damage. Man-made emergencies include explosions, fires, utility malfunction, toxic hazards, airplane accidents, nuclear accidents.

1. The Superintendent will be responsible for responding quickly and reasonably to all natural and man-made emergencies that occur at the district level.
2. The Principal will be responsible for responding quickly and reasonably to all natural and man-made emergencies that occur at the building level.
3. The administrator's primary goal in any emergency is the protection of the students and staff assigned to his or her building. (911) should be called in all life-threatening events.
4. Any district employee who detects or suspects a district-wide natural or man-made emergency should immediately contact the building administrator who in turn will contact the Superintendent.
5. Any school employee who detects or suspects a natural or man-made emergency at the building level should immediately notify the Principal who will evaluate and verify the report. The Principal shall report an impending emergency to the appropriate law enforcement, emergency management or emergency medical services agency by dialing (911).
6. The Principal or designee will notify the Assistant Superintendent.
7. The Superintendent will notify other District Administrators/Supervisors, as warranted.
8. If necessary, the school will be evacuated in accordance with procedures set forth in Board Policy.
9. Parents will be informed of the school's response to the emergency via telephone call, district web page, twitter, and/or letter. All reasonable efforts including notifying radio stations will be made to inform parents promptly of the nature of the emergency and to assure them of their children's safety. The district web page will contain emergency information, if appropriate.
10. An emergency incident report will be submitted to the Assistant Superintendent.

## General Emergency Procedures

Depending on the nature of the occurrence, one of the following procedures will be put into effect:

1. **Evacuation.** If it is unsafe for students and staff to stay inside, they will be moved to one of several predetermined safe locations. Directions given by local public safety officials will then be followed. An evacuation could be triggered by an event such as fire, bomb threat, or air safety concerns due to chemicals.
2. **Lockdown.** If an intruder who presents a potential threat to the safety of students and staff, a lockdown will take place. In this procedure doors are locked and students are moved to a specific location within the room. Directions by public safety officials will then be followed.
3. **Shelter-in-Place.** If there is a threat of violence outside the school building, a threat of severe weather, biological or chemical hazardous material exposure outside the school building, or other potential danger outside the building, a shelter-in-place procedure will be conducted. Students and staff will move to predetermined safe locations in the building (interior rooms away from windows and doors). Directions by public safety officials will then be followed.



## CRISIS GO KIT

---

Each building administrator has been provided a “Crisis Go Kit”, which shall be available for use during an emergency and crisis situation. The kit should be checked and updated on a quarterly basis. The Crisis Go Kit should contain the following:

1. Copy of emergency plan
2. Map of building with locations of alarm controls, exits, phones, first aid kits, and assembly areas
3. Flashlight
4. Staff roster, including emergency contacts
5. Names of students requiring special assistance and staff member(s) designated to care for student(s)
6. Numbered stairwells
7. Legal pad and pen
8. List of district phone numbers (Passaic Board of Education Phone Directory)
9. List of emergency response phone numbers
10. Master key(s) (if possible)
11. List of staff and students with special emergency skills (medical, rescue, military)
12. Current yearbook or picture file of students
13. Blueprints of school building, including utilities (school survey will assist with locations of utilities).

## INCIDENT COMMAND SYSTEM (ICS)

---

The Incident Command System (ICS) is a nationally recognized organizational structure developed by the Federal Emergency Management Agency (FEMA) in compliance with the National Incident Management System (NIMS; Department of Homeland Security) that provides for role assignment and decision-making while planning for and reacting to critical incidents of all types. Implementing ICS will allow for all district personnel to know their area of responsibility during a crisis and to plan and practice the management of their specific role.

### **District Incident Commander (IC)**

The District IC will be in command as soon as he or she arrives at the school site. This will allow the School Incident Commander/Site administrator to focus on the well-being of students, visitors, and staff. In addition, the District IC is experienced in interfacing with county incident commanders and providing for the safety and security of the school. The District IC has full authority to make personnel assignments allocate additional resources and the decision to evacuate and relocate to preserve life and property. The District IC works in close collaboration with the Superintendent and other administrators.

### **District IC Responsibilities:**

- Collaborate with the School Incident Commander (Principal or designee), Superintendent and the Public Information Officer
- Meet with County Incident Commanders (Police, Fire, HAZMAT, etc.)
- Coordinate all activities at the emergency site in partnership with city/county Incident Commanders
- Provide for the safety and security of all students, staff and visitors
- Activate District emergency support resources and District Crisis Recovery Team
- Document all activities

### **District Liaison Officer**

When the local police and fire departments respond to a school incident, they will immediately require contact with a school official. This official must be able to provide information not only about the emergency, but also about the plans the school has implemented to ensure the safety of the students and staff. Contact between the district operations and the police/fire operations must be maintained throughout the incident. The role of the District Liaison Officer establishes a "link" between Incident Commanders if a unified command is not established.

### **District Liaison Officer Responsibilities:**

- Interface between the Incident Command center and First Responder Incident Commander
- Continually interface between Incident Commanders to help coordinate their responses

### **First Responder Incident Commander**

In an emergency, the responding agency's Incident Commander is the chief authority and will be in command as soon as he/she arrives at an emergency site. In the event of a crime, the police/or sheriff's department will be the lead command. In the event of a fire, the fire department will be the lead command. In the event of a health emergency, such as a pandemic, the health department will be the lead command. County emergency response agencies will look for the District Incident Commander to quickly brief them on the emergency when they arrive at the emergency site.

**First Responder Responsibilities:**

- Coordinate emergency responses as the situation dictates
- Interface with the District and Site Incident Commander
- Interface with Public Information Officer

**District Safety Officer**

The District Safety Officer, unofficially known as the 'observer', is tasked with identifying the physical and emotional needs of the responders. Their job is to monitor the responders to prevent unsafe actions by making sure their needs are met. Depending on the size of the site and the incident, it may be necessary to assign all responders the role of Safety Officer. This position is assigned to the Supervisor of Health Services.

**District Safety Officer Responsibilities:**

- Address the physical and emotional needs of responders
- Work closely with the mental health officials
- Monitor responders to prevent unsafe actions by providing breaks or addressing other needs
- Provide ongoing updates to the Operations Chief

**ICS Benefits**

The ICS is designed to be interdisciplinary and organizationally flexible. It was created to:

- Meet the needs of incidents of any kind or size.
- Allow personnel from a variety of agencies to meld rapidly into a common management structure.
- Provide logistical and administrative support to operational staff.
- Be cost effective by avoiding duplication of efforts.

**District IC Priorities**

Incident objectives are established based on the following priorities:

**First Priority:** Life Saving

**Second Priority:** Incident Stabilization

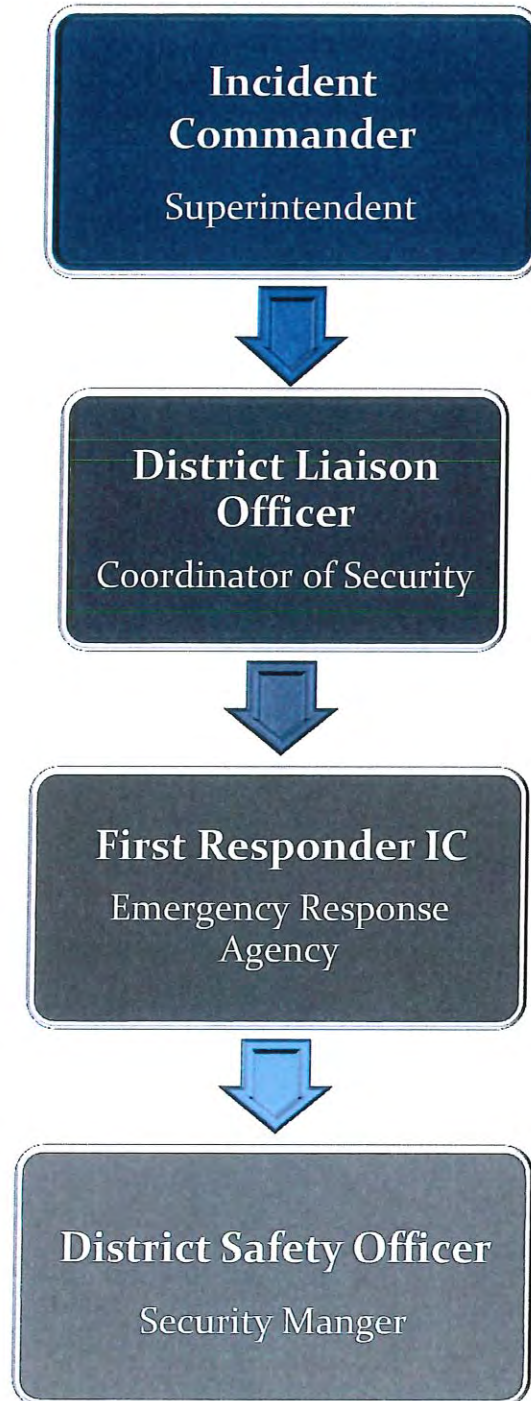
**Third Priority:** Property preservation

**District ICS Communications**

In an incident, communication should always be in plain English. Do not use radio or agency specific codes.

## INCIDENT COMMAND CHART

---



## INCIDENT COMMAND LOCATIONS

---

- a. **Incident Command Post** – Office of the Coordinator of Security
- b. **Base** - The location at which primary logistics functions for an incident are coordinated and administered. To be determined at time of incident depending on the type of incident.
- c. **Staging Area** - Location established where resources can be placed while awaiting tactical assignment. To be determined at time of incident depending on the type of incident.
- d. **Camp** - A geographical site, within the general incident area, separate from the Incident Base, equipped, and staffed to provide sleeping, food water, and sanitary services to incident personnel. To be determined at time of incident depending on the type of incident.

### Transfer of Command

Transfer of command is the process of moving responsibility for incident command from one Incident Commander to another. This process must include a transfer of command briefing.

### Transfer of command requires:

- a. Command briefing for incoming Incident Commander
- b. Notification to all personnel of the change

### Transfer of Command occurs when:

- a. A more qualified person assumes command.
- b. The incident situation changes over time, resulting in a legal requirement to change command.
- c. There is normal turnover of personnel on extended incidents.
- d. The incident response is concluded and responsibility is transferred to the home agency.

### Command may change to meet the needs of the incident when incidents:

- a. Expand or contract
- b. Change in jurisdiction or discipline
- c. Become more or less complex

## SCHOOL SECURITY DRILLS AND INCIDENT RESPONSE PROCEDURES

---

Pursuant to N.J.S.A 18A:41-1, all Passaic Public Schools must conduct at least one fire drill and one school security drill each month within school hours, including any summer months during which the school is open for instructional programs.

**Note:** False fire alarm drills or unplanned incidents can be counted as a monthly drill.

In addition to the monthly Fire Drill, Schools are required to hold annually a minimum of **two** of each of the following security drills:

- Active Shooter,
- Evacuation (Non- Fire),
- Bomb Threat, and
- Lockdown.

Once the above requirements are met, additional security drills relating to shelter-in-place, reverse evacuation, evacuation to relocation site, testing of school's notification system and procedures, testing of school's communication system and procedures, tabletop exercise and full-scale exercise can be practiced to fulfill the requirements of this law.

Schools are required to submit a monthly report to Central Office by the 5<sup>th</sup> of each month. In addition, a Drill Report Statement of Assurance must be submitted to the Office of the Chief of Operations no later than June 15<sup>th</sup> of each school year.

To ensure that your school is in compliance with N.J.S.A 18A:41-1, please abide by the following guidelines:

- If there are any students/programs (District or Recreation) in your school during the summer, you are **required** to schedule and conduct one fire drill and one securitydrill each month.
- Any principal covering the school should be informed of the school's safety drill schedule and is **required** to execute the drills if scheduled during the time he/she is covering the school.
- The Fire/Safety Drill schedule shall be completed for the entire current school year and submitted **electronically** and in hard copy to the Assistant Superintendent of Schools and the Chief of Operations Offices.
- You are expected to adhere to this schedule during the school year unless there are unforeseen circumstances.
- At the end of each month each principal must submit the Monthly School Safety Drill Record Form to the Assistant Superintendent of Schools and the Chief of Operations Offices.
- On or before, but no later than June 15<sup>th</sup> of each school year, each principal must submit a completed and signed Security Drill Statement of Assurance to the Assistant Superintendent of Schools and the Chief of Operations Offices.

# ACTIVE SHOOTER

---

## (ADMINISTRATORS RESPONSIBILITIES FOR IMPLEMENTING A LOCKDOWN)

Implement a “**Lockdown.**”

Use the District pre-determined language and communications protocols to communicate the lockdown to staff and students.

If possible, switch school notification system to manual mode (e.g., bells). If feasible and necessary, only with the notification and approval of the Fire Department, deactivate the fire alarm pull stations until the appropriate first responder arrives on the scene and assumes the role of Incident Commander. However, it is vital that all fire sensors are not disengaged during this process.

Direct staff to call (911). The caller should be prepared to:

Describe the situation.

Indicate if a perpetrator has been identified or isolated.

Describe any medical injuries.

Designate a Staff in the main office to monitor communications with classrooms and emergency personnel.

Allow emergency personnel to control the scene upon their arrival. They will follow their set policies for an active shooter situation.

Ensure that all buses on route to the school are redirected to the pre-designated alternate location.

**DO NOT** check the building or attempt to assess the situation.

Follow predetermined communication protocols to contact and advise:

Superintendent

Parents/guardians (if necessary)

Media (check with the Incident Commander before speaking with the media).

### **Fire alarm message**

If a fire alarm goes off while you are in lockdown, assess the situation before evacuating the building. The alarm may have been set off by the intruder/shooter(s) and an evacuation may place building occupants in harm's way. Reasons for evacuating a building when a fire alarm sounds during a lockdown may include:

1. First-hand knowledge that there is a fire in the building.
2. A report of smoke or fire in the building from a reliable source.
3. Advice or an order from law enforcement, fire officials, or the incident commander.

# ACTIVE SHOOTER

## (STAFF RESPONSIBILITIES FOR WHEN THERE IS A LOCKDOWN)

---

A **“Lockdown”** can be initiated by a building administrator. However, should a threat to the safety of the school community exist, anyone is able to put a building into a lockdown.

- Implement predetermined district approved lockdown procedures.
- Ignore all bells and alarms unless otherwise notified by the building administrator or emergency responders.
- Immediately secure all staff, students, or visitors, including those from hallways, behind locked doors.
- Instruct classroom occupants to get on the floor in a sitting or crouching position and stay away from windows and doors.
- Keep classrooms quiet and discourage the individual use of cell phones.
- Turn lights off. If previously determined, close window blinds/shades and use card system. Do not permit anyone to leave the room until notified by the IncidentCommander or emergency personnel.
- Account for all staff, students and visitors and report any additional non-class students in the room and any missing students.
  
- Everyone remains in LOCKDOWN mode until the situation is deemed safe and an announcement ending the lockdown is made by the building administrator or Incident Commander or occupants are evacuated by emergency personnel.
- If an intruder enters the classroom use a predetermined code or procedure to communicate when the office calls for a status check.



# ACTIVE SHOOTER

## (COMMUNICATING A LOCKDOWN)

---

### ANNOUNCEMENT

Attention staff. Please listen closely. This is a Lockdown! Please lock your classroom doors immediately. Lock windows. Move students away from windows.

All individuals must immediately move to the nearest supervised classroom or office where attendance will be taken.

**All staff and students outside of the building evacuate the building site.**

Staff should instruct all individuals in the halls to proceed to a secure location immediately. Students, staff, and visitors, please ignore all bells and alarms and remain in lockdown unless you are instructed differently by the building administrator, crisis team or authorities.

**Repeat! This is a Lockdown.**

### ENDING A LOCKDOWN ANNOUNCEMENT

Attention students, staff, and visitors, **(specify incident/drill)** is now over. I repeat, **(specify incident/drill)** is now over. This is **(Principal/designee)**, we will return to normal school activities.

This is to be followed by, "Passaic Public Schools will become one of the best school systems in New Jersey."

Then a second staff member will give the date and time to end the drill.

Always have a contingency plan for absences at the school from one of the drill/incident broadcasters.

**(ADMINISTRATOR RESPONSIBILITIES IN ESTABLISHING CREDIBLE/NON-CREDIBLE THREAT)**

---

Upon first indication of the receipt of a bomb threat, report a bomb scare to the Police dispatcher at (973) 365-3900. After calling the police, call the Assistant Superintendent of Schools at (973) 470-5520 and the Coordinator of Security at (973) 470-5207.

The principal and the police are to immediately decide on the credibility and response to the threat.

If a credible threat exists, then an evacuation must take place. If the lack of a credible threat exists and an evacuation is not pursued, a search of the building might be required. Principal and police must check places where anything of this nature may be hidden, and custodians and other support individuals are to assist in a visual search of the building. Only police or fire personnel are to engage any suspicious articles.

The school is not to be evacuated, nor are students to be sent out of the building, unless a credible threat is established and/or a search discloses something that is suspicious.

If there is reasonable cause to believe that an explosive device is present, or that a credible threat has been determined, then the school must implement an "Evacuation." Communicate this to staff and students using the pre-determined language and communication protocols (DO NOT use cell phones or portable radios).

Direct staff and students outside the building to move immediately to the predetermined evacuation assembly locations.

If a telephone threat is received, please ensure that the call taker completes the Bomb Threat Report Form (Appendix 2). If a written threat is received, protect the original Document (plastic covering) to preserve fingerprints.

Allow emergency responders to control the scene upon their arrival. They will follow their set policies for a bomb threat situation. Be prepared to meet an emergency responder at a designated location.

Students and staff will evacuate the building and report to designated evacuation assembly locations. All individuals will be kept a distance of no less than 1000 feet and behind cover.

If staff evacuates the building due to a credible threat, students shall come out of the building and walk away from it, never alongside or pass in front of any part of the building.

Staff should take "crisis go kits" with them.

Ensure that all buses in route to the school are redirected to the pre-designated alternate location.

Follow predetermined communication protocols to contact and advise:

- Superintendent
- Parents and guardians (if necessary)
- Media (check with the Incident Commander/Assistant Superintendent of Schools before speaking with the media)

Students and staff will remain at evacuation assembly locations until clearance is given to reenter the building or the decision has been made to relocate or to release students to parents or guardians.

When a school has been evacuated and a device has not been found, it is the responsibility of the building administrator to order the re-occupancy of the school based on the information provided by law enforcement officials.

If there is not reasonable cause to believe that an explosive device is present:

- Confirm with law enforcement and fire officials and determine the appropriate response to be taken. If necessary, District administration might initiate a “Heightened Alert” throughout the district.
- Maintain contact with the Superintendent.

---

### **(ADMINISTRATOR RESPONSIBILITIES)**

- When safe, contact and advise parents/guardians using the school’s predetermined communication procedures such as the automated call system.

---

### **(STAFF RESPONSIBILITIES)**

Upon the activation of the fire alarm or evacuation announcement, immediately evacuate the building.

- Ensure that rooms and floors are cleared.
- **DO NOT** use cell phones or portable radios.
- If the threat is by telephone, the call taker will complete the Bomb Threat Report Form (Appendix 2)
- If a written threat is received, protect the original document (plastic covering) to preserve fingerprints.

#### **At the evacuation site:**

- Account for all students and staff.
- Ensure that all have safely evacuated the school.
- Report any missing students or staff and any non-class students at your site.
- Remain at the evacuation site until an announcement is made that it is safe to reenter the building or proceed to a relocation site.

## **(ANNOUNCEMENT OF A SHELTER-IN-PLACE/NON-CREDIBLE THREAT)**

---

### **ANNOUNCEMENT**

Attention students, staff and visitors, this is a shelter in place. I repeat this is a shelter in place.

At that point administration will advise staff to check their emails. Administration will send an email telling staff of the threat and have staff check their surroundings for any suspicious items which may be out of place; such as a bag, box, etc. in the hallway or classroom which are typically not there.

Should any unusual item or device be identified, the staff will report this to the administration. The device should never be touched and no one should ever pass near the item. Upon the activation of the fire alarm or evacuation announcement, immediately evacuate the building. Ensure that rooms and floors are cleared.

**DO NOT** use cell phones or portable radios.

### **ENDING A BOMB THREAT ANNOUNCEMENT**

Attention students, staff, and visitors, **(specify incident/drill)** is now over. I repeat, **(specify incident/drill)** is now over. This is (Principal/designee), we will return to normal school activities.

This is to be followed by, "Passaic Public Schools will become one of the best school systems in New Jersey."

Then a second staff member will give the date and time to end the drill.

Always have a contingency plan for absences at the school from one of the drill/incident broadcasters.

## **(REPORTING PROCEDURES)**

---

The principal is to report a bomb scare to the Passaic Police 911. The Police Department will respond to the call and inspect the school premises. After calling the Passaic Police, the principal is to call the Assistant Superintendent of Schools (973) 470-5520 and the Coordinator of Security (973) 470-5207.

The principal and the police are to make an assessment on the credibility of the threat that will determine whether an evacuation or a shelter in place is to take place. Authorities will immediately search the building with custodians assisting in a visual search of all the areas on the property. Principal and police must check places where anything of this nature may be hidden. Only police or fire personnel are to engage any suspicious articles.

The school is not to be evacuated, nor are students to be sent out of the building, unless a search discloses something suspicious or a credible threat has been established.

### ***Exceptions would be:***

If the caller indicates a specific time (such as 10:30 a.m.), the principal should conduct a fire drill prior to the time designated by the caller, and keep students out of the building until police personnel give an "all clear."

The principal should initiate a fire drill immediately if a specific time is given by the caller that is critically close to the time the call is received.

A School Incident Report must be completed and submitted as per the instructions on Bulletin No. 3 (Appendix 3). In addition, a typed report (Appendix 2) is to be faxed (973-591-6959) or emailed to the Coordinator of Security on the same day as the bomb scare. Original reports are to be sent through interschool mail to be received the next day by the Coordinator of Security and the Assistant Superintendent of Schools.

## **FIRE ALARM/FIRE EMERGENCY** **(ADMINISTRATOR RESPONSIBILITIES)**

---

Activate the fire alarm if not ringing.

**EVACUATE** the building.

Direct staff to call (911) as the evacuation is in progress.

Ensure that designated personnel have:

- Cleared their respective floors and closed all doors.
- Accounted for all students and staff and determine that all have safely vacated the building.

Assess the alarm area.

- Allow emergency personnel to control the scene upon their arrival and make available:
- Fire alarm location and type of fire if known
- Knowledge and location of anyone remaining in the building
- Floor plans, maps, internal systems information
- Master key(s)

Ensure that buses in route to the school are redirected to the pre-designated alternate

location. Follow predetermined communication protocols to contact and advise:

- Superintendent
- Parents/guardians (if necessary)

## **FIRE ALARM/FIRE EMERGENCY** **(STAFF RESPONSIBILITIES)**

---

Upon the activation of the fire alarm, immediately evacuate the building.

Ensure that rooms and floors are cleared and doors are closed.

At the assigned drill location:

- Account for all students and staff
- Ensure that all have safely evacuated the school
- Report any missing students or staff and any non-class students at your site

Remain at the evacuation site until an announcement is made that it is safe to re-enter the building or proceed to a relocation site.

## **EVACUATION (ADMINISTRATOR RESPONSIBILITIES)**

---

If feasible, utilize fire drill procedures.

Direct staff to call (911) as the evacuation is in progress.

Ensure that designated staff have:

- Cleared their respective floors and closed all doors
- Accounted for all students and staff and determine that all have safely vacated the building
- Allow emergency personnel to control the scene upon their arrival and make available: Knowledge and location of anyone remaining in the building
- Floor plans, maps, internal systems information. Master key(s)

Ensure that school staff retain control and supervision of students.

Ensure that buses reroute to the school are redirected to pre-determined alternate location.

Follow predetermined communication protocols to contact and advise:

- Superintendent
- Parents/guardians (if necessary)



## **EVACUATION**

### **(STAFF RESPONSIBILITIES)**

---

Upon the activation of the fire alarm or evacuation announcement, immediately evacuate the building.

Ensure that rooms and floors are cleared and doors closed.

At the evacuation site:

- Retain control and supervision of students
- Account for all students and staff
- Ensure that all have safely evacuated the school
- Report any missing students or staff and any non-class students at your site

Remain at the evacuation site until an announcement is made that it is safe to reenter the building or proceed to a relocation/reunification site.

## **EVACUATION (ANNOUNCEMENT)**

---

### **ANNOUNCEMENT**

Attention (name of school), attention (name of school) ... At this time, we will go to our emergency evacuation location... I repeat go to your emergency evacuation location.

Our emergency evacuation location is \_\_\_\_\_

### **END OF EVACUATION ANNOUNCEMENT**

Attention students, staff, and visitors, (specify incident/drill) is now over. I repeat, (specify incident/drill) is now over. This is (Principal/designee), we will return to our normal school activities.

This is to be followed by, "Passaic Public Schools will become one of the best school systems in New Jersey."

Then a second staff member will give the date and time to end the drill.

Always have a contingency plan for absences at the school from one of the drill/incident broadcasters.

## EVACUATING TO OFF-SITE SHELTER

---

In the event it becomes necessary to evacuate the building the following should be adhered to:

- Notify Superintendent of Schools/state emergency or cause for evacuation
- Notify Passaic Police Department for police escort to offsite shelter
- Notify faculty and students of evacuation
- Teachers **MUST** have daily attendance cards/roll book
- Notify receiving school principal of your immediate arrival
- Receiving school principal make accommodations for arriving students
- School security and or non-teaching staff act as crossing guards to shelter area
- District automated call notification system will call parents and guardians
- Principal designee to remain in front of building for Passaic Police Department or Regional Fire & Rescue
- Notify bus companies to redirect to the pre-determined alternate location

## **REVERSE EVACUATION**

### **(ADMINISTRATOR RESPONSIBILITIES)**

---

Upon notification that an emergency situation exists outside the building initiate a **“Reverse Evacuation.”**

Students and staff who are outside the building should be moved indoors as quickly as possible and report to:

- Classrooms
- Designated safe areas

Direct staff to call (911). The caller should be prepared to:

- Describe the situation
- Indicate if perpetrator has been identified or isolated
- Describe any medical injuries

Ensure that staff have accounted for all students. Depending on the threat, be prepared to implement:

- Heightened Alert
- Lockdown
- Shelter-in-Place

Allow emergency personnel to control the scene upon their arrival. Ensure that all buses on route to the school are redirected to the pre-designated alternate location.

Follow predetermined communication protocols to contact and advise:

- Superintendent
- Parents/guardians (if necessary)

## REVERSE EVACUATION (STAFF RESPONSIBILITIES)

---

If assigned outdoors and a “**Reverse Evacuation**” is announced, immediately move students indoors as quickly as possible and report to:

- Classrooms
- Designated safe areas

Account for all students and be prepared to follow further instructions from the building administrator or emergency responders.

## **REVERSE EVACUATION (ANNOUNCEMENT)**

---

### **ANNOUNCEMENT**

Attention (name of school), attention (name of school). This is a Reverse Evacuation. At this time please go to your classroom. I repeat go to your classroom.

### **END OF DRILL ANNOUNCEMENT**

Attention students, staff, and visitors, (specify incident/drill) is now over. I repeat, (specify incident/drill) is now over. This is (Principal/designee), we will return to normal school activities.

This is to be followed by, "Passaic Public Schools will become one of the best school systems in New Jersey."

Then a second staff member will give the date and time to end the drill.

Always have a contingency plan for absences at the school from one of the drill/incident broadcasters.

## **LOCKDOWN**

### **(ADMINISTRATOR RESPONSIBILITIES)**

---

Communicate a “**Lockdown**” to staff and students using the school’s communications protocols.

Direct staff and students outside the building to move immediately to the evacuation assembly locations and be prepared to evacuate the school site, if necessary.

If possible, switch school notifications system to manual mode (e.g., bells).

If feasible and necessary, deactivate the fire alarm pull stations until the appropriate first responder arrives on the scene and assumes the role of incident commander. However, it is vital that all fire sensors are not disengaged during this process.

Direct staff to call (911). The caller should be prepared to:  
Describe the situation and reason for lockdown

Designate a staff member in the main office to monitor communication with classrooms and emergency personnel.

Designate a staff member to affix the Lockdown Sign (Appendix 5) to the front door.

Allow emergency personnel to control the scene upon their arrival. They will follow their set policies for a lockdown situation.

Staff will maintain control and supervision of students.

Ensure that all buses reroute to the school are redirected to the pre-designated alternate location. DO NOT check the building or attempt to assess the situation.

Follow predetermined communication protocols to contact and advise:  
Superintendent  
Parents/guardians (if necessary)

If a fire alarm goes off while in lockdown, assess the situation before evacuating the building. The alarm may have been set off by the intruder/shooter(s) and an evacuation may place building occupants in harm’s way. Reasons for evacuating a building when a fire alarm sounds during a lockdown may include:

- First-hand knowledge that there is a fire in the building
- A report of smoke or fire in the building from a reliable source
- Advice or an order from law enforcement, fire officials, or the incident commander

## **LOCKDOWN** **(STAFF RESPONSIBILITIES)**

---

*A “**Lockdown**” can be initiated by a building administrator. However, should a threat to the safety of the school community exist, anyone is able to put a building into a lockdown.*

Implement predetermined district approved lockdown procedures.

Ignore all bells and alarms unless otherwise notified by the building administrator or emergency responders.

Immediately secure all staff, students and visitors, including those from hallways, behind locked doors.

Instruct classroom occupants to get on the floor in a sitting or crouching position and stay away from windows and doors.

Keep classroom quiet and discourage the individual use of cell phones. Turn off lights and close window blinds/shades and use card system.

Do not permit anyone to leave the room until notified by the incident commander or emergency personnel.

Account for all staff, students and visitors and report any additional non-class students in the room and any missing students.

Everyone remains in **LOCKDOWN** mode until the situation is deemed safe and an announcement ending the lockdown is made by the building administrator or incident commander or occupants are evacuated by emergency personnel.

Ensure that all exterior windows and doors remain locked.

Ensure that no one is allowed in or out of building, except emergency personnel (Police/Fire).



## LOCKDOWN (ANNOUNCEMENTS)

---

### ANNOUNCEMENT

Attention staff. Please listen closely. This is a Lockdown! Please lock your classroom doors immediately. Lock windows. Move students away from windows.

All individuals must immediately move to the nearest supervised classroom or office where attendance will be taken.

**All staff and students outside of the building evacuate the building site.**

Staff should instruct all individuals in the halls to proceed to a secure location immediately. Students, staff, and visitors, please ignore all bells and alarms and remain in lockdown unless you are instructed differently by the building administrator, crisis team or authorities.

**Repeat! This is a Lockdown.**

### FOLLOW-UP ANNOUNCEMENT

Attention students, staff, and visitors, we are still under a **Lockdown**. We are updating you to keep you informed.

### ENDING A LOCKDOWN ANNOUNCEMENT

Attention students, staff, and visitors, (specify incident/drill) is now over. I repeat, (specify incident/drill) is now over. This is (Principal/designee), we will return to normal school activities.

This is to be followed by, "Passaic Public Schools will become one of the best school systems in New Jersey."

Then a second staff member will give the date and time to end the drill.

Always have a contingency plan for absences at the school from one of the drill/incident broadcasters.

## **SHELTER IN PLACE**

### **(ADMINISTRATOR RESPONSIBILITIES)**

---

Indicates that there is an emergency that requires students to be under strict supervision at all times and relocate to a designated area in the school or alternative evacuation site.

Communicate “**Shelter-in-Place**” to staff and students using the school’s communication protocols.

Crisis Team reports to their designated assembly area unless advised otherwise. If possible, switch school notification system to manual mode (e.g. bells).

Direct staff to call (911). The caller should be prepared to:

- Describe the situation
- Describe any medical injuries
- Ensure that designated personnel have: Locked all outside doors
- Closed all windows (including bathrooms and hallways)  
Taken attendance and listed any missing students or staff

Allow emergency personnel to take control of the scene upon their arrival. Ensure that all buses reroute to the school and are redirected to the pre-designated alternative site. Follow predetermined communication protocols to contact and advise:

- Superintendent
- Parents/guardians (if necessary)

If a fire alarm goes off while in shelter-in-place, assess the situation before evacuating the building. The alarm may have been set off by the intruder/shooter(s) and an evacuation may place building occupants in harm’s way.

Reasons for evacuating a building when a fire alarm sounds during a shelter-in-place may include:

- First-hand knowledge that there is a fire in the building
- A report of smoke or fire in the building from a reliable source
- Advice or an order from law enforcement, fire officials, or the incident commander

## **SHELTER IN PLACE** **(STAFF RESPONSIBILITIES)**

---

Indicates that there is an emergency that requires students to be under strict supervision at all times and relocate to a designated area in the school or alternative evacuation site.

A “**Shelter-In-Place**” is initiated by the building administrator.

Crisis Team reports to their designated assembly area unless advised otherwise. Implement predetermined district approved **Shelter-In-Place** procedures. Ignore all bells and alarms until notified by the incident commander.

Ensure that:

- All outside doors are locked
- All windows are closed

Account for all staff, students, and visitors and report any additional non-class students in the room and any missing students or staff.

Everyone remains in **Shelter-In-Place** mode until the situation is deemed safe and announcement ending the emergency is made by the building administrator or incident commander or occupants are evacuated by emergency personnel.

Students not allowed to switch classes during a shelter-in place. Ensure that all exterior windows and doors remain locked.

No one allowed in or out of building, except emergency personnel (Police/Fire).

As in any event, a shelter in place can be called for many different reasons. For an internal medical emergency and when EMT’s are in the building, then students should not move. If the shelter in place is due to bad weather, then students can transfer to classes. If it is a shelter in place due to a bomb threat, that the Principal or his/her designee has deemed non-credible, then no one should be in the hallway. If the shelter in place is due to external threat where law enforcement is looking for a suspect, then the outside window shades should be pulled down and instruction continues; however, if law enforcement believes that the suspect is near the school, the Principal may bring the students into an inside room, away from windows, such as an internal auditorium.

As you can see, a shelter in place can be called for many reasons. Administration should rely on law enforcement when making the decision whether to enter into a shelter in place, keeping in mind on constant; during a shelter in place, no one enters or leaves the building and a sign should be posted on the front door so visitors know they are not going to be let into the building.

## **SHELTER-IN-PLACE (ANNOUNCEMENTS)**

---

### **ANNOUNCEMENT**

Attention students, staff, and visitors, this is a **Shelter-In-Place**. I repeat this is a **Shelter-In- Place**.

All teachers, students, staff and visitors are to proceed to their current assigned classroom for student attendance.

All outside doors are to be locked.

All windows including bathrooms and hallways are to be closed.

All heating, ventilation and air conditioning units and bells are to be shut off.

Please await further instructions from the building administrator, crisis team, or authorities.

### **ENDING SHELTER-IN-PLACE ANNOUNCEMENT**

- Attention students, staff, and visitors, (specify incident/drill) is now over. I repeat, (specify incident/drill) is now over. This is (Principal/designee), we will return to normal school activities.
- This is to be followed by, "Passaic Public Schools will become one of the best school systems in New Jersey."
- Then a second staff member will give the date and time to end the drill. Always have a contingency plan for absences at the school from one of the drill/incident broadcasters.

## **HEIGHTENED ALERT** **(ADMINISTRATOR RESPONSIBILITIES)**

---

Indicates that there is an emergency that requires students to be under strict supervision at all times. It also indicates that a higher level of security, review or monitoring is taking place in the school community.

Secure the facility by locking all doors from the inside. (Do not chain any doors.)

Communicate “**Heightened Alert**” to staff and students using the school’s communication protocols.

If possible, switch school notification system to manual mode (e.g. Bells).

If necessary, direct the crisis team to report to the designated assembly area. Direct that students and staff remain in classrooms/offices or get to classrooms/offices as soon as possible.

Conduct classes and activities within the building in a normal manner

Ensure that designated personnel have taken attendance and listed any missing students or staff.

Remain in **Heightened Alert** status until the emergency has passed. Follow predetermined communication protocols to contact and advise:

- Superintendent
- Parents/guardians (if necessary)

If a fire alarm goes off while in heightened alert, assess the situation before evacuating the building. The alarm may have been set off by the intruder/shooter(s) and an evacuation may place building occupants in harm’s way. Reasons for evacuating a building when a fire alarm sounds during a lockdown may include:

- First-hand knowledge that there is a fire in the building
- A report of smoke or fire in the building from a reliable source
- Advice or an order from law enforcement, fire officials, or the incident commander

If a situation arises that requires evacuation of the facility, no one should leave the building (unless the danger is imminent) till emergency responders (fire fighters and police) arrive on the site for security purposes during the Heightened Alert Status.

## **HEIGHTENED ALERT** **(STAFF RESPONSIBILITIES)**

---

Indicates that there is an emergency that requires students to be under strict supervision at all times.

A “**Heightened Alert**” is initiated by the building administrator or Superintendent

Crisis Team reports to the designated assembly area.  
Ensure that all students and staff remain in classrooms/offices or get to classrooms/offices as quickly as possible.

Conduct classes and activities within the building in a normal manner

Ignore all bells and alarms unless notified otherwise by the building administrator.

Account for all staff, students and visitors and report any additional non-class students in the room and any missing students or staff.

Await further instructions from the building administrator or Crisis Team. Ensure that all exterior windows and doors remain locked.

Ensure that no one is allowed in or out of building, except emergency personnel (Police, Fire).

## CHEMICAL/BIOLOGICAL/RADIOACTIVE (ADMINISTRATOR RESPONSIBILITIES)

---

Evaluate the situation.

If it appears that the danger is within the school building, initiate the “**Evacuation**” procedures.

If it appears that the danger is outside of the school building, initiate a:

- Heightened Alert
- Shelter-In-Place or Lockdown

Determine if HVAC systems need to be on or off.

Follow predetermined communication protocols to contact and advise:

- Superintendent
- Parents/guardians (if necessary)

## **CHEMICAL/BIOLOGICAL/RADIOACTIVE (STAFF RESPONSIBILITIES)**

---

Upon notification by the building administrator, be prepared to follow one or more of the following procedures:

- Evacuation
- Reverse Evacuation
- Heightened Alert
- Shelter-In-Place
- Lockdown

Account for all students.

Be prepared to follow further instructions from the building administrator or emergency responders.



## **HOSTAGE SITUATION**

### **(ADMINISTRATOR RESPONSIBILITIES)**

---

Implement a “**LOCKDOWN.**” Communicate this to staff and students using the school’s communication protocols.

Direct staff and students who are outside the building to move immediately to the evacuation assembly locations and be prepared to evacuate the school site, if necessary.

If possible, switch school notification system to manual mode (e.g. bells). If feasible and necessary, deactivate fire alarm pull stations until the appropriate first responder arrives on the scene and assumes the role of Incident Commander. However, it is vital that all fire sensors are not disengaged during this process.

Direct staff to call (911). The caller should be prepared to:

- Describe the situation
- Indicate if perpetrator has been identified or isolated
- Describe any medical injuries

Designate a staff member in the main office to monitor communication with classrooms and emergency personnel.

Allow emergency personnel to control the scene upon their arrival. They will follow their set policies for a hostage situation.

**DO NOT** check the building or attempt to assess the situation. Avoid confrontation with the intruder before police arrive and **DO NOT** threaten or attempt to disarm the intruder.

Follow predetermined communication protocols to contact and advise:

- Superintendent
- Parents/guardians (if necessary)

If a fire alarm goes off while in lockdown, assess the situation before evacuating the building. The alarm may have been set off by the intruder/shooter(s) and an evacuation may place building occupants in harm’s way. Reasons for evacuating a building when a fire alarm sounds during a lockdown may include:

- First-hand knowledge that there is a fire in the building
- A report of smoke or fire in the building from a reliable source
- Advice or an order from law enforcement, fire officials, or the incident commander

## **HOSTAGE SITUATION (STAFF RESPONSIBILITIES)**

---

*A “**Lockdown**” can be initiated by a building administrator. However, should a threat to the safety of the school community exist, anyone is able to put a building into a lockdown.*

Implement predetermined district approved lockdown procedures.

Ignore all bells and alarms unless otherwise notified by the building administrator or emergency responders.

Immediately secure all staff, students and visitors, including those from hallways, behind locked doors.

Instruct classroom occupants to get on the floor in a sitting or crouching position and stay away from windows and doors.

Keep classroom quiet and discourage the individual use of cell phones.

Turn off lights, close window blinds/shades and use card system (Red/Green).

Do not permit anyone to leave the room until notified by the incident commander or emergency personnel.

Account for all staff, students and visitors and report any additional non-class students in the room and any missing students.

Everyone remains in **LOCKDOWN** mode until the situation is deemed safe and an announcement ending the lockdown is made by the building administrator or incident commander or occupants are evacuated by emergency personnel.

Ensure that all exterior windows and doors remain locked.

Ensure that no one is allowed in or out of building, except emergency personnel (Police/Fire).

If an intruder enters the classroom, use a predetermined code or procedure to communicate when the office calls for a status check.

**DO NOT** check the building or attempt to assess the situation. Avoid confrontation with the intruder before police arrive and **DO NOT** threaten or attempt to disarm the intruder.

## HOSTAGE SITUATION (ANNOUNCEMENTS)

---

### ANNOUNCEMENT

Attention staff. Please listen closely. This is a Lockdown! Please lock your classroom doors immediately. Lock windows. Move students away from windows.

All individuals must immediately move to the nearest supervised classroom or office where attendance will be taken.

**All staff and students outside of the building evacuate the building site.**

Staff should instruct all individuals in the halls to proceed to a secure location immediately. Students, staff, and visitors, please ignore all bells and alarms and remain in lockdown unless you are instructed differently by the building administrator, crisis team or authorities.

**Repeat! This is a Lockdown.**

### FOLLOW-UP ANNOUNCEMENT

Attention students, staff, and visitors, we are still under a **Lockdown**. We are updating you to keep you informed.

### ENDING HOSTAGE SITUATION ANNOUNCEMENT

Attention students, staff, and visitors, (specify incident/drill) is now over. I repeat, (specify incident/drill) is now over. This is (Principal/designee), we will return to normal school activities.

This is to be followed by, "Passaic Public Schools will become one of the best school systems in New Jersey."

Then a second staff member will give the date and time to end the drill.

Always have a contingency plan for absences at the school from one of the drill/incident broadcasters.

## **WEATHER RELATED SITUATION (ADMINISTRATOR RESPONSIBILITIES)**

---

If weather becomes inclement when schools are in session, designate a staff member to monitor weather bulletins on the internet, television, or radio.

Superintendent will determine the opening/closing of schools; delayed opening or early dismissal; or the cancellation of programs.

Follow any weather-related instructions issued by the district or local authorities. In the case of high winds, move all students from outside areas, buses, etc. into the main building.

Ensure that students are kept away from exterior windows.

If a tornado warning is issued, move all students and staff to the interior hallways of the lowest floor of the school building.

In the event of heavy snow, ensure that all students are warmly dressed before leaving school and that they understand that they are to go directly home from school or from their bus stop.

Follow predetermined communication protocols to contact and advise:

- Assistant Superintendent of Schools
- Parents/guardians (if necessary)

## **WEATHER RELATED SITUATION (STAFF RESPONSIBILITIES)**

---

Follow instructions issued by the building administrator.

In the case of high winds, all students from outside areas, buses, etc. will be moved into the main building.

Keep students away from exterior windows.

If a tornado warning is issued, all students will be moved to the interior hallways of the lowest floor of the school building.

In the event of heavy snow, ensure that all students are warmly dressed before leaving school and that they understand they are to go directly home from school or their bus stops

## **MEDICAL EMERGENCY**

### **(ADMINISTRATOR RESPONSIBILITIES)**

---

Medical accidents and emergencies can occur at any time and may involve a student or staff member. Some emergencies may only need first aid care, while others may require immediate medical attention. **This is not a First Aid Manual.** When in doubt, dial (911). Medical emergencies involving any student or employee must be reported to the Principal/Site Administrator.

#### **Administrator Actions:**

1. Notify Nurse if available.
2. Assess the victim (ABC) Airway, Breathing, Circulation. Call (911) and provide the following:
  - a. School name, address including nearest cross street, and fastest way for ambulance to reach the building.
  - b. Exact location within the building
  - c. Nature of the emergency and how it occurred
  - d. Approximate age of injured person
  - e. Caller's name and phone number
  - f. **Do not hang up until advised to do so by the dispatcher**
3. Assign a staff member to meet rescue service and show medical responder where the injured person is.
4. Contact and advise the Office of the Assistant Superintendent of Schools
5. Assemble emergency care and contact information of victim.
6. Monitor medical status of victim, even if he or she is transported to the hospital.
7. Assign a staff member to remain with the individual, even if he or she is transported to the hospital.
8. Notify parents or guardian if the victim is a student. Describe the type of illness or injury, medical care being administered, and location where student has been transported.
9. Advise staff of situation (when appropriate). Follow-up with parent/guardian.

#### **Caution Alert**

- If a victim is seriously injured or ill, immediately call (911)
- Do not move the victim unless absolutely necessary, especially if there is the possibility of a head, neck or back injury
- Do not give an unresponsive person anything to drink or eat.

#### **Action Checklist in case of Emergency**

- Try to identify the nature of the medical emergency and call (911).
- Wear personal protective equipment such as disposable gloves, facemask, eye goggle, if available.
- Wash hands thoroughly before and after administering first aid.
- If the victim is not alert, remember to check the circulation, airway, and breathing.
- Stay calm and try to keep the victim calm.
- Check to see if the victim is wearing a medical alert tag on the wrist or around the neck.

## **MEDICAL EMERGENCY** **(STAFF RESPONSIBILITIES)**

---

Medical accidents and emergencies can occur at any time and may involve a student or staff member. Some emergencies may only need first aid care, while others may require immediate medical attention. **This is not a First Aid Manual.** When in doubt, dial (911). Medical emergencies involving any student or employee must be reported to the Principal/Site Administrator.

1. Assess the scene to determine what assistance is needed. Direct students away from the scene of the emergency.
2. Notify Principal/Site Administrator.
3. Stay calm. Keep individual warm with a coat or a blanket.
4. Ask school nurse to begin first aid until paramedics arrive. Do not move the individual unless there is danger of further injury.
5. Do not give the individual anything to eat or drink.

## PREPARATION FOR MEDICAL EMERGENCIES

---

Keep a basic "First Aid Kit" in a location that is easy to access. The kit should include:

- Non-Latex gloves
- Band-Aids
- Adhesive bandages
- Sterile gauze roll and pads
- Medical scissors
- Tape
- Tweezers
- Antiseptic ointment
- Aspirin/pain reliever
- Alcohol
- Hydrogen peroxide
- Soap or hand sanitizing gel
- Water
- Cotton balls
- Moist towels
- Instant cold pack



## **WEAPON (ADMINISTRATOR RESPONSIBILITIES)**

---

Possession of a weapon on school property is a crime. Police officers are trained to deal with this dangerous situation and are best suited to control this type of crisis. The safety of students and staff is the first priority. Apprehension of violators, arrest, and weapon recovery is second. Consider all reports (rumor) of any weapon activity as factual information.

1. Immediately notify principal or designee
2. Principal/Designee will immediately inform the Police (911)
3. Avoid confrontation. Allow suspect to leave the building if attempting to flee.
4. When Police arrive, the Principal/designee and the Police will escort the student to the Principal's office unless the situation mandates other actions.
5. Police will conduct any necessary search.
6. Questioning of student shall be carried out in the presence of the Principal/designee in accordance with the law. If student is a minor, have parent/guardian present.
7. Principal/designee shall inform the Assistant Superintendent of Schools of the event and the actions taken.
8. All media inquiries will be directed to the Office of the Superintendent.

## **WEAPON (STAFF RESPONSIBILITIES)**

---

1. **Remain calm.** Take immediate action to prevent casualties. Isolate the suspect and/or area. Move others to a safe area to protect them from danger.
2. Alert the Principal/site administrator.
3. Make no effort to intervene. Allow a law enforcement officer to take possession of the weapon.
4. Provide first aid for victims if needed.
5. Assist Police officers – provide identity, location and description of individual and weapons.

## WEAPON FOUND ON PROPERTY

---

A weapon on school property is a crime. A weapon found on school property is evidence. If a weapon is found on school property take the following action:

1. **DO NOT** handle unless necessary.
2. If necessary to handle, do so with care, always wear rubber gloves or use a cloth to touch.
3. Block student traffic from the weapon and cover (cloth & wastebasket).
4. Have a staff member stand guard until arrival of the police.
5. Notify Principal/designee.
6. Principal/designee should contact the police by calling 911.
7. Cover the weapon from view of the public (cloth, wastebasket, box, etc.).
8. Principal/designee should assign someone to meet police to lead to weapon location.
9. Principal/designee should contact Assistant Superintendent of Schools and inform of the situation.
10. Principal/designee to complete an incident report (Appendix 3).

## STUDENT HAS A WEAPON

---

### STUDENT HAS A WEAPON (VISIBLE THREAT)

Possession of a weapon on school property is a crime. Police officers are trained to deal with this dangerous situation and are best suited to control this type of crisis. The safety of students and staff is first priority. Apprehension of violators, arrest, and weapon recovery is second. Consider all reports of any weapon activity as factual information.

1. Immediately notify principal or building administrator.
2. Principal or building administrator will call police (radio for SRO or call (911)).
3. Principal or building administrator notifies staff of "Lockdown."
4. Avoid confrontation; allow student to leave building if attempting to flee.
5. When police apprehend subject, the officer and principal will escort student to the Principal's Office, unless the situation mandates other actions.
6. Weapon will be secured by the police, or search for the weapon will be done by the police.
7. Questioning of student will be carried out in the presence of the principal in accordance with Law.
8. Principal will notify Assistant Superintendent of Schools Office.
9. All media inquiries are to be directed to the Office of the Superintendent.
10. After any ***major*** incidents, the principal or building administrator should prepare a letter, and send it to all parents of the school. The letter should address the incident that occurred and the steps that were taken to keep the students in a safe learning environment. The letter is to be completed in coordination with the Assistant Superintendent of Schools.

## ALYSSA'S LAW

---

### PANIC ALARM

Each School building is equipped with at least one Alyssa's Law panic alarm. This alarm is to be activated when an active shooter or equivalent is inside or a direct threat to staff and students. Any staff member or student can activate the alarm, which is a silent notification to the Police Department advising them of the threat and location.

In the event that the alarm is activated, a **LOCKDOWN** still needs to be initiated via the intercom advising all staff and students to go into **LOCKDOWN**. The Alyssa's law panic alarm sole purpose is to provide a silent notification to the Police Department.

APPENDIX 1

**School Name** \_\_\_\_\_ **Passaic Public Schools**

***School Level Crisis Plan***

***These sheets must be maintained as part of the District Crisis Plan and updated whenever necessary. A copy of the Facility Level Crisis Plan for your school should be distributed to all team members in your school/facility and should be included in substitute folders. A copy of this plan needs to be provided to the Chief of Operations to be kept as part of the District Crisis Plan.***

SCHOOL/FACILITY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PRINCIPAL \_\_\_\_\_

ASST. PRINCIPAL \_\_\_\_\_

ASST. PRINCIPAL \_\_\_\_\_

PHONE MAIN OFFICE \_\_\_\_\_

CRISIS KIT LOCATION(S) \_\_\_\_\_

NUMBER OF STUDENTS \_\_\_\_\_

TOTAL NUMBER OF STAFF \_\_\_\_\_

NUMBER OF CUSTODIAL \_\_\_\_\_

NUMBER OF SECURITY \_\_\_\_\_

SUBMITTAL DATE OF PLAN \_\_\_\_\_

# Passaic Public Schools

## *School Level Crisis Plan*

APPENDIX 1

### INITIAL RESPONSE

School personnel will normally take charge and remain in charge of any emergency until it is resolved. If the situation warrants, they will transfer command and incident management to the appropriate emergency responder agency with legal authority to assume responsibility.

They will seek guidance

and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate. **However, at no time will school officials transfer responsibility for student care.**

The Principal/Administrator will be responsible for activating the school emergency operations plan and the initial response which may include:

- **Evacuation** – When conditions are safer outside than inside a building. Requires all staff and students to leave the building immediately. Students will be relocated to an evacuation assembly area.
- **Reverse Evacuation** – When conditions are safer inside a building than outside. Requires all staff and student to go to safe places in the building from outside the building.
- **Lockdown** – When a person or situation presents an immediate threat to students and staff in the building. All exterior doors and classroom doors are locked and students and staff stay in their offices, work areas and classrooms.
- **Shelter-in-Place** – When conditions are safer inside the building than outside. For severe weather sheltering, students and staff are held in the building safe areas and interior rooms or basement away from windows. For hazardous material release outdoors with toxic vapors, students and staff are to remain in classrooms, or shelter-in-place location(s), with windows and doors closed off to outside air and all ventilation systems shut off. Limited movement is allowed.
- **Heightened Alert** – All students will be accounted for and remain under strict supervision inside classrooms. The School crisis team reports to designated assembly area to address situation or threat

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

APPENDIX 1

# Passaic Public Schools School Level Crisis Plan

## NOTIFICATION PROCEDURES

**9-1-1 for Emergency - District contact information is located in District Crisis Plan**

In case of an emergency at any district facility that requires IMMEDIATE EMERGENCY RESPONSE first call 9-1-1 to activate local emergency responders

After first responders are called, the Principal should call the Superintendent's office 973- 470-5500 ext. 5201. Information should include the nature of the incident and the impact on the facility, students, and staff.

If there is a threat or situation which does not warrant immediate emergency response, the Superintendent shall be called (973-470-5500 ext. 5201) and provided the nature of and all facts pertaining to the situation so a determination of how to proceed can be made.

In the event of a fire, any one discovering the fire shall activate the building fire alarm system. Unless there is a lock down incident or a shelter in place incident in progress, the building shall be evacuated. In the event that a lock down or shelter-in-place incident is in progress, the evacuation order shall be made in conjunction with the fire department or if harm from fire is the most immediate concern, then evacuation shall be limited to the area immediately in danger from the fire.

In the event the district is in receipt of information, such as a weather warning that may affect a school(s) within the district, the information shall be provided to the District Superintendent.

## SCHOOL/FACILITY CRISIS INCIDENT COMMANDER - CHAIN OF COMMAND

(Crisis Incident Commander is Principal or Administrator)

NAME

POSITION

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

## SCHOOL/FACILITY CRISIS COMMAND POST

The post is a location/room from which the School Crisis Team will operate during the emergency/crisis.

**Inside Building Command Post Location:** (primary location) \_\_\_\_\_ (i.e., main office, workroom, principal's office) (alternate location) \_\_\_\_\_

**Outside Building Command Post Location:** (primary location) \_\_\_\_\_ (i.e., parking lot, athletic field, stadium) (alternate location) \_\_\_\_\_



**SCHOOL NAME** \_\_\_\_\_ **CRISIS TEAM** APPENDIX 1

**NAME**

**POSITION IN BUILDING**

\_\_\_\_\_

Principal \_\_\_\_\_

\_\_\_\_\_

Assistant Principal \_\_\_\_\_

\_\_\_\_\_

Assistant Principal \_\_\_\_\_

\_\_\_\_\_

Assistant Principal \_\_\_\_\_

\_\_\_\_\_

Secretary \_\_\_\_\_

\_\_\_\_\_

Parent Liaison \_\_\_\_\_

\_\_\_\_\_

Guidance Counselor \_\_\_\_\_

\_\_\_\_\_

Head Custodian \_\_\_\_\_

\_\_\_\_\_

Security Aide \_\_\_\_\_

\_\_\_\_\_

Security Aide \_\_\_\_\_

\_\_\_\_\_

Social Worker \_\_\_\_\_

\_\_\_\_\_

Nurse \_\_\_\_\_

\_\_\_\_\_

Nurse \_\_\_\_\_

\_\_\_\_\_

(Title) Teacher \_\_\_\_\_

\_\_\_\_\_

(Title) Teacher \_\_\_\_\_

\_\_\_\_\_

(Title) Teacher \_\_\_\_\_

\_\_\_\_\_

(Title) Teacher \_\_\_\_\_

\_\_\_\_\_

(Title) Teacher \_\_\_\_\_

\_\_\_\_\_

(Title) Teacher \_\_\_\_\_

\_\_\_\_\_

(Title) Teacher \_\_\_\_\_

# Passaic Public Schools

## School Level Crisis Plan

APPENDIX 1

**SCHOOL NAME** \_\_\_\_\_ **CRISIS TEAM**

The building crisis team members will assist the incident commander (principal/director) in the mitigation and/or resolution of an emergency/crisis. The crisis incident commander is responsible for activating the crisis team in the event of a crisis. The duties and assignments of the crisis team members are organized below. Each school building is required to identify a primary and back-up member who will be assigned the duties/responsibilities listed when responding to an emergency/crisis. **Crisis team members may be assigned multiple assignments in order to meet the back-up requirements.**

Crisis Team Assignment	Name of Member/Alternate	Responsibilities
Crisis Incident commander (Principal/Director)	1. 2.	Activates school/facility crisis team, organizes and directs by establishing objectives, assigning duties, ensuring documentation and developing and implementing all decisions related to the crisis.
Crisis Team Coordinator	1. 2.	Assists the incident commander and coordinates the response and assignments of the crisis team.
Transportation Coordinator	1. 2.	Works closely with the incident commander and coordinates transportation needs.
Crisis Team Recorder	1. 2.	Make notes of the sequence of events, i.e., assignments, telephone calls, directives, questions, names, times, actions taken, arrivals, and departures.
Parent Reunification/Information Coordinator	1. 2. 3.	Develops protocol, manages release of students to parents and ensures parents receive accurate info.
Check evacuation sites before evacuation	1. 2.	Checks the evacuation route and area in advance. Calls designated site to inform them of evacuation and impending arrival.

Crisis Team Assignment	Name of Member/Alternate	Responsibilities
Bring medical information and medications	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol>	Brings medical information and needed medications to the crisis command post or evacuation site.
Bring Crisis Go Kit with updated emergency phone numbers for students and team members	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>	Brings Crisis Kit with updated information to command post, evacuation site, or Shelter-in Place site.
Accompany students and team members to the hospital	Non-homeroom staff members	Accompany students/staff to the hospital when transported by ambulance. Keep incident commander informed.
*Assess mental health needs of students/team members *Must be Mental Health staff.	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>	Make initial assessment of the psychological needs of students/team members during and immediately after crisis.
Check outdoor play areas for students/staff	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol>	Responsible for surveying the outdoor areas for students/team members.
Check restrooms for students/staff	Base  1 <sup>st</sup> Floor  2 <sup>nd</sup> Floor  3 <sup>rd</sup> Floor	Responsible for checking restrooms for students and staff prior to locking down or exiting building as appropriate.
Assist students/staff with special needs	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>	Accompany those who require physical assistance to a safe location.

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

APPENDIX 1

**SHELTER-IN-PLACE SITES**

Site 1 \_\_\_\_\_

Site 2 \_\_\_\_\_

**EVACUATION PROCEDURES**

**Evacuation/Relocation Sites:**

List 2 relocation sites (out of the building) such as parking lots, stadiums, nearby park or building. At least 1 site facility must be indoors such as another school or a nearby building.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE NO.</u>
Site 1 _____	_____	_____
Site 1 _____	_____	_____

**IMPORTANT:** In the event of a bomb threat, all students and staff must be evacuated 1000 feet from the school building. In the event of a fire evacuation, all staff and students must remain at least 50 feet from the school building.

**Students/Staff Needing Special Assistance:**

A list of students/staff needing special assistance in the event of a building-wide evacuation:

<u>Name/Room No. or Schedule</u>	<u>Type of Assistance Required</u> (i.e. wheelchair, hearing-impaired)
_____	To be accompanied by _____ To
_____	be accompanied by _____ To
_____	be accompanied by _____ To
_____	be accompanied by _____

Staging area, if needed: \_\_\_\_\_

<b>Parent/Child Reunification Sites</b> (Location/Address/Phone)	
<b>On Site:</b> (i.e., flagpole, playground, parking lot, inside the school)	
<b>Off Site:</b> (i.e., nearby church, parking lot, other open area or facility.)	

**PARENT/CHILD REUNIFICATION SITES:** (must be separate from student evacuation locations)

# Passaic Public Schools

## *School Level Crisis Plan*

APPENDIX 1

### COMMUNICATIONS

Information that is important to disseminate to parents, community, staff or other stakeholders will be sent via the message alert system and posted on the district website.

### MEDIA

Superintendent, Assistant Superintendent of Schools or District's Public Information Officer (Chief of Operations) is the only person who will speak with the media after consultation with the Superintendent of Schools. Administrator should direct media to one designated location (away from students and staff) where they can await official news briefings from the district.

### CRIME SCENE PRESERVATION

After an incident has occurred (shooting, fire, explosion, etc.), all physical evidence in the area will be considered part of a crime scene for investigation by various law enforcement agencies. It is imperative that physical evidence not be altered or touched until they arrive. The school principal/building administrator will designate a security staff member to remain at the crime scene until the police arrive.

### MENTAL HEALTH PROCEDURES

In the event of a traumatic loss event, the building based Mental Health Crisis Team is notified by the Administrator in charge and together an assessment of the situation is made. The lead person for the District Wide Mental Health Crisis Team (DWMHCT) is notified and, in consultation with the building based Mental Health Crisis Team and administration, it is determined if additional mental health staff is required to provide psychological first aid services in the building. The nature of the crisis and the needs of the building will determine how many members of the DWMHCT will be deployed. The lead person will always be available to provide direct services or on-site consultation. The goal is to stabilize the situation, provide psychological first aid and ensure a return to usual functioning.

### DEBRIEFING

All personnel involved in any way with the incident will meet to debrief within 24 hours of the incident

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

APPENDIX 1

**Passaic Public Schools**  
***School Level Crisis Plan***

**STAFF TRAINING ON EMERGENCY PLANNING CHECKLIST:**

*(Check each item when completed)*

\_\_\_\_\_ Procedures to be followed during a crisis/emergency were reviewed with all staff at the beginning of the school year.

Date of meeting: \_\_\_\_\_

\_\_\_\_\_ Critical Incident Response video has been viewed by all staff. Date \_\_\_\_\_

\_\_\_\_\_ A copy of the school/facility level crisis plan has been distributed to all staff.

\_\_\_\_\_ School Security Drill wall chart containing drill instructions has been securely posted near the door in every room in each school/building where it is clearly visible.

\_\_\_\_\_ The Principal/Administrator has informed staff to place a copy of the plan in substitute folders.

\_\_\_\_\_ School Security drills will be conducted monthly and forms will be submitted online and faxed to designated administrators

\_\_\_\_\_ Fire Drills will be conducted monthly and forms will be submitted via fax

\_\_\_\_\_ Staff were informed that the school Crisis Team is to report to the principal in the following room/office in the event of emergency and/or disaster:

**Site 1 Primary Site:** \_\_\_\_\_

**Site 2 Alternate Inside Site:** \_\_\_\_\_

**Site 3 Alternate Outside Site** \_\_\_\_\_

\_\_\_\_\_ School/Facility has secured permission of the evacuation/relocation site(s).

\_\_\_\_\_ Parents have been informed whom they can call and where to go for information in the event of an emergency. Relocation Site

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

APPENDIX 1

**Passaic Public Schools**  
***School Level Crisis Plan***

**Crisis “Go Kit”—Location(s)**

- **In Main Office**
- **Security Office**

**First Aid Equipment Location(s):**

- **Nurse’s Office**
- **Main Office**
- **Security Desk**

**Fire Alarm Boxes—Locations:**

<b>Ground Floor</b>	• <b>See attached list and floor plan</b>
<b>Floor #</b>	• <b>See attached list and floor plan</b>
<b>Floor #</b>	• <b>See attached list and floor plan</b>
<b>Floor #</b>	• <b>See attached list and floor plan</b>
<b>Floor #</b>	• <b>See attached list and floor plan</b>

**Fire Extinguishers—Locations:**

<b>Ground Floor</b>	• <b>See attached list and floor plan</b>
<b>Floor #</b>	• <b>See attached list and floor plan</b>
<b>Floor #</b>	• <b>See attached list and floor plan</b>
<b>Floor #</b>	• <b>See attached list and floor plan</b>
<b>OUTSIDE</b>	• <b>See attached list and floor plan</b>

**Hazardous Materials Storage Locations:**

Science chemicals are located on \_\_\_\_\_ floor storage closet  
Room \_\_\_\_\_

Janitorial cleaning supplies located on \_\_\_\_\_ floor storage closet  
Room \_\_\_\_\_

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

APPENDIX 1

**Passaic Public Schools**  
*School Level Crisis Plan*

**Locations of Utility Shut-off Valves, Gas/Power Lines, Water Input:**

Heating controls, air conditioning controls, and other shut-off valves are located:

---

---

Shut-off for water is located:

---

---

Gas shut-off valves are located:

---

---

Main electric breaker:

---

---





**Bulletin No. 20  
Procedure Concerning Bomb Scares**

**BOMB THREAT REPORT FORM**

Time and date reported: \_\_\_\_\_

How reported: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Questions to ask:

1. Where is the bomb right now? \_\_\_\_\_
2. What time will the bomb go off? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. Why did you place the bomb? \_\_\_\_\_
6. Where are you calling from? \_\_\_\_\_
7. Who are you? What's your name? \_\_\_\_\_

Description of caller's voice:

Male \_\_\_\_\_ Female \_\_\_\_\_ Young \_\_\_\_\_ Middle-Aged \_\_\_\_\_ Old \_\_\_\_\_

Tone of voice: Serious \_\_\_\_\_ Joking \_\_\_\_\_ Giggling or laughing \_\_\_\_\_

Sounds tense \_\_\_\_\_ Sounded very sure \_\_\_\_\_ Sounded unsure \_\_\_\_\_

Had an accent: \_\_\_\_\_ If so, what accent? \_\_\_\_\_

Was there any background noise?

\_\_\_\_\_

Other voice characteristics:

\_\_\_\_\_

\_\_\_\_\_

Time caller hung up? \_\_\_\_\_ Action taken: \_\_\_\_\_

Name, title, address, telephone number of recipients:

\_\_\_\_\_

\_\_\_\_\_

Action taken by recipient:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### Bulletin No. 3 Procedures for Reporting School Incidents

The procedure for reporting incidents occurring in the schools is as follows:

- a. A telephone call must be made **immediately** to the Assistant Superintendent for Schools, extension 5520. In the event you cannot reach someone at this extension, please call the Office of the Superintendent at extension 5201. Do not leave a voice message.
- b. A typed School Incident Report (Exhibit 1), listing all the specifics, addressed to the Assistant Superintendent of Schools, must be scanned and emailed to [jtruppo@passaicschools.org](mailto:jtruppo@passaicschools.org) and [sfigueroa@passaicschools.org](mailto:sfigueroa@passaicschools.org) on the day the incident occurs. Originals, may be sent through interschool mail to be received in the Office of the Assistant Superintendent of Schools the following morning. Where appropriate, a Student Safety Data System Incident Report Form must be submitted online.
- c. If the incident involves a district employee, [mfrias@passaicschools.org](mailto:mfrias@passaicschools.org) should be copied on the email containing the School Incident Report (Exhibit 1).
- d. If the incident involves a district employee, and there is a need to initiate a HIB investigation, [mfrias@passaicschools.org](mailto:mfrias@passaicschools.org) and [colon@passaicschools.org](mailto:colon@passaicschools.org) should be copied on the email containing the School Incident Report (Exhibit 1).
- e. If the principal or a school staff member needs assistance in making a determination pertaining to an incident, he/she is directed to secure this information directly from the Assistant Superintendent of Schools.

In the event of a school bus accident, the parents of the children who were on the bus will be notified by the Department of Transportation as per Bulletin No. 4 (Procedure for Reporting School Bus Accident).

Thank you.

Dr. Sandra Montañez-Diodonet

Superintendent of Schools



**Bulletin No. 3  
Incident Report**

**Date:** \_\_\_\_\_  
**To:** Jeffrey Truppo, Assistant Superintendent of Schools  
**Copy:** Sandra Figueroa, Senior Administrative Assistant  
**From:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**DATE & TIME OF PHONE CALL TO ASSISTANT SUPERINTENDENT:**  
*(If a Staff member is involved, a call should also be placed to the Division of Human Resources.)*

**SPOKE WITH:**

**SCHOOL(S) WHERE INCIDENT TOOK PLACE:**

**LOCATION OF INCIDENT (describe):**

- Inside Building
- Near School Grounds
- On School Bus
- On School Grounds
- Other:

**DATE AND TIME OF INCIDENT** \_\_\_\_\_

**TYPE OF INCIDENT**

<input type="radio"/> Abused or Neglected Child	<input type="radio"/> Fire	<input type="radio"/> Overt Gang activity/fight
<input type="radio"/> After School Incident	<input type="radio"/> Health Related issue	<input type="radio"/> School closing/early dismissal
<input type="radio"/> Arrest of Student/Staff	<input type="radio"/> Internet Site Incident	<input type="radio"/> Sexual Misconduct
<input type="radio"/> Bomb Threat	<input type="radio"/> Intruder in School/on School Grounds	<input type="radio"/> Vehicle Accident
<input type="radio"/> Chemical Threat/Release	<input type="radio"/> Lockdown	<input type="radio"/> Other (describe):
<input type="radio"/> Contraband found	<input type="radio"/> Missing Child/Student	



**Bulletin No. 3  
Description of Incidents:**

**INITIAL ACTION TAKEN BY SCHOOL:** (Check all that apply)

Action	Time initiated	Time completed
<input type="checkbox"/> Evacuation		
<input type="checkbox"/> Lockdown		
<input type="checkbox"/> Reverse Evacuation		
<input type="checkbox"/> Shelter-in-Place		
<input type="checkbox"/> Other (describe):		

**EMERGENCY RESPONDER NOTIFIED:**

<input type="checkbox"/> DCPP (formerly DYFS)	<input type="checkbox"/> Health Dept.
<input type="checkbox"/> Fire	<input type="checkbox"/> Police
<input type="checkbox"/> First aid/EMT	<input type="checkbox"/> Other (describe):

**WERE OTHER SCHOOLS IN VICINITY CONTACTED?**

- Yes (List schools)
- No

**ACTION TAKEN BY EMERGENCY RESPONDERS:**

<input type="checkbox"/> Investigation (i.e. public health, criminal)	<input type="checkbox"/> Treat/Transport by Medical Facility
<input type="checkbox"/> Phone consultation	<input type="checkbox"/> No action taken
<input type="checkbox"/> Search/sweep of building & grounds	<input type="checkbox"/> Other:

**COMMUNICATION WITH EMERGENCY RESPONDERS:**

Agency:	Spoke to:	Directives:

**RESULTS OF ACTIONS:**

- |   |  |
|---|--|
| <input type="checkbox"/> Cancellation of school day | <input type="checkbox"/> Delayed Opening   |
| <input type="checkbox"/> Early Dismissal            | <input type="checkbox"/> Relocation        |
| <input type="checkbox"/> Restricted access          | <input type="checkbox"/> Other (describe): |



**Bulletin No. 3**

**WAS A STAFF MEMBER INVOLVED?**    Yes    No

Staff Member Name(s)	Assignment:

Is HIB investigation to be initiated?	<input type="radio"/> Yes – <i>Follow Bulletin No. 10</i>
	<input type="radio"/> No

Suspected abused, or neglected child?	<input type="radio"/> Yes – <i>Follow Bulletin No. 6 and attach its Exhibit 1 to this report</i>
	<input type="radio"/> No

**NOTIFICATION OF PARENTS/GUARDIANS:**

Coordinate notification of parents/guardians with the Assistant Superintendent of Schools.

- Written correspondence sent home (provide signed copy)
- Phone call (provide time & date):

APPENDIX 4

## Student Safety Data System (SSDS)

**THIS DOCUMENT IS SUBMITTED ONLINE:**

[https://homerom4.doe.state.nj.us/ssds/doc/Incident\\_Report\\_Form.pdf](https://homerom4.doe.state.nj.us/ssds/doc/Incident_Report_Form.pdf)

Reset Form
System assigned incident # \_\_\_\_\_

**Student Safety Data System (SSDS) Incident Report Form 2019-2020**

### Incident Information

School _____		
Incident date ____/____/____ (mm/dd/yyyy)		
Incident description _____		
Incident Type (multiple incident types may be selected for a single incident)		
<input type="checkbox"/> Arson	<input type="checkbox"/> Fight	<input type="checkbox"/> Sexual Contact
<input type="checkbox"/> Assault	<input type="checkbox"/> HIB Alleged	<input type="checkbox"/> Sexual Assault
<input type="checkbox"/> Computer Trespass	<input type="checkbox"/> HIB Confirmed	<input type="checkbox"/> Trespass
<input type="checkbox"/> Damage to Property	<input type="checkbox"/> Kidnapping	<input type="checkbox"/> Theft (>\$10)
<input type="checkbox"/> False Public Alarm	<input type="checkbox"/> Robbery/Extortion	
<input type="checkbox"/> Threat, Simple	<input type="checkbox"/> Substance suspected/refused exam	
<input type="checkbox"/> Threat, Criminal <span style="float: right;">select type →</span>	<input type="checkbox"/> Aggravated Assault	<input type="checkbox"/> Homicide <input type="checkbox"/> Sexual Assault
	<input type="checkbox"/> Arson	<input type="checkbox"/> Kidnapping
<input type="checkbox"/> Substance Use Confirmed <span style="float: right;">select type →</span>	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Heroin
	<input type="checkbox"/> Anabolic steroids	<input type="checkbox"/> Marijuana
<input type="checkbox"/> Substance Possession <span style="float: right;">select type →</span>	<input type="checkbox"/> Cocaine/Crack	<input type="checkbox"/> Unauthorized over-the-counter substances
	<input type="checkbox"/> Designer/Synthetic Drugs	<input type="checkbox"/> Unauthorized prescription drugs
<input type="checkbox"/> Substance Sale/Distribution <span style="float: right;">select type →</span>	<input type="checkbox"/> Drug paraphernalia	<input type="checkbox"/> Undetermined
<input type="checkbox"/> Weapon Use <span style="float: right;">select type →</span>	<input type="checkbox"/> Air Gun	<input type="checkbox"/> Knife/Blade
<input type="checkbox"/> Weapon Possession <span style="float: right;">select type →</span>	<input type="checkbox"/> Bomb	<input type="checkbox"/> Spray
<input type="checkbox"/> Weapon Sale/Distribution <span style="float: right;">select type →</span>	<input type="checkbox"/> Handgun	<input type="checkbox"/> Other
<b>Incident location</b>		
On school grounds		
<input type="checkbox"/> In school building		
<input type="checkbox"/> At school entrance		
<input type="checkbox"/> Outside of school building		
<input type="checkbox"/> Off school grounds (HIB only)		
<input type="checkbox"/> Both on and off school grounds		
Reported to police? <input type="checkbox"/> check if yes		
Was incident bias-related? <input type="checkbox"/> check if yes		
If yes, did bias intimidation occur? <input type="checkbox"/> yes <input type="checkbox"/> no		
<b>Number of known offenders</b>		
Number of known victims		
_____ victim(s) at this school		
_____ victim(s) from another school		
_____ staff victim(s)		
_____ other non-student victim(s)		
_____ Total known victim(s)		
Was this a violent criminal offense? <input type="checkbox"/> yes <input type="checkbox"/> no (If no, stop here)		
Transfer available to student victim(s)? <input type="checkbox"/> yes <input type="checkbox"/> no		
If no, explain why transfer option not available: _____		

Example of report to submit online

This School Building is in:

**LOCKDOWN**

*Please leave this  
area immediately.*

You may obtain additional information  
by calling **(973)470-5500**. *Thank you.*





663 Main Avenue  
Passaic, New Jersey 07055  
Phone: 973 470-5500



