

The next scheduled Meeting of the Hillside Board of Education will be held as posted, on Thursday, September 24, 2020 at 6:30 p.m.

In order to avoid public congregation, public comment regarding both agenda and non-agenda items will be accepted via email only through 7:00 p.m. on Thursday, September 24, 2020. Emails should be sent to hboemeeting@hillsidek12.org. Please state your name and address in your email. Responses to emails will be addressed and recorded during the meeting. Please view the video of the meeting which will be posted on our webpage on Friday, September 25, 2020. Or subscribe to our HBOE Meeting Channel on YouTube using the following the link below to view and hear the meeting live.

https://www.youtube.com/channel/UCUmp9S1xPIWlrAdpKbwzm4g?view_as=subscriber

Regular Meeting September 24, 2020

CALL TO ORDER: PM

FLAG SALUTE

NOTICE OF MEETING:

Pursuant to the Open Public Meetings Act, adequate notice of this meeting has been provided as follows: by having the time, date and place of the meeting posted on the bulletin board in the Administration Building January 8, 2020; by sending a copy of the meeting notice to the Star Ledger Newspaper and the Union County Local Source on April 14, 2020; and by filing a copy with the Township of Hillside and Hillside Public Library on January 17, 2020.

ROLL CALL:

Best			Shapiro		
Harbin			Worrill		
Howard			Cook		
Lofton			Gregory		
Robinson			Hamlin		
Salters			Eichenholtz		

Public Comments – Agenda and Non-Agenda Items

Committee Reports

Superintendent's Report

Executive Session

Board agenda and/or action

Old Business

New Business

Board Member Comments

Adjournment

Agenda Regular September 24, 2020

FINANCE – Best/Shapiro

1. Motion to approve the minutes of the August 27, 2020 regular meeting.
2. Motion to approve line item transfers.
3. Motion to approve the payment of bills subject to the availability of funds.
4. Motion to approve the June 2020 Board Secretary's Report.
5. Motion to approve the June 2020 Treasurer's Report.
6. Motion to approve Velez Educational Services to conduct a full scale IT network audit and to give recommendations at a cost of \$10,000. (FI#1-09/20)

Motion: Second:

	Yes	No	Ab.		Yes	No	Ab.
Best				Salters			
Harbin				Shapiro			
Howard				Worrill			
Lofton				Cook			
Robinson							

BUILDINGS & GROUNDS – Lofton/Robinson

1. Motion to approve the attached resolution for member participation in a cooperative pricing agreement with Hunterdon County Educational Services Commission at no cost to the Hillside Board of Education. (BG#1-09/20)

Motion:

Second:

	Yes	No	Ab.		Yes	No	Ab.
Best				Salters			
Harbin				Shapiro			
Howard				Worrill			
Lofton				Cook			
Robinson							

EDUCATION- Worrill/Howard

1. Motion to accept the recommendation of the Acting Superintendent of Schools and approve the Special Education request for Related Services/Out-of-District Placements as attached. (Attachment ED#1-09/20)
2. Motion to accept the recommendation of the Acting Superintendent of Schools and approve the contract between Delta-T Group North Jersey, Inc. and the Hillside Board of Education rates effective September 3, 2020 through June 30, 2021. (Attachment ED#2-09/20)
3. Motion to accept the recommendation of the Superintendent of Schools to approve the Title I District-Wide Parental Involvement Policy for the 2020-2021 school year. (Attachment ED#3-09/20)
4. Motion to accept the recommendation of the Acting Superintendent of Schools and approve the Training and Seminars, Conventions and Conferences for the district. The board has determined that the travel is directly related to and within the scope of the employees' duties or responsibilities; that participation in the program or event is critical to the instructional needs of the district or furthers the efficient operation of the district; and that the travel is in compliance with the district policy on travel. (Attachment ED#4-09/20)
5. Motion to approve the following to attend the New Jersey School Boards Association's Virtual Workshop on October 20-22, 2020 at a cost of \$900 for group registration:

1. Laquana Best
2. Kimberly Cook
3. Cheryl Harbin
4. Donald Howard, Jr.
5. Calvin Lofton
6. Terrence Robinson
7. Antonio Salters
8. Pinchas Shapiro
9. Eleanor Worrill

Motion:

Second:

	Yes	No	Ab.		Yes	No	Ab.
Best				Salters			
Harbin				Shapiro			
Howard				Worrill			
Lofton				Cook			
Robinson							

Agenda Regular Meeting September 24, 2020

POLICY – Worrill/Howard

FIRST READINGS

1. The Hillside Board of Education acknowledges the following policies/regulations: (PO#2-9/20)
 - a) Bylaw 0142 Board Member Qualifications, Prohibited Acts, and Code of Ethics (M)
 - b) Policy 2362 Student Use of Privately-Owned Technology
 - c) Policy 2415.04 Title I – District-Wide Parental Involvement (M)
 - d) Policy 2431.3 Heat Participation Policy for Student-Athlete Safety (M)
 - e) Regulation 2440 Summer Session
 - f) Policy 3124 Employment Contract
 - g) Regulation 3321 Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members
 - h) Policy 3425.1 Modified Duty Early Return to Work Program-Teaching Staff Members
 - i) Regulation 3425.1 Modified Duty Early Return to Work Program-Teaching Staff Members
 - j) Policy 3431.3 New Jersey's Family Leave Insurance Program

2. Motion to adopt upon the second reading of the following policy: (PO#1-9/20)
 - a) Policy 1649 Federal Families First Coronavirus (COVID-19) Response Act (M)

Motion:

Second:

	Yes	No	Ab.		Yes	No	Ab.
Best				Salters			
Harbin				Shapiro			
Howard				Worrill			
Lofton				Cook			
Robinson							

LABOR RELATIONS – Shapiro/Cook

Resignations/Retirements/Terminations

1. Motion to accept the retirement of Donna Veal, 12-month Secretary at WOK, effective January 1, 2021. (D.O.H. 7/20/09)
2. Motion to accept the resignation of Keisha Bolaji, Fifth Grade Teacher at Ola Edwards Community School, effective September 30, 2020. (D.O.H. 10/21/19)
3. Motion to accept the resignation of Meghan Crawford, Fifth Grade Teacher at Deanna Taylor Academy, effective October 1, 2020. (D.O.H. 9/1/19)
4. Motion to accept the resignation of Karen Convery, Speech Language Specialist at Special Services, effective October 1, 2020. (D.O.H. 1/2/19)

Upon the recommendation of the Acting Superintendent of Schools:

Appointments – For all new hires, employment is conditioned upon completion of a criminal history background check pursuant to N.J.S.A. 18A:6-7.1 of N.J.S.A. 18A:6-7.1(b)

5. **WHEREAS**, this Board of Education accepts the recommendation of the Acting Superintendent of Schools, and approves the appointment of the listed personnel for the 2020-2021 School Year and that these appointments shall be charged to the appropriate line item account pursuant to the negotiated agreement with the Hillside Education Association; and

WHEREAS, these appointments are subject to criminal history background checks, effective as indicated, and subject to sixty (60) day termination notice; and

WHEREAS, N.J.S.A. 18A:6-7.6 et seq., requires school districts to review the employment history of prospective employees to ascertain allegations of child abuse or sexual misconduct; and

WHEREAS, the following prospective employees in the Hillside School District have provided the necessary information regarding his/her employment history for review by the District in accordance with N.J.S.A. 18A:6-7.7; and

WHEREAS, the Hillside Board of Education has commenced, but not concluded, a review of these employees' employment history; and

WHEREAS, these employees have provided a written certification/statement concerning his/her employment history as required by N.J.S.A. 18A:6-7.7; and

WHEREAS, these employees have received notice that if he/she has willfully provided false information or willfully failed to disclose any information required by N.J.S.A. 18A:6-7.7, et seq., he/she is subject to all penalties provided by law, including, but not limited to N.J.S.A. 18A:6-7.8.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the Hillside Board of Education hereby appoints the following employees to their respective positions in the District, subject to the above enumerated conditions:

Certificated

- a) Emily Rokosz, Fifth Grade Teacher for Ola Edwards Community School at an annual salary of *\$54,965 Step 1, BA Guide prorated for the period beginning October 1, 2020 through June 30, 2021. (*Subject to negotiations – Replacing K. Bolaji)
- b) Victoria Palmer-Gilliard, Principal for APM/ECC an annual salary of \$148,000 prorated for the period beginning September 25, 2020 through June 30, 2021. (Replacing A. Lowe)

LABOR RELATIONS –Shapiro/Cook (continued)

BE IT FURTHER RESOLVED, that this Board hereby approves the extension of a provisional offer of employment to each of the aforementioned individuals for a period not to exceed ninety (90) days pending complete review of his/her employment history pursuant to N.J.S.A. 18A:6-7.10.

BE IT FURTHER RESOLVED, that notwithstanding the above provisions, no prospective employee shall begin work in the District without completion of the criminal history background check.

6. Motion to appoint Mansa El-Amin as the Technology Manager at an annual salary of \$90,000 prorated for the period beginning October 13, 2020 through June 30, 2021. (Replacing C. Onyeagochi)
7. Motion to appoint the following staff members as game workers during the 2020-2021 school year at a rate of \$38.00 per game for time worked as a general worker, cashier and clock operator:
 - a) Randal McCoy
 - b) Angela Lawler
 - c) Danielle Couram
 - d) Paul Skelton
 - e) Ekponwan Ebong
 - f) Taju Lewis
 - g) Gyasi Anglin
 - h) Shameek Johnson
 - i) Dennis Dubois
 - j) Keith Johnson
 - k) Erica Sala Della Cuna
8. Motion to appoint the following individuals as substitutes for the 2020-2021 school year:
 - a) Sherri Branch \$130.00 per day
 - b) Tammi Brown \$130.00 per day
 - c) Melissa Scuderi \$130.00 per day
 - d) April Middleton \$140.00 per day
 - e) Pamela Frazier \$140.00 per day
 - f) Jania Simms \$130.00 per day (pending receipt of certificate)
9. Motion to appoint the following staff members as anti-bullying specialists during the 2020-2021 school year:
 - a) Jeanie Ruban Deanna Taylor Academy
 - b) Saudia Ransom Deanna Taylor Academy
 - c) Jeanna Martines HS
 - d) Melba Mullins HS
10. Motion to appoint the following staff members as school climate members (school safety team/Pandemic Response Team) during the 2020-2021 school year.
 - a) April Lowe Deanna Taylor Academy
 - b) Saudia Ransom Deanna Taylor Academy
 - c) Jeanie Ruban Deanna Taylor Academy
 - d) Elizabeth DePasquale Hurden Looker

LABOR RELATIONS –Shapiro/Cook (continued)

11. Motion to appoint the following coaches for Hillside High School during the 2020-2021 school year: (prorated, if necessary) (*Subject to negotiations)

- | | | |
|----------------------------|-------------------------------------|---|
| a) <u>Lorenzo Williams</u> | <u>Head Boys' Basketball Coach</u> | <u>*\$9,740.00</u> |
| b) <u>Jania Simms</u> | <u>Head Girls' Basketball Coach</u> | <u>*\$8,997.00 Pending receipt of certification</u> |

12. Motion to compensate the following security guards at their *hourly rate for distributing Chromebooks on the following dates: (*Subject to negotiations)

- | | |
|----------------------------|-----------------------------|
| a) Graham Bowers | August 25, 26, 27, 2020 |
| b) Melvin Fitzgerald | August 27, 2020 |
| c) Keith Johnson | August 25, 26, 27, 31, 2020 |
| d) Conroy Langston | August 25, 26, 27, 31, 2020 |
| e) Eugene Davis | August 25, 26, 27, 2020 |
| f) Walter Simpson | August 25, 26, 2020 |
| g) Vonda Wise-Edwards | August 26, 27, 2020 |
| h) Jaleel Taylor | August 25, 27, 2020 |
| i) Taney Carroll-Henderson | August 27, 2020 |

Transfers/Amendments

13. Motion to amend the maternity leave dates for Employee #2825 from September 21, 2020 through January 1, 2021 to September 8, 2020 through December 11, 2020. The duration of the leave is covered under the Family and Medical Leave Act (FMLA).

14. Motion to amend the maternity leave dates for Employee #2387 from September 2, 2020 through November 30, 2020 to September 2, 2020 through September 30, 2020. The duration of the leave is covered under the Family and Medical Leave Act (FMLA).

15. Motion to amend the rates for the following secretaries for preparing for the first day of school effective August 24, 2020 through August 27, 2020 from *\$920.60 to the following: (*Subject to negotiations)

- | | |
|-------------------|-------------------------|
| a) Sherry Norman | *\$952.60 for four days |
| b) Paula Pereira | *\$998.60 for four days |
| c) Katrina Milner | *\$998.60 for four days |

Leaves

16. Motion to approve a leave of absence for Employee #1491 under the Family and Medical Leave Act (FMLA) effective September 8, 2020 through November 25, 2020 utilizing accumulated days.

17. Motion to approve a leave of absence for Employee #0165 under the Families First Coronavirus Response Act (FFCRA) effective September 1, 2020 through December 4, 2020.

18. Motion to approve a leave of absence for Employee #1174 under the Families First Coronavirus Response Act (FFCRA) effective September 1, 2020 through December 4, 2020.

19. Motion to approve a leave of absence for Employee #0523 under the Families First Coronavirus Response Act (FFCRA) effective September 17, 2020 through December 18, 2020.

LABOR RELATIONS –Shapiro/Cook (continued)

Other

- 20. Motion to reassign Celestine Onyeagocha from the position of Technology Manager to the position of Technology Technician at a prorated salary of \$85,000 through October 12, 2020 consistent with the current contract and a prorated salary of *\$65,450 Step 5, Tech-BA Guide effective October 13, 2020 through June 30, 2021 consistent with the Hillside Education Association collective bargaining agreement. (*Subject to negotiations)
- 21. Motion to approve a one year extension of the current contract and salary schedule between the Hillside Board of Education and the Hillside Administrators' Association for the period beginning July 1, 2020 through June 30, 2021, with a 2.5% increase. All other terms and conditions will remain the same. (Attachment LR#1-9/23/20)

Motion:


Second:

	Yes	No	Ab.		Yes	No	Ab.
Best				Salters			
Harbin				Shapiro			
Howard				Worrill			
Lofton				Cook			
Robinson							



Velez Educational Services

PO Box 3398 - Hamilton, NJ 08619



813-575-4619

www.velezedu.com

Date: September 15, 2020

Proposal for: Network Audit

OVERVIEW

Hillside Public Schools (HPS) has requested a network audit to identify the current configuration, document system, identify areas of concern, and provide a plan to address concerns.

Velez Educational Services, LLC (VES) will work with subcontractors to complete the project. Some of the work will be conducted off hours to avoid impacting the day to day operations of the school district. The general health and resiliency of the network will be a primary focus of the audit. All recommendations will be prioritized based on a range from essential to ideal. An explanation of system dependencies will be included due to the nature of how a network operates using a combination of components to deliver a service.

The project will take approximately 4 weeks to complete including the written report. If an item is identified during that time that requires immediate attention, we will report it with a recommendation to address or remediate the issue.

Given COVID-19 work restrictions, when possible, the audit will be conducted remotely once a safe method to do so is established.

SCOPE OF AUDIT

Documentation

- List of all onsite or hosted cloud services
- List of devices with static IP addresses
- List of website URLs to any cloud hosted services
- List of licenses and when they expire
- Proper use of a password management system
- Documentation for IT completed projects
- Documentation and support contact for hardware and software
- Internet Service Provider and backup service
- How schools are connected

VELEZ EDUCATIONAL SERVICES, LLC

- Local Area Network (LAN) and Wide Area Network (WAN) configuration
- Wireless system configuration
- Firewall status and configuration
- Content filter use and configuration

Infrastructure - Servers

- Status of Storage Area Network (SAN) if used
- Status of Operating System used on servers
- Maintenance plan for servers
- Use and status of AntiVirus (AV)

Infrastructure - Endpoints/Clients

- Type of computers used by staff and students
- Bring your own device (BYOD) policy
- Variety of Operating System(s)
- Security measures used for computers
- Method to deploy Software updates
- Use of Remote Access Software
- Use of a refresh cycle for district technology
- Process to deploy a computer to a district staff member

Infrastructure - Active Directory Domain / User Accounts / Email

- Email system status, configuration, and policies
- Active Directory (AD) status, configuration, and policies
- Use and configuration of email filtering system and settings
- Google status, configuration, and policies

Infrastructure - Remote Access

- Use of Virtual Private Network (VPN)
- Use of network monitoring

Status of Auxiliary Services

- Phone system
- 911 system
- Centralized print management
- Door access control system
- PA and school bell system
- HVAC system
- Security camera system
- Ticketing system for technology requests
- Inventory system for technology

VELEZ EDUCATIONAL SERVICES, LLC

Backups

- Storage & Backup
 - Staff and student data
 - Email archiving system
 - OPRA Requests process

KEY SPECIFICATIONS

- **Estimated Cost:** The total project will cost \$10,000. The project consists of the all necessary discovery of the physical network, software configuration, and written report.
 - Any work done outside the scope of an audit will be billed at the rate of \$75.00 per hour by the auditors.
 - Velez Educational Services, LLC, will charge an hourly rate, in support of the auditors. Off-site/remote days are charged at a rate of \$520/day. Minimum billing for off-site/remote work is in .25 hour increments at a rate of \$65/hour. If on-site days are required, we will bill at a rate of \$640/day. Minimum billing for on-site days are 4-hours at a rate of \$80/hour, or \$320.
- **Contact and Communication:** All official communications will be directed to Jaime Velez, Partner at Velez Educational Services, LLC, through email, jaimve@velezedu.com from an email address associated with HPS. HPS will identify a key contact person for the management of this project. Alice Velez, Partner at Velez Educational Services, LLS, should be copied on all communications, through email at alice@velezedu.com.
- **Access to Facility:** VES must have System Administration access to all locations that house servers and switches.
- **Participants:** We required that a HPS representative make themselves available when we are required to work onsite for access purposes and to provide required information.
- **Payment:** After a blanket Purchase Order is created, VES will provide an invoice for services rendered at the end of the project. Payment is due within 60-days of the submission of the invoice. HPS will provide specific information regarding the submission of invoices for payment.

**RESOLUTION FOR MEMBER PARTICIPATION
IN A COOPERATIVE PRICING SYSTEM**

**A RESOLUTION AUTHORIZING THE HILLSIDE BOARD OF EDUCATION
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT**

RESOLUTION NUMBER

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on September 24, 2020 the governing body of the Hillside Board of Education, County of union, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Hillside Board of Education.

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, Dr. David Eichenholtz is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

CERTIFICATION

BY:

Dr. David Eichenholtz
Business Administrator/Board
Secretary

ATTEST BY:

(NAME AND TITLE)

**Special Education Request
Related Services/OOD Placements**

OUT OF DISTRICT PLACEMENT REQUEST			Student	Tuition	Term	Extraordinary Service	Days
School/Placement	Student	Tuition	Term	Extraordinary Service	Days	Extraordinary Service	Days
Cranford Public School District Lincoln Elementary Achievement Program	6957284797	\$60,112.00	2020-2021		180		
Woods Services, Inc.	3447073386	\$69,399.85	2020-2021	Education Aide \$40,969.50	180		
	3447073386	\$10,900.50	2020 ESY	Education Aide \$6,435.00	30		
Essex Valley School	2532660658	\$74,730.60	2020-2021		180		



Hillside Board of Education
195 Virginia Street
Hillside, NJ 07205

September 3, 2020

This Letter Agreement outlines the terms under which Delta-T Group North Jersey, Inc. ("Delta-T") will refer interim professionals to Hillside Board of Education ("Client"). This Agreement shall commence on the date first stated above and continue through June 30, 2021 or such shorter period in the event that the parties execute a more comprehensive agreement. This Agreement shall automatically renew for successive 1-year terms. This Agreement may be terminated without cause by either party upon thirty (30) days written notice to the other party.

The professionals referred to Client through Delta-T are Independent Contractors ("Contractor(s)"). Delta-T requires, as part of its arrangement with the Contractors, that each Contractor sign an operating agreement with Delta-T before they are contracted out to Client's facility.

Contractor, while retained by Client through Delta-T, is to perform services for Client exclusively through Delta-T. Client will not engage, hire or contract with Contractor independent of Delta-T, either directly or through another agency, without first notifying Delta-T. Delta-T's Temp to Perm Policy is that from the time Client notifies Delta-T of its intention to engage, hire or contract with a Contractor independent of Delta-T, the Contractor must work 750 hours through Delta-T at a Client facility before the Contractor may work or perform services for Client independent of Delta-T. This 750-hour requirement remains in effect for 6 months after the last date of a Contractor's referral with Client through Delta-T. Client may hire or contract with Contractor without meeting this 750-hour requirement by making payment to Delta-T the sum of \$7,500.00 or a sum equal to 1/3 of the total compensation package offered to Contractor, whichever sum is greater.

All invoices for services are due net thirty (30) days and will be forwarded to Client's attention. Client shall notify Delta-T of any disputed amounts within ten (10) business days of Client's receipt of invoice. Invoices or amounts not disputed within this time period shall be deemed accepted by Client. Client shall not withhold payment of any undisputed amounts. All outstanding balances are subject to statutory interest and a late charge. If payment is not made in accordance with these terms, Delta-T will cease referring Contractors to Client and Contractors will not be released for referral until payment is received in full. Delta-T shall be entitled to recover reasonable attorneys fees in the event legal action is necessary to enforce the terms of this Letter Agreement.

Thank you for choosing Delta-T. We look forward to continuing our business relationship. If these terms are acceptable, please sign and return this to our office as soon as possible.

Respectfully,

Scott R. McAndrews

Scott R. McAndrews, President

By: _____
Signature of Client Representative

Date

Print Name and Title

BEHAVIORAL HEALTH REFERRAL AGENCY

DELTA-T GROUP NORTH JERSEY, INC.



Delta-T Group Education Rates

Educational Rate Sheet 2020-2021

Prepared for _____

	Hourly Rate
Professional	
ABA Therapist	\$35.00
ABA Aid	\$25.00
BCABA/BCBA	\$90.00
Certified School Nurse	\$45.25
RN	\$43.75
LPN	\$36.50
One to One Aides/ Paraprofessionals/Teacher's Aide	\$21.00
Sub-Teachers	TBD
Teachers (Long Term)	\$30.00
Special Education Teachers	\$40.00
Special Education Teachers (Dual Certifications)	\$45.00
Home Instructor	\$40.00
Teacher of the Handicapped	\$42.00
ESL Teacher	\$40.00
Reading Specialist	\$40.00
School Psychologist	\$65.00
School Social Worker/Counselors	\$42.00
LDTTC	\$65.00
Job Coach	\$35.00
Guidance counselor	\$42.00
Per Evaluation	
Psychological Evaluations or Re-Evaluation	\$420.00
Psychological Evaluations or Re-Evaluation (Bi-Lingual)	\$495.00
Functional Behavioral Assessment	\$570.00
Functional Behavioral Assessment (Bi-Lingual)	\$620.00
LDTTC Evaluations	\$420.00
LDTTC Evaluations (Bi-Lingual)	\$495.00
IEP Meeting (Flat rate per Meeting)	\$145.00
Social Evaluations	\$420.00
Social Evaluations (Bi-Lingual)	\$495.00
Speech Evaluation	\$420.00
Speech Evaluation (Bi-Lingual)	\$495.00
OT Evaluation	\$420.00
OT Evaluation (Bi-Lingual)	\$495.00

Please, call for information on any needed positions you do not see above.

Signature of Client Representative

Date

Print Name and Title

Address

BEHAVIORAL HEALTHCARE REFERRAL AGENCY

DELTA-T GROUP

www.delta-tgroup.com



Delta-T Group

New Organization Profile Set-Up (Part 1 of 2)

Customers less than 3 years old or less than \$3 million in annual revenue and requesting more than \$5000 in credit may require a personal guaranty by the two highest executives and a confession of judgment. For customer convenience we accept e-check, credit card and ACH payments.

■ Organization Name (entity responsible for invoices):		Year Entity Established
Department Name (department we are contracting with):		Tax Exempt: <input type="radio"/> YES <input type="radio"/> NO If yes, attach certificate when returning form.
Parent Ownership Name (if owned by another organization):		Tax ID Number (EIN, SS):
CFO/Highest Financial Contact Name and Title		
Entity Type: <input type="radio"/> S. Corp <input type="radio"/> C. Corp <input type="radio"/> LLC <input type="radio"/> Non Profit <input type="radio"/> Sole Proprietor <input type="radio"/> Government <input type="radio"/> Partnership	Entity Employees: <input type="radio"/> Under 25 <input type="radio"/> 25 to 50 <input type="radio"/> 51 to 100 <input type="radio"/> Over 101	Entity Size (3): <input type="radio"/> Under 3 million <input type="radio"/> 10 to 25 million <input type="radio"/> 3 to 10 million <input type="radio"/> Over 25 million
<input type="radio"/> YES <input type="radio"/> NO The information below generally applies globally to all service locations within this organization. (If NO, we will contact all future service locations for classification.)		

■ PRIMARY STREET ADDRESS:		Phone Number:
City, State, Zip:		Fax Number:
■ PRIMARY CONTACT NAME:		Title:
Email Address:		Phone Number:
■ Invoice Retrieval: Invoices for services are posted weekly or monthly to an online portal. Client agrees to retrieve invoices via this method. https://einvoice.ezs-serviceportal.com		

ACCOUNTS PAYABLE / CONTACT: AP Contact Name:	AP Title:
AP Contact Phone:	AP Contact Email Address:
ACCOUNTS PAYABLE / CONTACT: AP Contact Name:	AP Title:
AP Contact Phone:	AP Contact Email Address:
ACCOUNTS PAYABLE / CONTACT: AP Contact Name:	AP Title:
AP Contact Phone:	AP Contact Email Address:

■ SCHEDULE REQUIREMENTS:

Do you require unpaid breaks? Yes No If yes, please indicate "x" break required per "x" hours (ex. 15 minutes per 4 hours of work.)

_____ : _____ breaks per _____ : _____ hours worked

You have specific shift start and end times. start: _____ am pm end: _____ am pm

You enforce a maximum number of hours per: _____ day _____ week

Please complete Part 2



New Organization Profile Set-Up (Part 2 of 2)

■ ONLINE APPROVAL SYSTEM

■ **Service Approval:**
 Services delivered are provided online to client for review and approval. Client agrees to login and approve services weekly at: <https://ezserviceportal.com>. Provide contact information below for authorized online approvers.

Online Approver's Email Address:		Contact's Full Name and Title:	
Phone Number:		<input type="radio"/> YES <input type="radio"/> NO The information above generally applies globally to all service locations within this organization. (If NO, fill out additional information below.)	
SERVICE LOCATION ADDRESS 1:		Contact Name:	Phone Number:
City, State, Zip:		Email Address:	
SERVICE LOCATION ADDRESS 2:		Contact Name:	Phone Number:
City, State, Zip:		Email Address:	
SERVICE LOCATION ADDRESS 3:		Contact Name:	Phone Number:
City, State, Zip:		Email Address:	
SERVICE LOCATION ADDRESS 4:		Contact Name:	Phone Number:
City, State, Zip:		Email Address:	
SERVICE LOCATION ADDRESS 5:		Contact Name:	Phone Number:
City, State, Zip:		Email Address:	
SERVICE LOCATION ADDRESS 6:		Contact Name:	Phone Number:
City, State, Zip:		Email Address:	
SERVICE LOCATION ADDRESS 7:		Contact Name:	Phone Number:
City, State, Zip:		Email Address:	

■ Completed by DTG Staff: Print Name	Signature	Date
■ Client Signature: Print Name/Title	Signature	Date

Hillside Public Schools

Title I District- Wide Parental Involvement Policy

Section 1118 of the Elementary and Secondary Education Act (ESEA) requires each school district to establish expectations for parental involvement. The Hillside Board of Education and its public school recognize the important role parents have in the education of their child. The Hillside Public School District agrees to implement the following statutory requirements of Every Student Succeeds Act (ESSA) as its Title I Parent Involvement Policy:

PART I. DISTRICT EXPECTATIONS

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

- 1. The Hillside Public School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:**

The school district will hold an annual Title I parent meeting where parents will assist in the development, agreement, and implementation of the district parent involvement policy.

The school district will invite parents whose children receive Title I services to participate in the development of the district Title I plan. Parents will provide suggestions for increased parent involvement.

- 2. The Hillside Public School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:**

The school district will share goals, assessment, and achievement data with parents.

The school district will invite parents to participate in school review and improvement activities.

The school district will work to ensure that documents are sent to parents in timely and practical manner in a language parents understand.

The school district will survey parents on school review and improvement. The survey data will inform plans for school improvement and parent-school engagement.

The school district will hold an annual Title I parent meeting to discuss the Title I plan parental involvement activities, and solicit suggestions for school improvement.

3. The Hillside Public School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

The school district will collaborate with meet with administrators to enhance the coordination of activities and use resources to improve student achievement and school performance.

The district staff will provide annual training to Title I school administrators and staff on effective parental involvement strategies.

4. The Hillside Public School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:

N/A

5. The Hillside Public School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

The school district will hold an Annual Title I Parent Advisory Council Meeting to solicit feedback as a part of the program evaluation of the content and effectiveness of the parental involvement policy. The district will communicate with parents regarding this evaluation in a timely and practical manner in a language that they understand. The school district will use surveys to determine the effectiveness of parental involvement policy and programs.

1. The Hillside Public School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:

The school district will offer parental involvement workshops for parents throughout the year in collaboration with schools and the PTA. Monthly newsletters and the district website will provide parents with strategies and for monitoring their child's homework and academic progress.

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

Offering Information for Parents Sessions, Effective Parenting Workshops and Family Technology Workshops.

The district and its Title I schools will provide parents with a copy of the Home-School Compact.

The district and its Title I schools will provide parents with activities and support during Open-House and Back-to-School-Night.

The district and its Title I schools will provide parents with suggestions for improvement and increase student achievement.

The district and its Title I schools will provide workshops and training for parents regarding topics

- School Connection
- Parenting Strategies
- Reading and Language Arts Skill Builders
- Effective ESL Strategies for Parents

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

Providing district personnel with policies, materials and training on effective meaningful, two-way communication with parents.

Working with administrators, support personnel and teachers to effectively communicate with parents in a clear format and understandable format.

Utilize Back-to-School Night as a means of implementing effective and meaningful, two-way communication.

Utilize the district parent portal as a means for parent to monitor their child's academic progress and communicate with classroom teachers.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and other preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

N'

E. The school district will take the following actions to ensure that information related to the school and district programs, meetings, and other activities, is sent to the parents of children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand:

The district will disseminate information to Title I parents in a manner that is both timely and meaningful in a language they understand via:

I

T

G

P

I

C

Website/School Webpage

Direct (by phone/text)

Parents

Information Station

Information will be translated

PART III. DISC

NOTE: The District may include additional paragraphs listing and describing other activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to

DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

The District's Parental Involvement Policy may include additional paragraphs listing and describing other activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to

support their children under section 1

ademic achievement, such as the following discretionary activities listed in the ESEA:

- involve parents in the development of training for teachers, principals, and other staff to improve the effectiveness of that training;
- provide secondary literacy training for parents from Title I, Part A funds, if the school district has listed all other reasonably available sources of funding for that training; and
- pay for the travel and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in meetings and training sessions;
- train parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arrange for meetings at a variety of times, or conducting in-home conferences with parents or other educators, who work directly with participating children, with parents unable to attend those conferences at school;
- adopt and implement model approaches to improving parental involvement;
- establish a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- develop appropriate roles for community-based organizations and businesses, faith-based organizations, in parental involvement activities; and
- provide reasonable support for parental involvement activities under section 1118 of the Act. [request.]

* * * * *

PART IV.

This District will develop an Involvement Policy with parents of children in Title I, Part A programs, as evidenced by the agenda from Title I Parent Meeting.

This District will develop an Involvement Policy with parents of children in Title I, Part A programs, as evidenced by the agenda from Title I Parent Meeting.

This policy will be in effect for five years for all Title I, Part A children on or before November 1, 2020.

This policy was adopted by the Hillside Public School District on October 15, 2015 and will be in effect for 5 years. The school district will distribute this policy to all Title I, Part A children on or before November 1, 2020.

(Signature of Authorized Official)

(Date)

Hillside Public Schools
Board Approval for Training and Seminars, Conventions and Conferences
Board Meeting: September 24, 2020

Attachment ED#4-09/20						
Staff Attending/School	Conference Title	Dates Location	Anticipated Reimbursement* (Source)	Purpose+	Date of Request	Date of Board Approval
<p>* Expenses may exceed state and federal reimbursement guidelines + How will this activity promote the delivery of instruction, improvement of curriculum, or further district goals?</p>						
Dr. Eichenholtz R. Gregory Dr. Bevere Dr. Mercedes K. Weaver M. Leonardis S. Smith D. DeFluri Deanna DeFluri M. El-Amin	NJSBA Annual Workshop	October 20-22, 2020 Virtual Workshop	Group Registration- \$450.00 11-000-230-585-01-00	Provide current industry information for administration and board members	9/21/20	09/24/20
Attachment ED#3-09/19						
Staff Attending/School	Conference Title	Dates Location	Anticipated Reimbursement* (Source)	Purpose+	Date of Request	Date of Board Approval
<p>* Expenses may exceed state and federal reimbursement guidelines + How will this activity promote the delivery of instruction, improvement of curriculum, or further district goals?</p>						
L. Best K. Cook D. Howard Jr. C. Lofton T. Robinson A. Salters P. Shapiro E. Worrill	NJSBA Annual Workshop	October 20-22, 2020 Virtual Workshop	Group Registration \$450.00 11-000-230-585-01-00	Provide current industry information for administration and board members	9/21/20	09/24/20

Attachment LR#1-09/23/20

Tenured Administrators

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>POSITION</u>	<u>20-21 salary</u>
BOHM	LOIS	SUPERVISOR OF LANGUAGE ARTS	\$117,130
CAMINITI	DANIELLE	VICE PRINCIPAL	\$120,025
CORONA	LISA	SUPERVISOR OF SCIENCE K-12	\$95,216
EMENAKA	OBINNA	VICE PRINCIPAL	\$116,737
FAYED	NAGWA	SUPERVISOR OF MATHEMATICS	\$114,862
FESTANTE	SHARON	PRINCIPAL	\$146,085
GRAHAM	RAHIM	PRINCIPAL	\$138,621
LOWE	APRIL	PRINCIPAL	\$156,321
McNEIL	HALIM	DIRECTOR OF ATHLETICS	\$113,472
PALMER-GILLIARD	VICTORIA	VICE PRINCIPAL	\$141,807
RANDLE	LYNN	DIRECTOR OF GUIDANCE	\$135,492
RICCA	MATTHEW	SUPERVISOR OF SPECIAL SERVICES	\$86,098
ROTANDO	RALPH	VICE PRINCIPAL	\$162,507
SANSONE	NICHOLAS	INSTRUCTIONAL ACADEMIC SUPERVISOR	\$124,572
SIDWA	CHRISTINE	PRINCIPAL	\$165,428
WEAVER	KRISTY	EDUCATION DATA SPECIALIST	\$95,216
WINSTON	ROBERT	VICE PRINCIPAL	\$130,612
WOLFF	TRACEY LYNN	PRINCIPAL	\$158,332

Non-Tenured Administrators

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>POSITION</u>	<u>20-21 Salary</u>
DAVIS	KIMLEY	VICE PRINCIPAL	\$94,300
DERFLINGER	CHRIS ALAN	VICE PRINCIPAL	\$94,300
PAZ	JEANNIE	VICE PRINCIPAL	\$115,569
THEADFORD	BRITA	INSTRUCTIONAL SUPERVISOR	\$94,300