

**Hillside Public Schools District  
Fire/Lockdown Drill Report**

**April 2023**

School	Date
A.P. Morris Early Childhood Center	3/10/23, 3/20/23 and 3/31/23
Deanna G. Taylor Academy	3/20/23 and 3/29/23
Hillside High School	3/1/23 and 3/27/23
Hillside Innovation Academy	3/16/23 and 3/27/23
Hurden Looker School	3/9/23, 3/23/23, and 3/29/23
Ola Edwards Community School	3/15/23, 3/17/23, and 3/21/23
Walter O. Krumbiegel Middle School	3/30/23 and 3/31/23

**CSI Software Support Renewal Agreement**

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**District:** Hillside Board of Education  
**Contract #:** 82326 / 82326BU  
**Current Contract End Date:** 6/30/2023  
**Renewal Term:** 7/1/2023 - 6/30/2024

<u>Service</u>	<u>Monthly Support</u>	<u>Annual Support</u>
Software Support Schedule "A"	\$1,536.00	\$18,432.00
Data Backup	\$275.00	\$3,300.00

If your records are consistent, please sign and forward this Renewal Agreement as soon as possible.

In addition, a signed Purchase Order is required no later than July 1, 2023.

**Please renew our Software Support as referenced above for 2023-2024:**

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Note: A two (2) percent discount may be taken for prepayment of your annual software support fee, provided invoice is paid in full by July 31, 2023\*

\*Discount is NOT offered on Data Backup

## CSI Software Support Schedule

**Schedule "A"**  
**Hillside Board of Education**  
**Agreement #: 82326**  
**Effective Date: July 1, 2023**  
**Expiration Date: June 30, 2024**

<i>Software Item</i>	<i>Monthly Fee</i>
Budgetary Accounting Modules w. SBM, FA, Audit	\$490.00
Human Resources and Payroll Modules w. PC, HE, EDT, Sub, Front Line*, Portal, Audit, TS	\$1,046.00
<i>Total Monthly Support Fee:</i>	<i>\$1,536.00</i>
<i>Total Annual Support Fee:</i>	<i>\$18,432.00</i>

\*Formerly AESOP

Note: A two (2) percent discount may be taken for prepayment of your annual software support fee,  
provided invoice is paid in full by July 31, 2023

## CSI Data Backup

Hillside Board of Education  
Agreement #: 82326BU  
Effective Date: July 1, 2023  
Expiration Date: June 30, 2024

<i>Software Item</i>	<i>Monthly Fee</i>
Cloud Storage and Access	\$275.00
<i>Total Monthly Support Fee:</i>	<i>\$275.00</i>
<i>Total Annual Support Fee:</i>	<i>\$3,300.00</i>



## Optional Software and Services

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Budget Finance with Web-based  
Budget Preparation and Web-based  
Requisitions Approval and Inquiry

Substitute Teachers with interface  
to Front Line or Sub-Finder  
Systems

Web-based HR Portal

AWS Cloud Storage

Human Resources and  
Salary Negotiations,  
Position Control

Human Resources  
Extended Data Tables

Integrated Invoicing  
Program

Payroll, Benefits, History and  
Evaluations

Web-based Employee  
Timesheets and Virtual Time  
Clocks with GPS

Comprehensive Data-base  
Audit

**Please Contact Alan Garber for more information and pricing on optional additions to your SMARTS software suite. 908-823-3200 x 1125**

**RESOLUTION APPROVING AN EMPLOYEE ASSISTANCE**

**PROGRAM (EAP) FOR HILLSIDE BOE**

**WHEREAS**, the Hillside Board of Education elects to provide a benefit program to its employees in the area of an Employee Assistance Program for a period commencing May 1, 2023 to April 30, 2023; and

**WHEREAS**, the Business Administrator or his designee has certified as to the availability of funds for this purpose, which will be charged to account/line item 11-000-291-270-01-00, as attached hereto; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Extraordinary, Unspecifiable Services" without competitive bids and the contract itself must be available for public inspection; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION FOR THE TOWN OF HILLSIDE, NEW JERSEY** as follows:

1. That Employee Services, LLC through RD Parisi Associates shall be and hereby are engaged to administer an Employee Assistance Program for Hillside Board of Education at a cost not to exceed \$9,9632.00.
2. This contract is awarded without competitive bidding as an "Extraordinary, Unspecified Service" in accordance with N.J.S.A. 40A:11-5(1)(a)(m) of the Local Public Contracts Law because Employee Services, LLC offers Hillside Board of Education extensive experience in the field of an Employee Assistance program. Employee Services LLC submitted the most favorable quotations affording the most coverage for the best interests of Hillside Board of Education.
3. A notice of this action be published in accordance with applicable law.

PASSED:

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APPROVED:

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ATTEST:

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**Hillside Board of Education**  
**EAP Options - Proposed Effective Date: April 1 or May 1**

**ESI / Educator's EAP**

Eligibility	All employees	
Access	24/7	
In-person or telehealth	3 or 5 sessions per incident; then referral	
Licensed Counselor Services	YES	
Work/Life Balance Services	YES	
Disruptive Event Management (DEM)**	1 at no cost/year; \$250 /hr afterwards	
Online Training/Courses	No addt'l charge	
Online Pre-recorded webinars	No addt'l charge	
Workshops & webinars	addt'l costs apply; online resources at no cost	
<u>Additional Services:</u>		
Manager/Supervisory Training	addt'l costs apply; online resources at no costs	
Virtual Employee Orientations	YES	
One In-Person Orientation	N/A	
Legal Assist Consultations/ee	YES - 1/issue	
Financial Assist consults/ee	YES	
Group Term Life & AD&D Insurance	Not Applicable - this is a stand-alone EAP	
Employees	384	
Pricing	3 session	\$23.44 PEPY
	5 session	\$25.08 PEPY
Annual Cost	3 session	\$9,962.00
(at estimated enrollment of 425)	5 session	\$10,659.00

\*\* Can also be referred to as Critical Incident Reponse (CIR)

A photograph of a female teacher with long dark hair, wearing a white t-shirt and a brown cardigan, standing in front of a green chalkboard. She is smiling and has her hands raised in a gesture of encouragement. In the foreground, the backs of two students' heads are visible; one is a boy on the left and a girl on the right, both with their hands raised. The classroom setting is bright and positive.

# Employee Assistance Program

*More Benefits, Better Results than any other EAP.*



**Educators'**  
**EAP** A division of ESI

## *EAP Proposal*

**PREPARED FOR:**

Hillside Board of Education

Nelligan Associates-NY

**PREPARED BY:**

Mary Dyer  
Vice President of Client Services  
800-535-4841 Ext.739  
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March 16, 2023



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# Introduction

## Your employees are your organization's number one asset.

*Employee wellbeing, engagement and productivity are your top challenges.*

In today's highly complex and challenging workplace, employers can't afford yesterday's solutions to employee problems. Educators' EAP has redefined the Employee Assistance Program (EAP) to meet the needs of today's workplace and to address the challenges facing today's Educators' employers: building and retaining a productive, engaged, healthy workforce.

ESI addresses these challenges by providing the most extensive menu of benefits available, far beyond the services provided by a traditional EAP. We deliver better results and higher satisfaction rates than any other EAP. Today's employees need more if they are to be as engaged and as productive as possible.

ESI is the only EAP to provide solutions to address the wide range of workforce challenges that every HR executive faces, and to offer resources specific to the Educators' work environment.

- **Employee Productivity:** Each year, your employees lose an average of 3 weeks of productivity due to personal problems. That adds up to more than \$300,000 of lost productivity per 100 employees per year. **Solution:** More extensive problem-solving **Employee Assistance Benefits** than traditional EAPs.
- **Employee Engagement:** A recent Gallup study indicates that only about a third of U.S. workers are fully engaged at work. Among the two-thirds who are not fully engaged, there is an estimated per employee productivity loss of four weeks, or about \$4,000 per employee per year. **Solution:** **Peak Performance Coaching and Training Benefits.**
- **Employee Health:** Poor employee health habits result in lost time and direct health costs. Poor diet, lack of exercise, smoking and substance use are the primary drains. **Solution:** **Wellness Coaching with Certified Wellness Coaches and Clinicians.**
- **Employee Learning and Development:** Training is costly, but employers who do not promote learning and employee development miss an opportunity to improve personal and professional performance and maximize retention. **Solution:** **Peak Performance Coaching & Training Benefits.**

In the following proposal, we will provide details on the tools and solutions to address each of these four challenges.

### About ESI

Educators' EAP is a division of Employee Assistance Group. We have been delivering EAP services since 1987. We currently administer the EAP benefit for over 2,400 organizations and over 1,500,000 Members throughout the US, Canada and the Caribbean. In 2021, ESI became an independently operated subsidiary of Medical Mutual of Ohio.



# Productivity Solution: Employee Assistance

## Productivity Solution: Employee Assistance

### ESI Delivers More Benefits and Better Results than any other EAP.

With employees losing an average of over 3 weeks of productivity each year, addressing productivity losses is critical. With the current average salary at \$53,490 per year, or \$1,028 per week, lost productivity can cost over \$3,000 per employee, per year!

Our entire focus is on providing the most comprehensive benefits to make the largest possible impact on improving employee lives and reducing lost productivity costs. We offer more than twice the benefits of other EAPs. And we deliver three times the level of utilization of traditional EAPs.

We have conducted follow-up research among ESI members who accessed our EAP services to measure the impact of our superior benefit offering on the lost productivity per employee. The results of our study demonstrate that ESI reduces lost time at work by more than 23%.

Perhaps most important, over 98% of those who use the EAP report that they are satisfied with the experience and would use the program again. Bottom line: No other EAP offers this degree of help for employees, this level of productivity improvement or this kind of cost savings.

## Employee Assistance Benefits and Services

### Counseling Benefits

**Members speak directly with our professional staff counselors 24-hours a day via a toll-free number.** Every counselor has a Master's or Ph.D. level degree. Staff counselors provide direct in-the-moment counseling when a Member calls and act as case managers when referrals are made to local counselors or other work-life or wellness resources, overseeing each case to its ultimate closure – regardless of the amount of time involved in assisting the Member.

All employees and their immediate family members are eligible for telephonic counseling and short-term, in-person counseling. Immediate family members are defined as spouse, children, life partner, or anyone who lives with the employee. Dependent children up to age 26 are also covered. Our EAP provides multi-lingual and multi-cultural counseling as well as services for the hearing impaired. Counselors offer help with these and other issues:

- Family
- Emotional Issues
- Stress
- Depression
- Anxiety
- Mental Health Issues
- Marital/Relationship Issues
- Loss and Grief
- Parenting Issues
- Family Violence
- Life Changes
- Anger Management
- Job Related Difficulties
- Alcohol and Substance Abuse





# Productivity Solution: Employee Assistance

## Clinical Network

ESI has thousands of licensed clinical counselors available to serve Members nationwide. All counselors in our diverse, multi-cultural network must meet the following criteria to qualify to serve ESI Clients and Members:

- Appropriate professional degree, state licensing, credentials, certifications, (PhD, MSW, LCSW, CADC, SAP, LMFT, LPC)
- Referrals are provided after confirming the provider's availability and the insurance match.
- Minimum of 5 years private practice experience
- Minimum of 20 hours of advanced continuing education per year, 2 hours of which must be devoted to ethics or legal considerations
- Documented professional liability insurance
- Covered on Member's insurance plan if long-term counseling is indicated

## Work-Life Benefits

**Work-Life Benefits** are offered to assist Members with a wide variety of issues, including:

- Daycare/Child Care Services
- Elder Care Services
- Interpersonal Relationships
- Family Life
- Estate and Probate Concerns
- Co-worker Relationships
- Living Wills
- College

**In addition, specialized legal and financial resources are available.**

**Legal:** Professional legal services are provided for issues unrelated to employment or medical concerns. Members are eligible to receive a free 30-minute legal consultation per legal issue with an attorney. Should a Member need to retain an attorney, a referral is made to a private attorney who specializes in the discipline of need. A 25% discount is applied to legal services billed at an hourly rate if the attorney is retained.

**Financial:** Members may request financial counseling with a professional financial planner to discuss retirement planning, college funding or other financial concerns.

**Debt Issues:** Comprehensive professional credit counseling is available to assist employees in developing a budget and in debt restructuring.



# Productivity Solution: Employee Assistance

## Caregiver Benefits

Over 50 million Americans are faced with the challenge of being a caregiver. Caregiving can be one of life's most challenging issues. With **Caregiver Benefits**, Members access counselors with special training for help finding local resources and information on medical and home care needs.

## Adoption Benefits

With **Adoption Benefits**, Members access an adoption counselor to get help through the various stages and types of adoptions. Members receive an adoption guide and referrals to adoption agencies, attorneys and adoption support organizations. The adoption specialist is available throughout the adoption process.

## Children with Disabilities Benefits

ESI also provides resources for Members who have a child with a disability. A counselor conducts a full needs assessment, discusses options, makes referrals to community resources, and provides ongoing counseling and support.

## Personal Assistant

Everyday issues can disrupt an employee's productivity. Members can call or email ESI's **Personal Assistant** for help with day-to-day problems. Help is available for hundreds of issues, including:

- Finding a local medical or dental provider
- Consumer law and consumer rights
- Scholarships and financial aid
- Summer camp options

## Self-Help Resources

Many Member problems benefit from self-help resources instead of, or in addition to, counseling. **Employees have unlimited access to extensive online Self-Help Resources.** Resources are available for thousands of topics. A sampling of subjects includes:

- |                                       |                          |
|---------------------------------------|--------------------------|
| • Adoption Matters                    | • Health/Wellness Videos |
| • Automotive Purchases                | • Financial Calculators  |
| • Cancer Information                  | • Separation & Divorce   |
| • Child/Elder Care Providers          | • Smoking Cessation      |
| • Extensive Legal Library from NOLO   | • Weight Loss            |
| • Krames Staywell Medical Information | • Wills & Living Wills   |

Members can access the Self-Help Resources directly at our website [www.EducatorsEAP.com](http://www.EducatorsEAP.com) or may request information by telephone and have it mailed to them.





# Productivity Solution: Employee Assistance

## Educators' Resource Centers

We offer several Resource Centers of specific Educators' topics that Members have asked about or suggested. These centers are curated lists of links to resources to timely topics.

- **Managing the Classroom** – Topics include: Classroom Management; Maintaining Discipline & Handling Behavior Problems; Conflict Resolution; Bullies & Bullying; Keeping Schools Safe; Managing Crises
- **Budget Boosters for Educators** – Topics include: Teaching Materials; Free Resources for Learning Challenges; Donations and Assistance; Tips and Advice; Grants and Awards
- **Parental Challenges Resource Center** – Topics include: Difficult Parents - specific scenarios; Connecting with Parents; Communication; Forms and Letters
- **Bullies and Bullying** – Topics include: Tools and Material; Guides and Resources; Bullies & The Bullied; Prevention & Intervention; Harassment, Hate & Bullying; Cyberbullying; On the School Bus; Student Empowerment; Dating violence
- **Cyber Safety Resource Center for Educators** – Topics include: General Resources; Materials for Teachers; Password Security; E-Mail, Spam, and Phishing; Identity Theft; Scams, Hoaxes, and Fraud; Keeping Kids Safe; Cyberbullying & School Responses

## Tools for Tough Times

**Tools for Tough Times** is a self-help benefit designed to help Members cope with today's tough financial pressures - whether it be finding a rideshare program, learning how to avoid foreclosure, finding a heating assistance program, tapping into ideas for saving money at the grocery store or cooking meals for less. Our tools include resources to help Members do more with less, with helpful information on:

- Mortgages and Home Ownership
- Financial Tools
- Debt and Money Problems
- Gas and Driving
- Heating and Home Energy
- Frugal Living

## Pet Information

Nearly two-thirds of all U.S. households have a pet and 50% of pet owners indicate that they consider their pets to be family members. We assist Members in solving everyday pet-related problems. Whether choosing or naming a pet, finding a vet, locating hotels that allow pets or solving pet behavioral problems, we can help.



# Productivity Solution: Employee Assistance

## Wellness Resource Center

ESI provides a **Wellness Resource Center** containing the latest, most reliable articles, videos and self-assessments for dealing with stress, diet, fitness and smoking. As employees increase their knowledge and understanding of these topics, they can greatly reduce their health risks and increase their overall wellbeing. All employees of the organization and their immediate family members are eligible to utilize these valuable resources.

## Lifestyle Savings Benefit

**Lifestyle Savings Benefit**, powered by BenefitHub, includes a menu of discounts, rewards and perks on thousands of brand name goods, products and services that you purchase every day. Available benefits may vary by season and geography and are accessible from ESI's website.

Benefits are available in a variety of categories that include:

- Health & Wellness
- Auto
- Electronic
- Apparel
- Restaurants
- Beauty & Spa
- Travel





## Peak Performance Personal and Professional Benefits

### Performance Solutions: Peak Performance Coaching

ESI is the only EAP to offer an entire menu of coaching programs, resources, and training to stimulate employee performance. These benefits are designed to improve the performance of not just some but all of your employees. The result: Employees report improved personal and professional performance at work and at home; and overall employee performance is improved.

These benefits include one-on-one telephonic coaching from Certified Coaches combined with structured, online trainings. Coaching is delivered by Master's or Ph.D. level Coaches in scheduled telephonic coaching sessions to review key concepts of the trainings and implementation of skills. Coaches use a solution-focused approach to improve current and future performance.

### Peak Performance Coaching Benefits and Services

#### Certified Financial Coaching

In recent studies, four out of five employees report significant financial stress and three out of five say that it affects their ability to focus while at work. Our **Certified Financial Coaching** helps Members to address budgeting, credit, debt and money management issues. And because our Coaches are also Behavioral Health Clinicians, they are experienced in change management and in addressing the stress, family problems and mental/emotional issues that often accompany financial problems. The Certified Financial Coaching benefit has three core components: telephonic **Financial Coaching** provided by certified professionals, **Financial Assessments** and **Financial Education**. The Financial Education component includes more than 200 Personal Finance and Investing courses available online 24/7.

#### Balancing Life at Work and Home Coaching

Senior Counselors and SPHRs work with Members on making the most of family life while learning to succeed at work. Coaching includes one-on-one telephonic coaching and support.

#### Resilience Coaching

Senior Counselors and Wellness Coaches help Members recognize their personal strengths and improve resilience as they face life challenges. Coaches direct Members to specific ESI online trainings to assist in the coaching process. Coaching includes one-on-one telephonic coaching and support.

#### Effective Communication Coaching

Senior Counselors and SPHRs work with Members in the essential areas of understanding the communication process, sending clear and consistent messages, and listening to understand. Coaching includes one-on-one telephonic coaching and support.

#### Certified Student Debt Coaching

Certified Student Debt Coaches help Members address issues related to student loans, including Federal Student Loan types, repayment plans, deferment and forbearance, loan discharge and default, rehabilitation and consolidation. Coaching includes one-on-one telephonic coaching and support.



## Peak Performance Personal and Professional Benefits

### Home Purchase Coaching

Certified Financial Coaches help Members with the home buying process, credit and financing basics, and avoiding delinquency and foreclosure. Coaching includes one-on-one telephonic coaching and support.

### Relaxation Coaching for Beginners

Wellness Coaches assess Member needs, provide support and refer to the appropriate yoga, relaxation or meditation training program. Coaching includes one-on-one telephonic coaching and support.

### Workplace Conflict Coaching

Senior Counselors and SPHRs guide Members on strategies to adopt interpersonal methods to resolve conflict. Coaching includes one-on-one telephonic coaching and support.

### Practical Aspects of Retirement Coaching

Certified Financial Coaches with special retirement planning expertise help Members address the practical and emotional aspects around retirement. Coaching includes one-on-one telephonic coaching and support.

### Succeeding as a Supervisor Coaching

Senior Counselors and SPHRs work with your supervisors on key management concepts for achieving organizational goals and developing and empowering employees. Coaching includes one-on-one telephonic coaching and support.

## Performance Solutions: Wellness Coaching

While your EAP provides a self-help wellness benefit, Wellness Coaching provided by Wellness Coaches has been demonstrated to boost engagement and results. More than 65% of those engaging with a Coach say they have achieved their wellness goals.

This benefit provides your employees and their families the opportunity to make positive changes that will yield health benefits for them and bottom-line relief for you. Members get coaching assistance from an integrated team of Wellness Coaches and Behavioral Health Clinicians for the mental and emotional challenges each employee must overcome to improve their physical health in the following areas: Fitness & Increasing Endurance, Nutrition & Weight Loss, Reducing Stress and Quitting Tobacco, Alcohol or Drugs.

Members can call to talk to a Wellness Coach on an unlimited basis. Each Member who calls is scheduled to speak with a Wellness Coach who helps assess and determine the Member's needs and goals and begin to set benchmarks for progress to reach those goals.





# Peak Performance Personal and Professional Benefits

## Performance Solutions: Peak Performance Employee Learning & Development

The **ESI Training Center** is a comprehensive employee development resource offering online training options designed to help employees grow in both their work and personal lives. Thousands of trainings offer development resources to employees at all levels of the organization, from line staff and supervisors to middle and senior managers. Trainings cover compliance issues, personal and professional development, customer sales and service, management trainings, business skills, and more. The online Training Center also includes featured Webinars, Learning Centers, and Training Bites focused on popular growth topics such as gratitude, goal setting, communication, sleep, building resilience, and more. New trainings are added monthly.

### Sampling of Course Topics

- HR Compliance Courses, including PHR and SPHR courses
- Health & Wellness
- Personal & Career Development
- Leadership & Management
- Working Remotely
- Teamwork & Collaboration
- Workplace Safety
- IT, Microsoft, Google Apps, & More

### Personal Finance & Education Center

The **Personal Finance & Education Center** includes online tutorials covering a wide range of money issues. Just some of the topics covered are:

- Financial basics – budgets, savings, debt, credit
- Financial planning for today and tomorrow's needs
- Goal setting and saving for the future: retirement, home buying, education
- Understanding and dealing with debt; getting out of debt
- Investing – stocks, bonds, funds, creating balanced portfolios and managing risk



## Peak Performance Personal and Professional Benefits

### GCN Compliance Training

GCN Compliance Training is an **optional benefit**. ESI has partnered with Global Compliance Network (GCN) to offer online compliance training to our Member organizations at a **discounted rate**. To comply with federal or state laws, almost all organizations have some formal training requirements, whether it is Bloodborne Pathogens, Sexual Harassment, or OSHA initiatives. Some key features of this opportunity include 90 available online tutorials on OSHA, HR issues, Professional Development and more, customizable with organization-specific information, tracking database and other features.

### Onsite Training

ESI can also provide **Onsite Training**. **Additional charges apply**. Seminar topics include:

- Harassment and Discrimination Prevention (Supervisor and Employee version)
- Violence Prevention in the Workplace (Supervisor and Employee version)
- Balancing Work & Personal Lives
- Excellence in Colleague Communication & Customer Service as a Team
- Drug-Free Workplace Training and Compliance
- Federal DOT Supervisory Training
- Stress and Resiliency
- Building Effective Work Teams for Managers
- Effective Communication
- Emotional Intelligence in the Workplace





# EAP Administration: Orientation and Communication

## EAP Administration: Orientation and Communication

### EAP Member Orientation

An employee assistance program that is not used is not useful. Utilization begins with employee awareness. A well-planned installation and continued awareness campaigns will have a direct impact on the level of utilization. ESI provides comprehensive employee orientation and communications.

We provide a session to explain the EAP benefits in a way that does not disrupt normal operations. Depending on the availability of employees and supervisors, orientations are delivered via group web conference meetings and online orientation videos for both employees and supervisors. Employee information sessions cover the following:

- Detailed description of the EAP benefits and services
- Example of how EAP can assist employees in resolving personal, family and work-related difficulties
- Description of the major EAP components: Personal and Family Counseling, Financial, Legal, Work-Life, Wellness, Dependent Care, Career Development, Self-Help Resources, and Lifestyle Savings Benefit
- How to use the program; 24-hour availability
- In-depth explanation of confidentiality

### EAP Supervisor Orientation

Supervisor involvement is essential in the integration of ESI into the workplace culture. Once these key individuals thoroughly understand the full range of services available, they can proactively refer employees before job performance is affected by personal problems. Supervisors are also educated on the most effective ways to manage employee behavior concerns once job performance is impacted. Supervisor training and online videos are an integral part of the EAP installation. Supervisor and manager training sessions include:

- The role of the EAP
- Identification of troubled employees
- Effective intervention techniques
- Conducting an administrative referral
- Return-to-work strategies
- The benefits of promoting the EAP in a positive manner



# EAP Administration: Orientation and Communication

## EAP Ongoing Communication

As part of a continued awareness campaign, ESI provides a wide variety of high-quality video, hardcopy, and electronic materials to promote ongoing awareness and utilization of EAP benefits and services. The continued awareness campaign includes:

- Brochures
- Monthly Newsletters
- Wallet Cards
- Payroll Stuffers
- Posters
- Table Top Displays
- Video Presentations
- New Benefit Announcements

## Automated Digital Communications

ESI's proprietary Automated Digital Communications (ADC) system allows ESI EAP to engage in periodic email communications with Members. Utilization is the key to maximizing the effectiveness of your EAP by helping employees to resolve issues and distractions that hinder productivity. At ESI EAP, we achieve superior levels of utilization - triple that of traditional EAPs - through regular Member communications about services and benefits. Our e-communications supplement a host of traditional communication tools from brochures, posters, table tents, and videos.

## EAP Mobile App

Members have the convenience and privacy of 24/7 access to all EAP benefits and services at their fingertips wherever they go via the EAP smartphone app. Members can download the free EAP App for iOS (Apple) and Android.

## Explore EAP Benefits

Scan the QR code with your device or smart phone to explore more about our EAP benefits.







## Manager, Supervisor and HR Services

### Human Resource Consultations

Unlimited **HR Consultations** are available for complex employee issues. Managers may contact our clinical staff or our certified SPHRs (Senior Professionals in Human Resources) for counsel on virtually any human resource issue. SPHRs keep up to date on various employment matters such as FMLA, ADA and Workers' Compensation.

### Trauma Response

Through our **Trauma Response** services, ESI has trained counselors and other certified personnel ready to respond to the needs of your organization should your personnel experience a traumatic situation at work. Staff counselors are trained to consult and triage with management to assess employee needs during a critical situation.

Counselors include grief and trauma specialists as well as team members certified in basic and advanced critical incident stress management. Common reasons for Trauma Response services include:

- Threat of deadly force against an employee
- Workplace accident involving serious injury or death of an employee
- Workplace violence
- Witnessing a suicide or suicide attempt

Responses include on-scene deployment, telephonic counseling, educational materials and private counseling as well as group debriefings.

### Administrative Referral

**The Administrative Referral** is a formal process to address employee policy violations and unacceptable job performance, such as repeat absenteeism, negative interpersonal interactions, substance abuse violations and performance issues that could be improved through Coaching and Training.

This process is geared to work in tandem with HR to save valuable employees. It should be used in conjunction with a progressive discipline process. When facing an employee performance problem, supervisors should consult with an EAP Clinical Counselor to determine the best approach from options that include Counseling, Coaching, and Training. This consultation should be done before referring the employee so the EAP Counselor can help structure the formal referral interview and offer guidance for necessary forms. The EAP will work closely with the referring supervisor or manager during and after the referral process, providing complete case management and corrective counseling to closure.

When presented with facts concerning their performance, most employees cooperate with the Administrative Referral. According to our records logged over 26 years, approximately **65%** of referred employees who are physically and psychologically fit for duty have made successful job recoveries.



# Manager, Supervisor and HR Services

## Supervisor Resource Center

ESI provides an online **Supervisor Resource Center**. This section of our website contains copies of forms, policies, articles and other tools designed to help develop people management "best practices" and compliance-related issues. An extensive array of articles and Web resources from leading experts are also available to help you solve the everyday problems that are encountered when managing people.

**Some of the key HR topics covered in the Supervisor Resource Center are:**

- Recruiting, Hiring, Interviewing and Onboarding
- Maximizing Employee Engagement
- Family Medical Leave Act (FMLA)
- Workplace Violence and Harassment Prevention

## Drug-Free Workplace

Many organizations recognize the need for a **Drug-Free Workplace** program. Other employers that are regulated by the US Department of Transportation (DOT) are mandated to conduct drug and alcohol testing programs. ESI provides resources to meet both needs.

Drug-Free Workplace online training and policy development assistance is available. In addition, there are online DOT resources including compliance issues and online supervisor training. There is no additional charge for these services, but should an employee test positive for drugs or alcohol, the cost of a referral to a certified Substance Abuse Professional (SAP) is not covered.

## HR Web Café

**HR Web Café** is ESI's workplace blog about employment issues, people matters and work trends. New posts are also compiled and emailed to key HR personnel on an ongoing basis. A sampling of popular blog postings includes:

HR Trends; The Great Resignation and what employers can do to recruit and retain good employees; How to combat Zoom fatigue and video conference burnout; FMLA Updates; Covid-19 news and resources; Your odds of an employment lawsuit – and what it would cost; HR news roundups; The risks of using Social Media in recruitment; The changing marijuana legal landscape; How laughter helps us cope; Religious discrimination and accommodation; Terminating potentially violent employees; Wellness tips and resources.





## ESI Accountability

### Confidentiality

Every employee who uses the ESI program does so in confidence. **Confidentiality** is always maintained except in cases where there is a legal obligation to intervene, such as in the case of child or elder abuse, a serious threat of harm to self or others, or threats of workplace violence.

Privacy is maintained for all PHI (Protected Health Information). Only those responsible for delivering, maintaining and paying for services provided have access to this PHI. No PHI will be disclosed to any third party other than those mentioned without written authorization unless required by state or federal law, or when there is a threat of harm to the Member or another.

### Activity Reports

A primary way of assessing the effectiveness and value of the EAP is to track the rate and consistency of program utilization. ESI generates detailed EAP statistical **Activity Reports** on a monthly basis. These reports reflect referral statistics categorized by presenting problem and actual units of service rendered. EAP training reports include course title, employee name and date of completion. To maintain confidentiality, other EAP monthly reports are statistical in nature.

### Quality Assurance Program

ESI maintains the most rigorous Quality Assurance Program in the EAP industry. Below are the key elements of our QA process.

**Proprietary Network:** ESI's proprietary national network of local private-practice clinicians is a key component of our Quality Assurance Program. At program inception and each renewal thereafter, our Network Analysts undertake thorough measures to match the ESI network with your organization's requirements for local providers to ensure your employees and their families have convenient access to providers located close to where they work and live. In addition to availability of a complete array of clinical expertise, we also confirm that each network provider accepts the health insurance offered by the employer. This comprehensive formula enables ESI to provide a convenient and highly personalized referral to the local counselor who is best-suited to help the Member with their specific issue—ultimately resulting in faster problem resolution for the Member.

**Provider Review:** Providers are continuously assessed during the case management process. Every case manager is required to identify and report any clinical practice issues. In addition, providers and facilities are evaluated continually with the help of our Member feedback and a stringent re-credentialing process timed with every license renewal. Senior counselors review the assessment forms submitted by our providers and any concerns are reviewed by a supervisor immediately.

**Member Satisfaction Research:** A participant survey is discretely provided to every Member who receives personalized counseling services. Member names and contact information is optional. Members rate their EAP experience and are given the opportunity to make recommendations.

**Peer Review:** Staff counselors monitor and critique each other to foster an open collaborative environment which emphasizes the team approach to achieve the best possible outcome.



## ESI Accountability

**Weekly Clinical Staff Meetings:** Staff counselors and supervisors meet on a weekly basis to discuss emerging trends, best practices, case review and to receive training.

**Clinical Supervision:** Clinical supervisors and our Chief Clinical Officer routinely review cases. A system of random case sampling and "in the moment" reviews are conducted with staff counselors. All administrative referrals, critical incidents and high-profile cases are reviewed concurrently with supervision while the staff counselors are actively working the case.

**Problem Resolution:** If a service issue or concern is brought to our attention, the problem is immediately addressed by the Chief Clinical Officer who will initiate a resolution within 24 hours—usually sooner. Your account manager will ensure the highest level of response has been provided to resolve the issue.

### Money Back Guarantee

Your satisfaction is our primary concern. If at any point within the first 180 days following the effective contract date you are dissatisfied with the EAP for any reason, you may cancel the contract agreement and ESI will refund all money paid up to that point, minus the specific dollar amount paid for network counseling services.





## ESI EAP Pricing

Cost Per Employee: BILLED ANNUALLY	PER MONTH: \$1.95	PER YEAR: \$23.44
Number of Employees Covered Under Plan:	425	
Total Cost of EAP Per Year:	\$9,962	

Included in Price (This quote is good for 60 days):

- **Employee Benefits and Services Summary**

- ✓ **Counseling Benefits**

- Face-to-Face Sessions per issue per year: Up to 3
    - Unlimited Telephonic Counseling ▪ Family Members Covered ▪ Master's & Ph.D. Level Licensed Counselors

- ✓ **Work-Life Benefits**

- Legal ▪ Financial ▪ Caregiver Benefits ▪ Adoption Benefits ▪ Children with Disabilities ▪ Personal Assistant
    - Self-Help Resources ▪ Tools for Tough Times ▪ Pet Information ▪ Educators' Resource Centers

- ✓ **ESI Employee & Learning Development**

- Personal & Professional Online Trainings ▪ Personal Finance & Education Center
    - GCN Compliance Training (GCN is optional)

- ✓ **Wellness Resource Center & Lifestyle Savings Benefit**

- **Peak Performance Coaching Benefits and Services – Topics Include:**

- Certified Financial ▪ Balancing Life at Work and Home ▪ Resilience ▪ Effective Communication
  - Certified Student Debt ▪ Home Purchase ▪ Relaxation for Beginners ▪ Workplace Conflict
  - Practical Aspects of Retirement ▪ Succeeding as a Supervisor

- **Administration Services**

- EAP Member & Supervisor Orientation ▪ EAP Ongoing Communication
  - Automated Digital Communication (ADC) ▪ EAP Mobile App

- **Manager, Supervisor and HR Services**

- Human Resource Consultations w/SPHR's ▪ Administrative Referral
  - Supervisor Resource Center ▪ Drug-Free Workplace ▪ HR Web Café

- **Trauma Response:** 1 free per year (\$250 per hour thereafter)

- **Wellness Coaching Included**

- **ESI Accountability: Confidentiality, Activity Reports, Quality Assurance Program**

DOT/SAP charges: \$850 per case

## Corrective Action Plan (CAP)

Prepare only when there is a finding(s) in the CAFR or AMR.

Upload to the CAFR Repository with file name: CAP.PDF (within 30 days of board approval)

and

Email a copy of the CAP to: CAP@ag.nj.gov

School District/Charter/Renaissance School Project Hillside

County Union

Contact Person Dr. David Eichenholtz, Business Administrator/Board Secretary

Type of Audit Financial

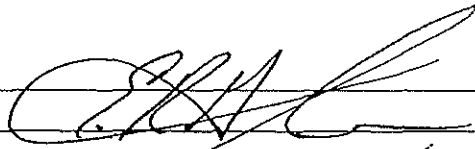
Telephone Number 908-352-7664 ext. 9602

Email Address deichenholtz@hillsidek12.org

Date of Board Meeting April 20, 2023

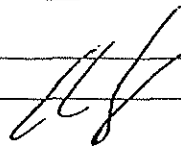
Recommendation Number	Corrective Action Required by The Board	Method of Implementation	Person Responsible for Implementation	Planned Completion Date of Implementation
1. Balances on deposit in salary & payroll agency account analyzed monthly	This has been started with the 2022-2023 reconciliations	Reconciliation	Maryalyce Alexander & David Eichenholtz	3/2023
2. Open Grant Balances	A complete review of the "20" accounts at year end	Year End Review	Erskine Glover & James Bevere	6/2023

Chief School Administrator:



Date: 4-19-23

Board Secretary/School Business Administrator:



Date: 5/31/23



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and  
Email a copy of the CAP to: CAP@ag.nj.gov

School District/Charter/Renaissance School Project Hillside  
County Union

Contact Person Dr. David Eichenholtz, Business Administrator/Board Secretary

Type of Audit Financial

Telephone Number 908-352-7664 ext. 9602

Email Address deichenholtz@hillsidek12.org

Date of Board Meeting April 20, 2023

Recommendation Number	Corrective Action Required by The Board	Method of Implementation	Person Responsible for Implementation	Planned Completion Date of Implementation
3) State submission federal funding salary payments	Annual funding submission	Review & Timely submission	Payroll	6/2023
4) Bid threshold review for contracts awarded	Monthly review of vendor cumulative payments	Monthly Review	Maryalyce Alexander & David Eichenholtz	4/2023

Chief School Administrator:

Date: 4-19-23

Board Secretary/School Business Administrator:

Date: 3/31/23

**Corrective Action Plan (CAP)**  
Prepare only when there is a finding(s) in the CAFR or AMR.

Upload to the CAFR Repository with file name: CAP.PDF (within 30 days of board approval)  
and  
Email a copy of the CAP to: CAP@ag.nj.gov

School District/Charter/Renaissance School Project    Hillside  
County Union  
Contact Person    Dr. David Eichenholtz  
Type of Audit    Financial  
Telephone Number    908-352-7664 ext. 9602  
Email Address    deichenholtz@hillsidek12.org  
Date of Board Meeting    April 20, 2023

Recommendation Number	Corrective Action Required by The Board	Method of Implementation	Person Responsible for Implementation	Planned Completion Date of Implementation
5) Cash Reserves for Food Service Account exceed average expenditure	Spend down surplus	Review & Spending Plan	Matthew Leonardis & David Eichenholtz	4/2023

Chief School Administrator:

Date: 4-19-23

Board Secretary/School Business Administrator:

Date: 3/31/23



# **New Jersey Schools Insurance Group**

## **Safety Grant Program Application – 2023**

Safety Grant allotments are a direct result of NJSIG's Underwriting Surplus for the previous program year. Grant disbursements will take place during the Fall of the application year. Grant applications must be completed by 11:59PM EDT on Friday, June 2, 2023

### **Your Allotted Safety Grant is \$5123.00**

**Applicant District**

Hillside Township Board of Education

**Street Address**

195 Virginia Street

**City**

Hillside

**County**

Union

**State**

NJ

**ZIP Code**

07205

**Preferred Email Address**

deichenholtz@hillsidek12.org

**Business Administrator**

David Eichenholtz

**Business Administrator Phone**

(908) 352-7664 x6428

**Business Administrator Fax**

(908) 282-5839

**Business Administrator Email Address**

deichenholtz@hillsidek12.org

**Project Manager**

David Eichenholtz

**Project Manager Phone**

(908) 352-7664 x6428

**Project Manager Fax**

(908) 282-5839

**Project Manager Email Address**

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Please provide an overall outline of your project(s) for conceptualizing the planned use of funds. This narrative should illustrate the intention of the project(s). Be sure to include project goals, project implementations, how your project(s) will enhance safety, and estimated start and completion dates.

#### **Project Description**

Hillside Public Schools will utilize the grant funds to add safety fencing to the front of Ola Edwards Community School adjacent to the street. This is the intent to protect students during arrival and dismissal. The fencing will provide a barrier from the street to avoid students from entering the roadway unintentionally. The fencing project start date is Summer 2023 and be completed before the start of the 2023/2024 school year.



## New Jersey Schools Insurance Group

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Budget Category	Function & Object Code	Grant Funds Requested
<b>Support Services</b>		
Technical & Professional Services	200-300	0.00
Other Services	200-500	0.00
Supplies & Materials	200-600	0.00
<b>Facilities Acquisition &amp; Construction Services</b>		
Professional & Technical Services	400-390	0.00
Construction Services	400-450	5123.00
Noninstructional Equipment	400-732	0.00
<b>Total Budget</b>		<b>5123</b>

Was the 2022 safety grant used in accordance with the grant application submitted for the 2022 fiscal year?

Yes

If no, please provide the estimated completion date for the project(s).

If no, please provide a brief reason.

Is a signed board resolution or meeting minutes available at this time?

No

If no, please provide the anticipated meeting date when the use of the safety grant funds will be approved.

May 29th, 2023



A signed board resolution or meeting minutes that approves the project(s) and use of these funds must be provided before any disbursements can be made. If the requested document was unavailable at the time this application was completed you may upload the document when it becomes available by logging into the NJSIG Safety Grant Portal.



## **New Jersey Schools Insurance Group**

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Safety Grant allotments are a direct result of NJSIG's Underwriting Surplus for the previous program year. Grant disbursements will take place during the Fall of the application year. Grant applications must be completed by 11:59PM EDT on Friday, June 2, 2023

#### **Complete and Accurate Information**

I certify that the information provided in this application is complete and accurate. I understand that failure to provide complete and accurate information could result in a delay or denial of this application at the sole digression of New Jersey Schools Insurance Group.

#### **Applicant Acknowledgments**

I certify that the use of any funds obtained through New Jersey Schools Insurance Group's Safety Grant Program by the applicant named in this application has been approved by the school board or equivalent group of trustees or elected or appointed officials.

I certify that the applicant named in this application has consented to submitting this application electronically with an electronic signature provided by a representative appointed by the school board or equivalent group of trustees or elected or appointed officials.

#### **Disbursement Requirements**

I certify that the applicant named in this application has acknowledged any disbursement of funds will not take place until this application has been approved and the applicant has provided a copy of the signed board resolution or meeting minutes that approves the project(s) and use of the funds.

#### **Signer Acknowledgments**

I certify that I have been authorized to provide an electronic signature on behalf of the applicant named in this application by the school board or equivalent group of trustees or elected or appointed officials.

Representative

Dr. David Eichenholtz

Representative Title

BA/BS

Electronic Signature Timestamp

Tuesday, April 18, 2023 1:31:03PM EDT

Hillside School District

2023 LRFP Minor Amendment



Hillside High School  
Monday, March 27, 2023

School No. 050

Project Name	Tier	SF / Quantity	Unit Cost	Construction Cost	Project Cost (1)	Completed Projects	Comment
Auditorium HVAC Upgrades	Level 1 Critical Capital Maintenance	7,000.00	\$130.00	\$910,000.00	\$1,196,500.00		
Electrical Service Upgrade	Level 1 Critical Capital Maintenance	1.00	\$500,000.00	\$500,000.00	\$644,000.00		
				\$0.00	\$0.00		
				\$7,410,000.00	\$1,840,500.00		

**UNION COUNTY EDUCATIONAL SERVICES COMMISSION  
45 CARDINAL DRIVE  
WESTFIELD, NEW JERSEY 07090  
(908) 233-9317 X1017, 1018, 1019, 1020**

**RESOLUTION/AGREEMENT FOR PARTICIPATION IN COORDINATED  
TRANSPORTATION SERVICES**

**WHEREAS** the **Hillside** Board of Education (hereinafter referred to as “the Board”) desires to transport special education, non-public, public and vocational school students to specific destinations; and

**WHEREAS** the UNION COUNTY EDUCATIONAL SERVICES COMMISSION, (hereinafter referred to as the “UCESC”) offers coordinated transportation services; and

**WHEREAS** the UCESC will organize and schedule transportation routes to achieve the maximum cost effectiveness; and

**WHEREAS** the Board and the UCESC will hereinafter be referred to collectively as “the Parties.”

**NOW THEREFORE**, it is agreed that in consideration of prorated contract costs, plus an administration fee of four percent (4%), as presented to the **Hillside** Board of Education, and as calculated by the billing formula adopted by the UCESC, the UCESC will provide the following services:

**1. UCESC’s Services:**

- A. Transportation for designated Board students each day while school or classes attended by designated students are in session;
- B. Monthly billing and invoices to the Board;
- C. Computer print-outs of student lists for all routes coordinated by the UCESC;



- D. Providing all information to the Board necessary for the accurate submission of the District Report of Transported Resident Students;
  - E. Providing all necessary interactions and communications between the sending district, receiving district, and the respective transportation coordinators;
  - F. Constant and timely review and, if required, revision of routes,
  - G. Transportation of student as soon as possible after receipt of a formal written request by the Board;
  - H. A bid analysis upon the request of the Board;
  - I. Timely submissions of contracts, contract renewals, or contract addenda to the county office for approval.
2. **Billing Formula:** The formula adopted by the UCESC for the calculation of billings shall be based on the route cost(s) divided by the number of students allocated to each participating school district. The total amount charged to each school district will be adjusted based on the actual cost of transportation. Any balance which may be due back to the Board based on this formula will be reimbursed, without interest, by the end of June.
3. **The Board's Responsibilities:** In addition to the payment as described above, the Board will provide the UCESC with the following:
- A. Requests for transportation on forms to be provided by the UCESC, and completed in full and signed by an individual authorized to do so by the Board;
  - B. Forms which contain all necessary and relevant information, including, but not limited to, medical information, the individual student's condition, and transportation needs for all students transported by the UCESC;

- C. A written withdrawal from any transportation, signed by an individual authorized to do so by the Board;
- D. Strict adherence to the established payment schedule.
- 4. **Additional Costs:** All additional costs generated by unique requests, including but not limited to mid-day runs and early dismissals will be borne by the Board making such request.
- 5. **Changes:** The Board understands and agrees that, as a condition of the herein Agreement, any change in the number of students being transported on each route, or changes in mileage during the course of the year will necessitate a reapportionment and adjustment of costs.
- 6. **No Responsibility for Student Use of Services:** The parties agree that the UCESC has no responsibility for assuming a pupil's use of arranged transportation or attendance on an established route. Once assigned to a route, the monthly billing for the pupil's reserved seat will continue until the UCESC is otherwise notified, in writing by the Board, to delete the pupil from the assigned route. If a student is put on hold, the district will continue to incur the daily cost of services until UCESC receives written termination or the district comes to a resolution and services are resumed. The UCESC will not place a student on hold without notifying the district Business Administrator and Special Services first.
- 7. **Term of Agreement:** This Agreement and the obligations and requirements thereunder shall be in effect from **July 1, 2023** through **June 30, 2024**. The UCESC shall have no obligation to provide transportation services beyond the term of this Agreement.
- 8. **Termination:** This agreement as to any specific student cannot be terminated by the Board except for one of the following reasons:

- A. A change in a student's school placement;
- B. The relocation of a student's residence to another district;
- C. Student receives home instruction and/or illness. (Note that in this circumstance, immediate reinstatement is not guaranteed).
- D. Any other situation which is beyond the control of the Board. Note that finding a cheaper rate away from the UCESC after a route has been awarded, is not an acceptable reason for termination.

9. **Breach of Agreement/Attorneys' Fees.** In the event that either Party brings an action to enforce the terms of this Agreement or as a result of a breach of the Agreement by any party, each party bears their own burden of proof as to a breach and damages. In addition to any remedies available at law or in equity, the non-breaching Party may request that the Court award reasonable attorneys' fees and costs incurred in connection with that enforcement or breach action against the breaching party.

10. **Enforceability and Severability.** The Parties agree and acknowledge that each of the provisions of this Agreement is reasonable and should be fully enforceable, and the Parties waive any right to argue, assert, or allege any claim to the contrary. However, if any provision of this Agreement is determined by a Court of competent jurisdiction to be unenforceable because it is overbroad or unreasonable, the Parties agree that such provision(s) may be modified and enforced to the maximum extent permissible. If any provision of this Agreement is held to be invalid and cannot be modified so as to make it enforceable, then such provision shall be deemed to be severed from the Agreement, and the remaining provisions shall remain in full force and effect.

11. **Waiver of Breach.** A waiver by any Party of a breach of any of the provisions of this Agreement shall not operate or be construed as a waiver of any other provision of this Agreement or of any subsequent breach of the same or any other provisions of this Agreement. The understandings and representations of the Parties set forth in this Agreement shall survive any breach of this Agreement and be enforceable by any non-breaching Party.
12. **Entire Agreement.** This Agreement constitutes the sole and complete agreement among the Parties with respect to the settlement of the Action. Neither Party is relying upon any representation, understanding, undertaking or agreement, whether oral or in writing, not set forth in this Agreement.
13. **Drafting and Negotiation by Counsel.** The drafting and negotiation of this Agreement have been participated in by each of the Parties and their respective counsel and, for all purposes, this Agreement shall be deemed to have been drafted jointly by each of the Parties. No ambiguity shall be resolved against any Party based upon authorship. The Parties hereby acknowledge that they have been represented by counsel throughout the settlement of the above-referenced matter, throughout the negotiation of this Agreement, and at the execution of this Agreement, and have read and consulted with counsel regarding this Agreement.
14. **Headings.** The headings contained in this Agreement are for convenience and reference purposes only and shall not be deemed to be a part of the Agreement or to offer the meaning or interpretation of this Agreement.

15. **Counterparts.** This Agreement may be executed in counterparts, including by fax, each of which shall be deemed an original and all of which shall constitute one and the same instrument.
16. **Authority.** The signatories hereto warrant and represent that they are legally authorized and empowered to enter into this Agreement on behalf of the Parties.
17. **Governing Law; Jurisdiction.** This Agreement shall be construed under, subject to, and governed by the laws of the State of New Jersey, without regard to conflict of law principles. The parties choose the Superior Court of New Jersey, Union County, as their forum for resolving any dispute concerning this Agreement. The parties further agree that this Agreement shall not be filed with any court except in an action to enforce or challenge its terms.
18. **Further Assurances.** The Parties hereto agree to perform such other and further acts or things and to execute and deliver such other and further documents necessary and appropriate to effectuate the terms and objectives hereof.
19. **Approval by County Superintendent:** It is understood by the parties hereto that this Agreement shall be without force and effect until it is approved by the County Superintendent of School of the County of Union, and any additional County Superintendent, if applicable.

**AUTHORIZED SIGNATURES**

The Board President and Board Secretary Must Sign the Resolution/Agreement and Return to the UCESC with a Certified Copy of the Minute Extract Approving the Resolution/Agreement.

UNION COUNTY EDUCATIONAL SERVICES  
COMMISSION

By: \_\_\_\_\_  
U.C.E.S.C. President

Dated:

Attest:

By: \_\_\_\_\_  
U.C.E.S.C. Business Administrator/  
Board Secretary

Approved As to Form:

By: \_\_\_\_\_  
Union County Superintendent of Schools

HILLSIDE BOARD OF EDUCATION

By: \_\_\_\_\_  
Board President

Dated:

Attest:

By: \_\_\_\_\_  
School Business Admin./Board  
Secretary

Approved As to Form:

By: \_\_\_\_\_  
Union County Superintendent  
of Schools

# STUDENT TRANSPORTATION DOCUMENTS CHECKLIST

FROM:

Hillside  
Local Board of Education/Educational Services Commission

DATE:

11/29/22

SUBJECT:

22 - 23 Transportation Documents  
School Year

Transportation contracts, joint agreements and/or addenda are being submitted to you for approval along with the supporting documents identified on the checklist below.

Multi Contract Number(s)

Vill 1

	Original Contract	Contract Renewal	Joint Agreement	Quoted Contract	Parental Contract	Addendum	Transfer Agreement
1. Signatures	1. _____	1. _____	1. _____	1. _____	1. _____	1. _____	1. _____
2. Notary	2. _____	2. <u>X</u>		2. _____	2. _____	2. _____	2. _____
3. Board Minutes	3. _____	3. _____	3. _____	3. _____	3. _____	3. _____	3. _____
4. Insurance Certificate	4. _____	4. <u>X</u>		4. _____	4. _____		4. _____
5. Business Registration	5. _____			5. _____			5. _____
6. Bidder's Guarantee	6. _____						
7. Consent of Surety	7. _____						
8. Surety Bond	8. _____	8. <u>X</u>		8. _____		8. _____	8. _____
9. Affirmative Action	9. _____	9. <u>X</u>					9. _____
10. Bid Advertisement	10. _____						
11. Specifications	11. _____						
12. Route Description	12. _____						
13. Bid Sheet (Successful Bidder)	13. _____						
14. Summary of All Bids	14. _____						
15. Non-collusion Statement	15. _____						15. _____
16. Ownership Disclosure	16. _____						16. _____
17. Does not exceed CPI (NJSA 18A:39-3)		17. <u>X</u>				17. _____	
18. 3 Quotes				18. _____			
19. Veh. Registration					19. _____		
20. Driver License					20. _____		
21. Does not exceed bid threshold				21. _____	21. _____		
22. Investment Activities in Iran Disclosure	22. _____	22. <u>X</u>		22. _____			22. _____
23. Request for County Supt. Approval Form	23. _____	23. <u>X</u>		23. _____	23. _____	23. _____	

**State of New Jersey - Department of Education**

**Student Transportation Contract  
School Related Activities Renewal Contract**

<b>Board of Education of:</b>	<b>Hillside</b>
<b>In the County of:</b>	<b>Union</b>
<b>Multicontract or Trip #:</b>	<b>VIII 1</b>
<b>Contract Term:</b>	<b>July 1, 2022- June 30, 2023</b>
<b>Contractor:</b>	<b>Villani Bus Company</b>
<b>Terminal Location:</b>	<b>Linden, NJ</b>
<b>Contractor Code:</b>	<b>978</b>
<b>Bid Number:</b>	<b>1</b>
<b>Renewal Number:</b>	<b>18</b>
<b>For bonding purposes only, the estimated annual amount of this contract is:</b>	<b>\$100,000.00</b>

1. The transportation contractor shall transport students to and from school related activities as set forth in the bid specifications.
2. If the transportation contractor fully performs the services required by the specifications and this contract, the local board shall pay the contractor for the actual transportation provided.
3. The transportation contractor shall transport students not to exceed in number the capacity of the vehicle designated by the local board as set forth in the bid specifications; and comply with all applicable New Jersey statutes, regulations and procedures and with the rules of the local board governing student transportation.



<b>Board of Education of:</b>	<b>Hillside</b>
<b>In the County of:</b>	<b>Union</b>
<b>Multicontract or Trip #:</b>	<b>Vill 1</b>
<b>Contract Term:</b>	<b>July 1, 2022- June 30, 2023</b>

4. The transportation contractor shall ensure that the driver of each vehicle shall be a reliable person of a good character who shall possess all State school bus driver qualifications and licenses and shall comply with all statutes, regulations and procedures of the State of New Jersey and the rules and specifications of the local board. If, in the judgment of the local board, any driver of a vehicle operated under contract to transport students shall be deemed unsuitable to drive a school vehicle because of lack of driving skills, inability to control students, failure to comply with all applicable rules and regulations, incapacity, unbecoming conduct, or other good cause; the local board may request that transportation contractor to replace said driver. If the transportation contractor shall fail to comply with the aforesaid request, the local board may require the transportation contractor to show cause why such failure to comply with the request shall be deemed to constitute a breach of contract and may set aside and annul this contract.

5. The transportation contractor shall only transport student(s) and adults designated by the board of education and the specifications. Vehicle(s) shall arrive and/or depart the assigned locations no earlier or later as so indicated.

6. The transportation contractor agrees to furnish automobile liability insurance covering the operation of every vehicle transporting pupils and drivers thereof in the amount specified in the bid specifications but not less than \$1,000,000 combined single limit coverage per occurrence. The aforesaid insurance shall cover the local board as an additional named insured. The insurance company is to be one admitted under the insurance laws of this State to write the line of insurance to be provided. The transportation contractor further agrees to file the policy or certificate of such insurance with the secretary of the local board. In lieu of the aforesaid policy or certificate of insurance, self-insuring transportation contractors shall file with the secretary of the local board the certificate prescribed in N.J.S.A. 48:4-12 and 13. The local board must be given 30 days notice if the insurance is to be cancelled for any reason.

7. The transportation contractor will defend and indemnify the local board and any given agent, officer, or employee thereof and save harmless from and against any and all claims, actions, damages, liability and expense in connection with the loss of life, personal injury and/or damage to property arising from or out of actions of the transportation contractor occasioned wholly or in part by any act or omission to act of the transportation contractor, its agent, its subcontractor, or its employees in the performance of this contract.

<b>Board of Education of:</b>	<b>Hillside</b>
<b>In the County of:</b>	<b>Union</b>
<b>Multicontract or Trip #:</b>	<b>VIII 1</b>
<b>Contract Term:</b>	<b>July 1, 2022- June 30, 2023</b>

8. The transportation contractor shall provide a suitable surety bond as prescribed in the bid specifications. If the transportation contractor fails to perform the services agreed upon herein, the local board may utilize such bonding to purchase equivalent services from an alternate provider.

9. The failure of one party to this contract to comply with the provisions hereof shall constitute good cause for its termination by the other party to it.

10. It is understood and agreed by the parties hereto that this agreement shall be without force or effect until it shall have been approved by the County Superintendent of Schools.

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

<b>Board of Education of:</b>	<b>Hillside</b>
<b>In the County of:</b>	<b>Union</b>
<b>Multicontract or Trip #:</b>	<b>VIII 1</b>
<b>Contract Term:</b>	<b>July 1, 2022- June 30, 2023</b>

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

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27 5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

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

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.





<b>Board of Education of:</b>	<b>Hillside</b>
<b>In the County of:</b>	<b>Union</b>
<b>Multicontract or Trip #:</b>	<b>Vill 1</b>
<b>Contract Term:</b>	<b>July 1, 2022- June 30, 2023</b>

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

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

In witness whereof, the parties hereto have duly signed this contract.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Notary to the Contractor - Subscribed and sworn before me

12-19-22

\_\_\_\_\_  
Date

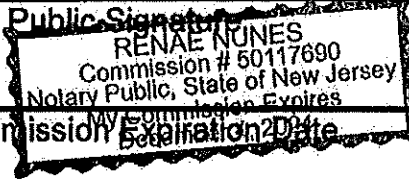
Villani Bus Company

Renee Nunes  
\_\_\_\_\_  
Notary Public Name

<b>Board of Education of:</b>	<b>Hillside</b>
<b>In the County of:</b>	<b>Union</b>
<b>Multicontract or Trip #:</b>	<b>VIII 1</b>
<b>Contract Term:</b>	<b>July 1, 2022- June 30, 2023</b>

Company or Trade Name  


Company Representative  
 Authorized Signature

Notary Public Signature  
  
 Notary's Commission Expiration Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/30/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Edgewood Partners Insurance Center P. O. Box 1689 Pearl River NY 10965	CONTACT NAME: Michele Mugno	FAX (A/C No.): 201-661-2440
	PHONE (A/C No., Ext.): 201-661-2440	E-MAIL ADDRESS: michele.mugno@epicbrokers.com
INSURED Villani Bus Company, Inc 811 East Linden Avenue Linden NJ 07036	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: New York Marine And General Ins Co	16808
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: 1480328237 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		OL202200013150	7/1/2022	7/1/2023	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & AOV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPROP AGG \$2,000,000 LSAM SUBLIMIT \$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		AU202200017047	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED SUBJECT TO THE POLICY TERMS AND CONDITIONS AND WITH RESPECTS TO THE TRANSPORTATION SERVICES PROVIDED BY THE NAMED INSURED.

## CERTIFICATE HOLDER

Hillside Board of Education  
195 Virginia Street  
Hillside NJ 07205

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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KNOW ALL MEN BY THESE PRESENTS:

That VILLANI BUS COMPANY, INC  
(hereinafter called Principal), as Principal and the GREAT AMERICAN INSURANCE COMPANY, a corporation of the State of OHIO,  
with its Principal Office 301 E. 4<sup>TH</sup> STREET, CINCINNATI, OHIO 45202 (hereafter called Surety), as Surety are held and firmly  
bound unto HILLSIDE BOARD OF EDUCATION,  
(hereinafter called Obligor), in the full and just sum of ONE HUNDRED THOUSAND AND 00/100  
DOLLARS (\$100,000.00).

To the payment of which sum, well and truly to be made, the Principal and Surety bind themselves, their and each of their heirs,  
executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this 5<sup>TH</sup> day of DECEMBER 2022.

WHEREAS, the Principal has entered into a certain written contract, dated the \_\_\_\_ day of \_\_\_\_\_,

with the Obligor for STUDENT TRANSPORTATION for the period beginning 7/1/2022 and ending 6/30/2023 RT# VIII 1.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, That, if the Principal shall indemnify the Obligor against  
any and all loss or damage directly arising by reason of the failure of the Principal to faithfully perform said contract, then this  
obligation shall be void; otherwise to remain in full force and effect.

This bond is executed and accepted upon the following express conditions precedent:

1. The Principal shall faithfully and punctually perform all the terms and condition of said contract except where failure to perform is  
due to act of war, act of terrorism, strike or labor stoppage which results in the cessation of a majority of BOE transportation  
contract services on an industry wide basis
2. That if the Principal shall abandon said contract or be lawfully compelled by reason of default to cease operation thereunder, the  
Surety shall have the right at its option to complete said contract or to sublet the completion thereof.
3. That the Obligor shall notify the Surety by registered letter, addressed and mailed to it at its Principal Office, of any breach of  
said contract within a reasonable time after such breach shall have come to the knowledge of the Obligor, or the Architect, or  
Engineer.
4. That the Surety shall not be liable for any provisions of the contract or specifications respecting guarantees of efficiency or  
wearing qualities, or for the maintenance or repairs, nor is the Surety obligated to furnish any other bond covering such  
provisions of the contract or specifications.
5. The Surety's liability shall not exceed the penal sum stated herein.
6. All suits at law or proceedings in equity to recover on this bond must be instituted within twelve months after the completion of  
said contract, and in any event within twelve months from the date fixed in said contract for its completion.

WITNESS

VILLANI BUS COMPANY, INC  
PRINCIPAL

By

(Seal)

GREAT AMERICAN INSURANCE COMPANY

By

ANTHONY M. SPINA

Attorney-In-Fact

# GREAT AMERICAN INSURANCE COMPANY®

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by  
this power of attorney is not more than THREE

No. 0 21537

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name	Address	Limit of Power
ROBERT G. LULL	ALL OF	ALL
AARON V. NOWLAND	MAHWAH, NJ	\$100,000,000
ANTHONY M. SPINA		

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 24TH day of OCTOBER 2018

Attest

GREAT AMERICAN INSURANCE COMPANY



*Stephen C. Beraha*

Assistant Secretary

*Mark Vicario*

Divisional Senior Vice President

MARK VICARIO (877-377-2405)

STATE OF OHIO, COUNTY OF HAMILTON - ss:

On this 24TH day of OCTOBER 2018, before me personally appeared MARK VICARIO, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



SUSAN A KOHORST  
Notary Public  
State of Ohio  
My Comm. Expires  
May 18, 2025

*Susan A. Kohorst*

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

**RESOLVED:** That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisional Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

**RESOLVED FURTHER:** That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

## CERTIFICATION

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this

5TH

day of

DECEMBER

2022



*Stephen C. Beraha*

Assistant Secretary

**SURETY DISCLOSURE STATEMENT AND CERTIFICATION**

pursuant to N.J.S.A. 2A:44-143

(for use when surety(ies) have a certificate from U.S. Secretary of the Treasury in accordance with 31 U.S.C. 9305)

(name of surety(ies)) **GREAT AMERICAN INSURANCE COMPANY**

surety(ies) on the attached bond, hereby certifies(y) the following:

(1) The surety(ies) meets (meet) the applicable capital and surplus requirements of R.S. 17:17-6 or R.S. 17:17-7 as of the surety's most current annual filing with the New Jersey Department of Insurance

(2) The capital and surplus, as determined in accordance with the applicable laws of this State, of the surety(ies) participating in the issuance of the attached bond is (are) in the following amounts as of the calendar year ended December 31, 2021, (most recent calendar year which capital and surplus amounts are available), which amounts have been certified on a Consolidated Certification by Ernst & Young LLP, 250 E. 5th Street, Cincinnati, Ohio 45202 and are included in the Annual Statement on file with the New Jersey Department of Insurance, 20 West State Street CN-325, Trenton, New Jersey 08625-0325.

<u>SURETY COMPANIES(Y)</u>	<u>CAPITAL AND SURPLUS</u>
Great American Insurance Company	\$3,097,702,179

(3) With respect to each surety participating in the issuance of the attached bond that has received from the United States Secretary of the Treasury a certificate of authority pursuant to 31 U.S.C. 9305, the underwriting limitation established therein on July 1, 2021 (most recent calendar year available) is as follows:

<u>SURETY COMPANIES(Y)</u>	<u>LIMITATION</u>
Great American Insurance Company	\$250,981,000

(4) The amount of the bond to which the statement and certification is attached is \$ 100,000.00.  
(fill in bond amount)

(5) If, by virtue of one or more contracts of reinsurance, the amount of the bond indicated under item (4) above exceeds the total underwriting limitation of all sureties on the bond as set forth in item (3) above, then for each such contract of reinsurance:

(a) The name and address of each such reinsurer under that contract and the amount of the reinsurer's participation in the contract is as follows:

<u>REINSURER</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
------------------	----------------	---------------

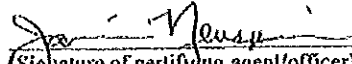
and;

(b) Each surety that is party to any such contract of reinsurance certifies that each reinsurer listed under item (5)(a) satisfies the credit for reinsurance requirement established under P.L. 1993, c.243(C.17:51B-1 et seq.) and any applicable regulations in effect as of the date on which the bond to which this statement and certification is attached shall have been filed with the appropriate public agency.

**CERTIFICATE**

(to be completed by an authorized certifying  
agent for each surety on the bond)

I, Jamie Neuspickle, as Divisional Vice President - Bond Division for Great American Insurance Company, a corporation domiciled in Ohio, DO HEREBY CERTIFY that, to the best of my knowledge, the foregoing statements made by me are true, and ACKNOWLEDGE that, if any of those statements made by me are false, this bond is VOIDABLE.

  
(Signature of certifying agent/officer)  
Jamie Neuspickle  
(Printed name of certifying agent/officer)  
Divisional Asst. Vice President  
(Title of certifying agent/officer)

Dated: DECEMBER 5, 2022  
(fill in month, day, year)



301 East 4th Street  
Cincinnati, OH 45202

GAIG.com

## GREAT AMERICAN INSURANCE COMPANY

### STATEMENT OF ASSETS, LIABILITIES AND CAPITAL & SURPLUS AS OF DECEMBER 31, 2021

#### ADMITTED ASSETS

Bonds	\$ 4,634,160,877
Stocks	1,342,077,362
Mortgage loans on real estate	610,128,164
Real estate (net of encumbrances)	2,167,418
Cash and short-term investments	1,062,849,476
Other invested assets	1,716,473,934
Receivable for securities	720,833
Investment income due and accrued	36,264,700
Agents' and premium balances	741,600,659
Reinsurance recoverable on loss payments	62,020,920
Net deferred tax asset	80,340,794
Receivable from affiliates	12,198,429
Receivable from Federal Crop Insurance Corporation	559,865,780
Company owned life insurance	196,874,070
Funds held as collateral	6,793,195
Funded deductibles	26,797,876
Other admitted assets	46,333,163

Total \$ 11,137,717,640

#### LIABILITIES, CAPITAL AND SURPLUS

Unpaid losses and loss expenses	\$ 4,906,504,091
Reserve for underwriting expenses	374,148,550
Federal income taxes	24,616,831
Reserve for unearned premiums	1,751,526,656
Ceded reinsurance premiums payable	203,873,832
Funds held under reinsurance treaties	640,117,270
Retroactive reinsurance ceded	(85,777,045)
Provision for reinsurance	41,404,800
Other liabilities	193,419,576
Total liabilities	8,040,015,461
Capital stock	\$ 15,440,800
Paid in surplus	887,143,601
Special surplus funds	77,301,404
Unassigned funds	2,117,816,564
Policyholders' surplus	3,097,702,170

Total \$ 11,137,717,640

Securities have been valued on the basis prescribed by the National Association of Insurance Commissioners.

STATE OF OHIO

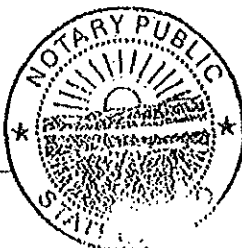
COUNTY OF HAMILTON

Robert J. Schwartz, Vice President and Controller, and Stephen Baraha, Assistant Vice President and Assistant Secretary, being duly sworn, each for himself deposes and says that they are the above described officers of the Great American Insurance Company of Cincinnati, Ohio; that said Company is a corporation duly organized, existing and engaged in business as a Surety by virtue of the laws of the State of Ohio and has duly complied with all the requirements of the laws of said state applicable to said Company and is duly qualified to act as Surety under such laws; that said Company has also complied with and is duly qualified to act as Surety under Public Law 97-258 enacted September 13, 1982 (98 Stat. 1047 as amended: 31 U.S.C. 9304-9308); that to the best of their knowledge and belief the above statement is a full, true and correct Statement of the Assets, Liabilities and Capital & Surplus of the said Company as of December 31, 2021.

Subscribed and sworn to before me

this 25th day of February, 2022.

*Holly McClinton*  
Public Notary  
Notary Public, State of Ohio  
My Commission Expires April 28, 2025



*Ruth J. Schwartz*  
Controller  
*Stephen Baraha*  
Assistant Secretary





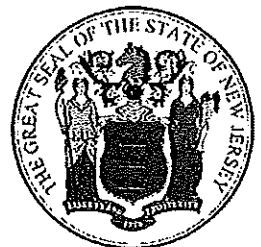
State of New Jersey  
Department of Banking and Insurance  
**CERTIFICATE OF AUTHORITY**

Date: May 01, 2022

NAIC Company Code: 16691

THIS IS TO CERTIFY THAT THE GREAT AMERICAN INSURANCE COMPANY, HAVING COMPLIED WITH THE LAWS OF THE STATE OF NEW JERSEY, AND ANY SUPPLEMENTS OR AMENDMENTS THERETO WITH RESPECT TO THE TRANSACTION OF THE BUSINESS OF INSURANCE, IS LICENSED TO TRANSACT IN THIS STATE INSURANCE SPECIFICALLY DESIGNATED BELOW:

- 01 - Fire and Allied Lines
- 10 - Aircraft Physical Damage
- 11 - Other Liability
- 12 - Boiler and Machinery
- 13 - Fidelity and Surety
- 14 - Credit
- 15 - Burglary and Theft
- 16 - Glass
- 17 - Sprinkler Leakage and Water Damage
- 18 - Livestock
- 02 - Earthquake
- 20 - Physical Loss to Buildings
- 21 - Radioactive Contamination
- 22 - Mechanical Breakdown/Power Failure
- 23 - Other (P/C)
- 26 - Accident and Health
- 03 - Growing Crops
- 04 - Ocean Marine
- 05 - Inland Marine
- 06 - Workers Compensation and Employers Liability
- 07 - Automobile Liability Bodily Injury
- 08 - Automobile Liability Property Damage
- 09 - Automobile Physical Damage



MARLENE CARIDE  
COMMISSIONER OF  
BANKING AND INSURANCE

COMPANY NAME: GREAT AMERICAN INSURANCE COMPANY NAIC COMPANY CODE: 16691

STATUTORY HOME ADDRESS:  
301 E FOURTH STREET  
CINCINNATI, OH 45202

SPECIAL CONDITIONS:

LOB 23 - OTHER (P/C): SUPPLEMENTAL INVOLUNTARY UNEMPLOYMENT INSURANCE.

----- CONFIDENTIALITY NOTICE

This message and any attachments are from the NAIC and are intended only for the addressee. Information contained herein is confidential, and may be privileged or exempt from disclosure pursuant to applicable federal or state law. This message is not intended as a waiver of the confidential, privileged or exempted status of the information transmitted. Unauthorized forwarding, printing, copying, distribution or use of such information is strictly prohibited and may be unlawful. If you are not the addressee, please promptly delete this message and notify the sender of the delivery error by e-mail or by forwarding it to the NAIC Service Desk at [help@naic.org](mailto:help@naic.org).

# CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-JAN-2022 to 15-JAN-2025

VILLANI BUS COMPANY  
811 E. LINDEN AVE.  
LINDEN

NJ 07036



*Elizabeth Maher Muoio*

ELIZABETH MAHER MUOIO  
State Treasurer

# New Jersey Department of Transportation DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Bidx Proposal/Solicitation Number: \_\_\_\_\_

Bidder/Vendor: Villani Bus Co

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete and provide the certification below prior to award to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds a person or entity to be in violation of the principles which are the subject of this law, the Department of Treasury shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid:

☒ Is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

☐ Is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided below to the Department of Transportation under penalty of perjury.

## PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE SUBMIT A SEPARATE FORM FOR EACH ADDITIONAL ACTIVITY.

Name: N/ARelationship to  
Bidder/Vendor: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

Duration of Engagement: \_\_\_\_\_

Bidder/Vendor Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Courtney VillaniSignature: [Signature]Title: PresDate: 2-9-23

**State of New Jersey - Department of Education**

**Request for Approval of Transportation Contract - PT2R**

**TO:** Executive County Superintendent of Schools

**FROM:** School Business Administrator/Board Secretary  
Hillside

**DATE:** November 29, 2022

**SUBJECT:** Student Transportation Contract Approval  
School Related Activities Renewal Contract

The following student transportation school related activities renewal contract and related documents are being submitted for your approval:

---

Signature - School Business Administrator/Board Secretary

**Contractor Name:** Villani Bus Company

**Multi Contract or  
Trip Number**

**Estimated Annual Contract Amount**

Vill 1

\$100,000.00

**For County Office Use:**                      **Approved**                      **Disapproved**

The above listed student transportation school related activities renewal contract and related documents have been reviewed as to form and are approved/disapproved as noted. Please note that disapproved contracts may not be renewed.

---

Date \_\_\_\_\_ Executive County Superintendent of Schools

11-School Related ACTIVITIES Contract RENEWAL (7)  
Version 2019



**Kelin Heating & Air Conditioning, Inc.**  
**15 Columbia Ave.**  
**Colonia N.J. 07067-2805**  
**Phone: 732-381-5763**  
**Fax: 732-381-5945**

# Estimate

Name/Address
Hillside B.O.E. 195 Virginia St. Attn: Dave DeFluri / Demitra Hillside, NJ 07205-2798 908-282-5830

Date	Estimate No.	Project
04/09/23	1979	

Item	Description	Total
Installation	<p><b>New Installation H.S. Boiler # 3</b></p> <p>Remove from premises old and rotted C.B. Boiler # 3. Furnish and install new I.S.B. 3 pass gas fired 200 H.P. steam boiler. Set unit on 4" concrete pad. Weld pipe new piping with shut off valve to existing steam pipe header. Connect new matching Power Flame gas burner to existing gas line. Wire in new boiler to existing power wiring. Wire in all operating and safety limit controls. Vent boiler to existing boiler breeching / chimney.</p> <p>After complete installation, run same for maximum operation.</p> <p>NOTE: All work being done under Ed Data Co-Op 2023-2024 #. 10392</p> <p>For the sum = \$ 297,316.00</p> <p>Material, Boiler , Piping = \$ 234,250.00</p> <p>Demo &amp; Rigging = \$ 17,150.00</p>	297,316.00
It's been a pleasure working with you.		<b>Total</b>

**Kelin Heating & Air Conditioning, Inc.**  
**15 Columbia Ave.**  
**Colonia N.J. 07067-2805**  
**Phone: 732-381-5763**  
**Fax: 732-381-5945**

# Estimate

Name/Address
Hillside B.O.E. 195 Virginia St. Attn: Dave DeFluri / Demitra Hillside, NJ 07205-2798 908-282-5830

Date	Estimate No.	Project
04/09/23	1979	

Item	Description	Total
	Welding = \$ 22,560.00	
	Concrete & pad = \$ 11,136.00	
	Labor = \$ 12,220.00	
	Please sign, date & Return one copy. Thank You. !!!!!!!	
It's been a pleasure working with you.		<b>Total \$297,316.00</b>

**Hillside Public Schools**  
**Board Approval for Training and Seminars, Conventions and Conferences**  
**Board Meeting: April 25, 2023**

Attachment ED#1-04/23						
Staff Attending/School	Conference Title	Dates Location	Anticipated Reimbursement* (Source)	Purpose+	Date of Request	Date of Board Approval
* Expenses may exceed state and federal reimbursement guidelines + How will this activity promote the delivery of instruction, improvement of curriculum, or further district goals?						
DeAndre Ferguson	NJ Superintendent Seminar	March 23, 2023 MUJC New Providence, NJ	NO COST	NJSSC hosted a program on staff mental health and emotional issues	03/23/23	04/25/23
Melba Mullins	ASAP-NJ	March 29, 2023 Springfield, NJ	NO COST	Workshop to address issues plaguing Union County youth & upgraded drug trends	03/29/23	04/25/23
Halim McNeil	Union County AD meetings	April 5, 2023 May 17, 23, & June 14, 2023 Arthur L. Johnson HS Clark, NJ	NO COST	Review all pertinent information regarding UCC & UCIAC activities	04/17/23	04/25/23
J. Czerwinski	2023 Union County Kids Dig In!	April 24, 2023 Kean University/NAAB Union, NJ	NO COST	Union County Kids Dig In! grant Mandatory kick-off event	04/18/23	04/24/23
Lisa Corona	2023 Union County Kids Dig In!	April 24, 2023 Kean University/NAAB Union, NJ	NO COST	Union County Kids Dig In! grant Mandatory kick-off event	03/31/23	04/25/23
Emily Vidal	2023 Union County Kids Dig In!	April 24, 2023 Kean University/NAAB Union, NJ	NO COST	Union County Kids Dig In! grant Mandatory kick-off event	04/18/23	04/25/23

Underlining indicates additions since first sent to the board.

**Hillside Public Schools**  
**Board Approval for Training and Seminars, Conventions and Conferences**  
**Board Meeting: April 25, 2023**

Tracy Goglia	2023 Union County Kids Dig In!	April 24, 2023  Kean University/NAAB Union, NJ	NO COST	Union County Kids Dig In! grant Mandatory kick-off event.	04/17/23	04/25/23
<u>Tracey Wolff</u>	2023 Union County Kids Dig In!	April 24, 2023  Kean University/NAAB Union, NJ	NO COST	Union County Kids Dig In! grant Mandatory kick-off event.	04/19/23	04/25/23
<u>Marta Tran</u>	2023 Union County Kids Dig In!	April 24, 2023  Kean University/NAAB Union, NJ	NO COST	Union County Kids Dig In! grant Mandatory kick-off event.	04/19/23	04/25/23
<u>Rachael Fernandes</u>	2023 Union County Kids Dig In!	April 24, 2023  Kean University/NAAB Union, NJ	NO COST	Union County Kids Dig In! grant Mandatory kick-off event.	04/19/23	04/25/23
<u>Melissa Ambrose</u>	2023 Union County Kids Dig In!	April 24, 2023  Kean University/NAAB Union, NJ	NO COST	Union County Kids Dig In! grant Mandatory kick-off event.	04/19/23	04/25/23
<u>V. Palmer Gilliard</u>	2023 Union County Kids Dig In!	April 24, 2023  Kean University/NAAB Union, NJ	NO COST	Union County Kids Dig In! grant Mandatory kick-off event.	04/19/23	04/25/23
<u>Brita Theadford</u>	2023 Union County Kids Dig In	April 24, 2023  Kean University/NAAB Union, NJ	NO COST	Union County Kids Dig In! grant Mandatory kick-off event.	04/20/23	04/25/23
S. Rodrigues-Silva	Transforming Early Childhood Leadership Institute	April 24, 2023, May 18, October 5, & December 6, 2023  FEA Conference Center Monroe, NJ	NO COST  State Grant Funded	The institute will focus on the professional learning needs of school & district leaders and teachers in instructional leadership at the Pre-K 3 level. The training is based upon the competencies model which draws upon content in the NAESP/P-3 Institutes Leading	04/18/23	04/25/23

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**Hillside Public Schools**  
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**Board Meeting: April 25, 2023**

				Pre-K 3 Learning Communities.		
Jennifer Claro	Transforming Early Childhood Leadership Institute	April 24, 2023, May 18, October 5, & December 6, 2023  FEA Conference Center Monroe, NJ	NO COST  State Grant Funded	The institute will focus on the professional learning needs of school & district leaders and teachers in instructional leadership at the Pre-K 3 level. The training is based upon the competencies model which draws upon content in the NAESP/P-3 Institutes Leading Pre-K 3 Learning Communities.	04/18/23	04/25/23
Victoria Palmer-Gilliard	Transforming Early Childhood Leadership Institute	April 24, 2023, May 18, October 5, & December 6, 2023  FEA Conference Center Monroe, NJ	NO COST  State Grant Funded	The institute will focus on the professional learning needs of school & district leaders and teachers in instructional leadership at the Pre-K 3 level. The training is based upon the competencies model which draws upon content in the NAESP/P-3 Institutes Leading Pre-K 3 Learning Communities.	04/18/23	04/25/23
<u>DeAndre Ferguson</u>	Recognize & Reach Out: Morris County Education Partnership Training	April 26, 2023  Morristown, NJ	NO COST	Workshop focusing on warning signs of youth suicide & suicide prevention training.	04/19/23	04/25/23
<u>Mollie Gash</u>	Recognize & Reach Out: Morris County Education	April 26, 2023  Morristown, NJ	NO COST	Workshop focusing on warning signs of youth suicide & suicide prevention training.	04/19/23	04/25/23

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**Hillside Public Schools**  
**Board Approval for Training and Seminars, Conventions and Conferences**  
**Board Meeting: April 25, 2023**

	Partnership Training					
Cory A. Jones	Recognize & Reach Out: Morris County Education Partnership Training	April 26, 2023 Morristown, NJ	NO COST	Workshop focusing on warning signs of youth suicide & suicide prevention training.	04/6/23	04/25/23
Stephen Severino	NJ Warming Climate	April 27, 2023 Rutgers University New Brunswick	Registration \$150.00  NEED ACCOUNT # (Pending NJDOE Climate Change Grant)	Climate Change Workshop for Teachers Grades 6 – 12	03/20/23	04/25/23
Jill Comercho	NJ Warming Climate	April 27, 2023 Rutgers University New Brunswick	Registration \$150.00  NEED ACCOUNT # (Pending NJDOE Climate Change Grant)	Climate Change Workshop for Teachers Grades 6 – 12	4/17/23	04/25/23
Melissa Ambrose	NJ Warming Climate	April 27, 2023 Rutgers University New Brunswick	Registration \$150.00  NEED ACCOUNT # (Pending NJDOE Climate Change Grant)	Climate Change Workshop for Teachers Grades 6 – 12	4/17/23	04/25/23
Lois Bohm	Scholastic Rising Voices Literacy Summit	April 27, 2023 Scholastic National Headquarters  New York, NY	NO COST	Learn how & why the Rising Voices libraries were developed and how the texts and the teaching support can provide & elevate engagement and achievement for all students.	3/28/23	04/25/23
Evelyn Okparaeké	Scholastic Rising Voices Literacy Summit	April 27, 2023 Scholastic National Headquarters	Registration \$0 Transportation \$16.80 Parking \$63.00	Learn how & why the Rising Voices libraries were developed and how the texts and the teaching	3/28/23	04/25/23

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**Hillside Public Schools**  
**Board Approval for Training and Seminars, Conventions and Conferences**  
**Board Meeting: April 25, 2023**

		New York, NY		support can provide & elevate engagement and achievement for all students.		
Julianne Churchman	Google Educator Level 1 - Certification Boot Camp	April 28 & May 1, 2023 MUJC New Providence, NJ	Registration \$212.50 (1/2 paid by District)	2-Day Workshop learning essentials of Google Workspace for Education. Focus on Google Educator Level 1 Status exam techniques.	04/6/23	04/25/23
Jeannie Wicklund	Google Educator Level 1 - Certification Boot Camp	April 28 & May 1, 2023 MUJC New Providence, NJ	Registration \$212.50 (1/2 paid by District)	2-Day Workshop learning essentials of Google Workspace for Education. Focus on Google Educator Level 1 Status exam techniques.	04/6/23	04/25/23
Eric Strumph	Google Educator Level 1 - Certification Boot Camp	April 28 & May 1, 2023 MUJC New Providence, NJ	Registration \$212.50 (1/2 paid by District)	2-Day Workshop learning essentials of Google Workspace for Education. Focus on Google Educator Level 1 Status exam techniques.	04/6/23	04/25/23
David DeFluri	2023 Sustainability Summit	May 5, 2023 Bell Works Holmdel, NJ	Registration \$40.00	This exceptional one-day forum spotlights the successes and lessons learned from the people and projects that are helping New Jersey realize a more sustainable future.	04/18/23	04/25/23
Evelyn Okparaek	Multilingual Learners Summit.	May 12, 2023 NJPSAFE Monroe, NJ	NO COST	Summit will focus on emerging best practices and legal issues for MLLs	04/18/23	04/25/23
Julianne Churchman	Google Educator Level 2 - Certification Boot Camp	May 15, 2023 MUJC New Providence, NJ	Registration \$107.50 (1/2 paid by District)	Focus on Google Educator Level 2 exam prep	04/6/23	04/25/23

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**Hillside Public Schools**  
**Board Approval for Training and Seminars, Conventions and Conferences**  
**Board Meeting: April 25, 2023**

Jeannie Wicklund	Google Educator Level 2 - Certification Boot Camp	May 15, 2023  MUJC New Providence, NJ	Registration \$107.50 (1/2 paid by District)	Focus on Google Educator Level 2 exam prep	04/6/23	04/25/23
Lisa Corona	Google Educator Level 2 - Certification Boot Camp	May 15, 2023  MUJC New Providence, NJ	Registration \$107.50 (1/2 paid by District)  20-218-200-330-05-00	Focus on Google Educator Level 2 exam prep	04/6/23	04/25/23
S. Rodrigues-Silva	Google Educator Level 2 - Certification Boot Camp	May 15, 2023  MUJC New Providence, NJ	Registration \$107.50 (1/2 paid by District)  20-218-200-330-05-00	Focus on Google Educator Level 2 exam prep	04/6/23	04/25/23
<u>Erskine R. Glover</u>	NJASA/NJAPSA Spring Leadership Conference	May 17-19, 2023  Atlantic City, NJ	Registration \$0.00 Transportation Lodging \$100 / night	Association of School Administrators Lifting Leadership: Knowledge, Relationships, and Empowerment Conference	4/19/23	04/25/23
Kista Awad	2023 Annual Union County Teacher Recognition Breakfast Celebration	May 23, 2023  Kean University/NAAB Union, NJ	NO COST	UC 2023 Teacher of the Year Recognition Breakfast (8:30 – 10:30 a.m.)	4/19/23	04/25/23
Rachel Therres	2023 Annual Union County Teacher Recognition Breakfast Celebration	May 23, 2023  Kean University/NAAB Union, NJ	NO COST	UC 2023 Teacher of the Year Recognition Breakfast (8:30 – 10:30 a.m.)	4/19/23	04/25/23
Cynthia Drefko	2023 Annual Union County Teacher Recognition Breakfast Celebration	May 23, 2023  Kean University/NAAB Union, NJ	NO COST	UC 2023 Teacher of the Year Recognition Breakfast (8:30 – 10:30 a.m.)	4/19/23	04/25/23

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**Hillside Public Schools**  
**Board Approval for Training and Seminars, Conventions and Conferences**  
**Board Meeting: April 25, 2023**

Nancy Calico	2023 Annual Union County Teacher Recognition Breakfast Celebration	May 23, 2023 Kean University/NAAB Union, NJ	NO COST	UC 2023 Teacher of the Year Recognition Breakfast (8:30 – 10:30 a.m.)	4/19/23	04/25/23
Jennifer Czerwienski	2023 Annual Union County Teacher Recognition Breakfast Celebration	May 23, 2023 Kean University/NAAB Union, NJ	NO COST	UC 2023 Teacher of the Year Recognition Breakfast (8:30 – 10:30 a.m.)	4/19/23	04/25/23
Rachael Fernandes	2023 Annual Union County Teacher Recognition Breakfast Celebration	May 23, 2023 Kean University/NAAB Union, NJ	NO COST	UC 2023 Teacher of the Year Recognition Breakfast (8:30 – 10:30 a.m.)	4/19/23	04/25/23
Maria Garcia-Barreiros	2023 Annual Union County Teacher Recognition Breakfast Celebration	May 23, 2023 Kean University/NAAB Union, NJ	NO COST	UC 2023 Teacher of the Year Recognition Breakfast (8:30 – 10:30 a.m.)	4/19/23	04/25/23
Kevin Cisko	Curriculum Writing	May 23, 2023 June 26, 2023 June 27, 2023  NVCC Demarest, NJ	NO COST	Workshop focusing on curriculum writing tools to enhance math curriculum in Hillside	3/17/23	04/25/23
Crystal Dunlap	Curriculum Writing	May 23, 2023 June 26, 2023 June 27, 2023  NVCC Demarest, NJ	NO COST	Workshop focusing on curriculum writing tools to enhance math curriculum in Hillside	4/6/23	04/25/23

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**Hillside Public Schools**  
**Board Approval for Training and Seminars, Conventions and Conferences**  
**Board Meeting: April 25, 2023**

Susane Pipoli	Curriculum Writing	May 23, 2023 June 26, 2023 June 27, 2023  NVCC Demarest, NJ	NO COST	Workshop focusing on curriculum writing tools to enhance math curriculum in Hillside	4/6/23	04/25/23
Rita Della Valle	Curriculum Writing	May 23, 2023 June 26, 2023 June 27, 2023  NVCC Demarest, NJ	NO COST	Workshop focusing on curriculum writing tools to enhance math curriculum in Hillside	4/6/23	04/25/23
Dana Modena	Curriculum Writing	May 23, 2023 June 26, 2023 June 27, 2023  NVCC Demarest, NJ	NO COST	Workshop focusing on curriculum writing tools to enhance math curriculum in Hillside	4/6/23	04/25/23
Stephanie Vigdor	Curriculum Writing	May 23, 2023 June 26, 2023 June 27, 2023  NVCC Demarest, NJ	NO COST	Workshop focusing on curriculum writing tools to enhance math curriculum in Hillside	4/6/23	04/25/23
Catherine Crisanaz	Curriculum Writing	May 23, 2023 June 26, 2023 June 27, 2023  NVCC Demarest, NJ	NO COST	Workshop focusing on curriculum writing tools to enhance math curriculum in Hillside	4/6/23	04/25/23
Alexandrina Mignone	Curriculum Writing	May 23, 2023 June 26, 2023 June 27, 2023  NVCC Demarest, NJ	NO COST	Workshop focusing on curriculum writing tools to enhance math curriculum in Hillside	4/6/23	04/25/23

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**Hillside Public Schools**  
**Board Approval for Training and Seminars, Conventions and Conferences**  
**Board Meeting: April 25, 2023**

Lonale Brooks	Curriculum Writing	May 23, 2023 June 26, 2023 June 27, 2023  NVCC Demarest, NJ	NO COST	Workshop focusing on curriculum writing tools to enhance math curriculum in Hillside	4/6/23	04/25/23

Underlining indicates additions since first sent to the board.





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

ED#2-04/23

[illegible]

ESY = Extended School Year (Summer)  
Hillside Board of Education Regular Meeting April 25, 2023

# HILLSIDE PUBLIC SCHOOLS

## SCHOOL CALENDAR

2023-2024

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	(6)	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Total Days: Students- 17 / Teachers- 19						

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	(9)	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	(30)	31				
Total Days: Students-22 / Teachers-22						

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	(6)	7	8	9	10	11
12	(13)	(14)	(15)	(16)	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Total Days: Students-16 / Teachers-16						

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	(22)	23
24	25	26	27	28	29	30
31						
Total Days: Students-16 / Teachers- 16						

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Total Days: Students-19 / Teachers- 20						

Sept. 1	Staff Development-Closed
Sept. 4	Labor Day - Closed
Sept. 5	Staff Development-Closed
Sept. 6	1st Day of School-Early Dismissal
	Staff Development
Sept. 25	Yom Kippur - Closed

Oct. 9	Staff Development-Early Dismissal
Oct. 30	Staff Development-Early Dismissal

Nov. 6	Early Dismissal - Professional Development
Nov. 7	Election Day - Closed
Nov. 9, 10	NJEA Convention - Closed
Nov. 13	Parent Conferences -HS Only
	Early Dismissal-HS Only
Nov. 14, 15, 16	Parent Conferences Pre.K - 8
	Early Dismissal
Nov. 22 - 24	Thanksgiving Recess

Dec. 22	Early Dismissal
Dec. 25 - Jan. 2	Winter Recess

Jan. 3	Professional Development-Closed
Jan. 15	Martin Luther King Day-Closed

Feb. 15	Parent Conferences-HS ONLY
	Early Dismissal HS ONLY
Feb. 19	President's Day-Closed
Feb. 28	Parent Conferences Pre.K-8
	Early Dismissal

March 4	Early Dismissal-Professional Development
March 29-April 5	Spring Recess

April 10	Ed al Fitr-Closed
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May 24	Early Dismissal
May 27	Memorial Day-Closed

June 4	Early Dismissal
June 17	Eid al Adha - Closed
June 19	Juneteenth - Closed
June 24	Early Dismissal
June 25	Last Day of School- Early Dismissal

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	(15)	16	17
18	19	20	21	22	23	24
25	26	27	(28)	29		
Total Days: Students-20 / Teachers- 20						

MARCH						
S	M	T	W	T	F	S
					1	2
3	(4)	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Total Days: Students- 20/ Teachers-20						

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Total Days: Students- 16 / Teachers-16						

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	(24)	25
26	27	28	29	30	31	
Total Days: Students- 22 / Teachers-22						

JUNE						
S	M	T	W	T	F	S
						1
2	3	(4)	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	(24)	(25)	26	27	28	29
30						
Total Days: Students- 15/ Teachers- 15						

This calendar contains three (3) weather/emergency days. If there are emergency days in excess of the three days built into the calendar, they will be added to the calendar as follows: 1-day on June 26, 2024; 2-days on June 26, 2024 and June 27, 2024. Any additional days will be taken away from the April spring break starting with Friday, April 5, 2024 and working backs towards Friday, March 29, 2024. This notice is offered to parents, students and district employees in advance of any arrangements individuals may elect to make at their own risk, to schedule personal or family activities on holidays or recess days that may be converted to school days as required.

# 12 Month Administrative School Calendar 2023-2024

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	1	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

☐ BUILDINGS CLOSED

July 3, 4 Closed

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sept. 4 Labor Day  
Sept. 25 Yom Kippur

Nov. 7 Election Day  
Nov. 9, 10 NJEA Conference  
Nov. 22, 23, 24 Thanksgiving

Dec. 25, 26, 27, 28, 29 Winter Recess

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jan. 1, 2 Closed  
Jan. 15 Martin Luther King Day

Feb. 19 President's Day

March 29 Good Friday

April 1 Closed  
April 10 Eid Al Fitr

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 24 Half-day  
May 27 Memorial Day

June 17 Eid al Adha  
June 19 Juneteenth

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	(24)	25
26	27	28	29	30	31	

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	1	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12 Month Custodial School Calendar  
2023-2024

BUILDINGS CLOSED

July 4 Closed

Sept. 4 Labor Day

Sept. 25 Yom Kippur

Nov. 7 Election Day

Nov. 9, 10 NJEA Conference

Nov. 22, 23, 24 Thanksgiving

Dec. 25 Christmas Day

## JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jan. 1, 2 Closed

Jan. 15 Martin Luther King Day

Feb. 19 President's Day

March 29 Good Friday

April 1 Closed

April 10 Eid Al Fitr

## OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 24 Half-day

May 27 Memorial Day

June 17 Eid al Adha

June 19 Juneteenth

## MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	(24)	25
26	27	28	29	30	31	

## DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# HILLSIDE PUBLIC SCHOOLS

## SCHOOL CALENDAR

### 2022-2023

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Total Days: Students- 17 / Teachers- 20						

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	(4)	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Total Days: Students-20 / Teachers-20						

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	(7)	8	9	10	11
12	13	(14)	(15)	(16)	(17)	18
19	20	21	22	23	24	25
26	27	28	29	30		
Total Days: Students-16 / Teachers-16						

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	(23)	24
25	26	27	28	29	30	31
Total Days: Students-17 / Teachers- 17						

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Total Days: Students-20 / Teachers- 20						

Sept. 1, 2	Staff Development-Closed
Sept. 5	Labor Day - Closed
Sept. 6	Staff Development-Closed
Sept. 7	1st Day of School
Sept. 26	Rosh Hashanah - Closed

Oct. 4	Early Dismissal -Professional Development
Oct. 5	Yom Kippur - Closed

Nov. 7	Early Dismissal -Professional Development
Nov. 8	Election Day - Closed
Nov. 10, 11	NJEA Convention - Closed
Nov. 14	Parent Conferences -HS Only
	Early Dismissal-HS Only
Nov. 15, 16, 17	Parent Conferences Pre.K - 8
	Early Dismissal
Nov. 23 - 25	Thanksgiving Recess

Dec. 23	Early Dismissal
Dec. 26 - Jan. 2	Winter Recess

Jan. 16	Martin Luther King Day-Closed
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Feb. 6	Early Dismissal-Professional Development
Feb. 13	Parent Conferences-HS Only
	Early Dismissal HS Only
Feb. 20	President's Day-Closed
Feb. 27	Parent Conferences Pre.K - 8
	Early Dismissal

March 6	Early Dismissal-Professional Development
March 24	Healthy You (SEL) School Closed

April 7-14	Spring Recess
April 21	Ed al Fitr-Closed
May 26	Early Dismissal
May 29, 30	Memorial Day-Closed

June 6	Closed
June 16	Juneteenth -Closed
June 21	Early Dismissal-Professional Development
June 22	Last Day of School

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	(6)	7	8	9	10	11
12	(13)	14	15	16	17	18
19	20	21	22	23	24	25
26	(27)	28				
Total Days: Students- 19 / Teachers- 19						

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	(6)	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	(24)	25
26	27	28	29	30	31	
Total Days: Students- 23/ Teachers-23						

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	(7)	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Total Days: Students- 13 / Teachers-13						

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Total Days: Students- 21 / Teachers-21						

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	(21)	(22)	23	24
25	26	27	28	29	30	
Total Days: Students- 14/ Teachers- 14						

This calendar contains three (3) weather/emergency days. If there are emergency days in excess of the three days built into the calendar, they will be added to the calendar as follows: 1-day on June 26, 2023; 2-days on June 26, 2023 and June 27, 2023. Any additional days will be taken away from the April spring break starting with Friday, April 14, 2023 and working backs towards Friday, April 7, 2023. This notice is offered to parents, students and district employees in advance of any arrangements individuals may elect to make at their own risk, to schedule personal or family activities on holidays or recess days that may be covered to school days as required.

## JULY

S	M	T	W	T	F	S
					(1)	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12 Month Administrative School Calendar  
2022-2023

BUILDINGS CLOSED

July 1	Half-day
July 4	Closed

Aug. 19	Half-day
Aug. 26	Half-day

Sept. 5	Labor Day
Sept. 26	Rosh Hashanah

Oct. 5	Yom Kippur
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Nov. 8	Election Day
Nov. 10,11	NJEA Conference
Nov. 23,24,25	Thanksgiving

Dec. 26,27,28,29,30	Winter Recess
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Jan. 2	Closed
Jan. 16	Martin Luther King Day

Feb. 20	President's Day
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April 7	Good Friday
April 10	Closed
April 21	Eid al Fitr

May 26	Half-day
May 29, 30	Memorial Day

June 16	Juneteenth
June 28	Eid al Adha

## JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
31						

## NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	(26)	27
28	29	30	31			

## JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



# Custodial School Calendar 2022-2023

## JULY

S	M	T	W	T	F	S
					(1)	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	(19)	20
21	22	23	24	25	(26)	27
28	29	30	31			

## SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

☐ BUILDINGS CLOSED

July 1	Half-day
July 4	Closed

August 19	Half-day
August 26	Half-day

Sept. 5	Labor Day
Sept. 26	Rosh Hashanah

Oct. 5	Yom Kippur
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Nov. 10, 11	NJEA Convention
Nov. 23, 24, 25	Thanksgiving Recess

Dec. 26	Closed
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Jan. 2	Closed
Jan. 16	Martin Luther King Day

Feb. 20	President's Day
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March 24	Closed
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April 7	Good Friday
April 10	Closed
April 21	Eid al Fitr

May 29, 30	Memorial Day
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June 16	Juneteenth
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June 28	Eid al Adha
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## JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



**Homecare Therapies**  
dba/ Horizon Healthcare Staffing



**Horizon Staffing Resources**

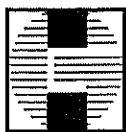
## **CLINICAL STAFFING AGREEMENT - SCHOOLS**

This Agreement (the "Agreement") dated the 23 day of March, 2023, between Home Care Therapies LLC dba Horizon Healthcare Staffing along with Horizon Staffing Resources (both to be referred to as "Horizon") and Hillside Board of Education and other related/affiliated organizations, corporations, or institutions hereinafter referred to as ("SCHOOL").

This Agreement shall commence on **March 23 – June 30, 2023**. The contract shall remain in force during this review and can be terminated at accordance with the terms as specified in this agreement.

NOW, THEREFORE, IN CONSIDERATION of the promises and mutual covenants contained herein, the parties hereto, intending to be legally bound, agree as follows:

1. **Nature of Arrangement:** Horizon shall provide to SCHOOL on an as-needed and as-requested basis, the full range of staffing services including Registered Nurses, Licensed Practical Nurses, Certified Nurse Assistants, Health Aides, Paraprofessionals as well as other clinical and non-clinical staff hereinafter referred to as "Temporary Staff"; as referenced in section four of this agreement. Additional practitioners (and or other temporary staff) and associated rates can be added as an addendum to this contract with agreement by both parties.
2. **Duties and Obligations of Horizon:**
  - A. Provision of services: Horizon shall provide and furnish to SCHOOL all services on an as-needed and as-requested basis.
  - B. Horizon shall have sole and direct responsibility for payment of wages and other compensation, reimbursement of expenses and compliance with federal, state and local tax withholding requirements pertaining to workman's compensation, social security, unemployment and other insurance requirements and obligations imposed on employers with regard to its personnel, who shall be deemed to be employees solely of Horizon.
  - C. Horizon shall maintain records of FICA and federal and state tax withholding from personnel and allow SCHOOL access to these records upon request. Under no circumstances shall any Horizon personnel be considered a direct employee, agent or servant of SCHOOL while said individual is performing services pursuant to this Agreement.
  - D. Horizon warrants and represents that it has never been excluded from Medicare, Medicaid, or any federally funded health care benefit program.
  - E. Cooperation with SCHOOL: Horizon agrees to cooperate and participate with SCHOOL in any internal peer review, external audit systems and grievance procedures as may be established by SCHOOL. Horizon further agrees to participate in SCHOOL case conferences and continuing in-service education for Horizon's Temporary Staff.



**Homecare Therapies**  
dba/ Horizon Healthcare Staffing



**Horizon Staffing Resources**

- F. Neither Horizon nor its personnel shall share or accept any fee or gratuity from the patient or patient's family for services provided pursuant to this Agreement.
- G. Horizon shall instruct its personnel that the patient's right to confidentiality must be respected and that no information concerning the patient shall be released to anyone without written permission of patient and SCHOOL

In accordance with HIPAA Privacy Regulations issued December 20, 2000, Horizon will sign the SCHOOL's "Business Associates Confidentiality Agreement" and will also require all Temporary Staff sent to SCHOOL to sign a "Confidentiality Agreement". Copies of each employee's signed Confidentiality Agreement shall be provided to SCHOOL upon request.

- H. Horizon will meet the qualifications of SCHOOL for Nurses defined as: All Nurses are asked to complete a skills checklist and submit their nursing license/current registration for verification (New Jersey Office of Professions) and Office of Inspector General (Exclusion Database). In addition, Horizon agrees to check the New Jersey State Nurse Aid Registry to ensure that the CNAs sent to SCHOOL are eligible to work. If required, we will ensure the BLS CPR certification is current. All Horizon employees complete our Employment Eligibility Verification (Form I-9) and will maintain those files as is required by law. Horizon agrees to cooperate with the School District and will complete any necessary forms specifically required by SCHOOL and to obtain the required fingerprinting. All Horizon employees have had fingerprinting checks performed and been initially cleared to work in public schools as required by The Department of Education of the State of New Jersey.
- I. Horizon in-service training includes, Fire & Safety, Infection Control, Non-Discrimination Regulations, and HIPPA.
- J. All Horizon Temporary Staffs will be issued an I.D. badge by Horizon.

### 3. **Duties and Obligations of SCHOOL:**

- A. Notwithstanding any provision herein to the contrary, SCHOOL remains responsible for ensuring that any service(s) provided pursuant to this Agreement comply with all pertinent provisions of federal, state and local statutes, rules, and regulations.

SCHOOL shall establish the general objectives of the services to be provided as well as the administrative guidelines necessary for the performance of the services enumerated in paragraph (1). This shall include, but not be limited to, hours and days of work; and notice requirements related to practitioner absence or discontinuation. SCHOOL will provide all supervision of the temporary staff Horizon furnishes.

- B. Should SCHOOL have a dispute or problem with the quality, content, or delivery of any aspect of the services provided that would in any way reduce payment for services provided, SCHOOL



## Homecare Therapies

dba/ Horizon Healthcare Staffing



## Horizon Staffing Resources

must notify Horizon within one business day from the time services were rendered. It is the responsibility of the SCHOOL to monitor, manage, and ensure that the quality of the work provided by the temporary staff practitioners meets the standards of the SCHOOL. Failure to notify Horizon within this time frame (1 day) shall be deemed an acceptance to pay Horizon in full for services provided. Payments due to Horizon shall not be contingent upon the SCHOOL's reimbursement from its providers.

- C. Cancellation: For Nurse(s) working in the School's Health Office, SCHOOL may cancel a scheduled shift up to twelve (12) hours prior to the scheduled shift; otherwise a 50% charge will be billed for lost shift wages.
- D. Horizon shall make every reasonable effort to secure substitute Temporary Staff for SCHOOL should it become necessary.
- E. Orientation: SCHOOL shall be responsible for orienting new Horizon personnel with the policy and procedures of SCHOOL. SCHOOL will be billed for the orientation.
- F. SCHOOL agrees not to directly or indirectly hire, or to use the services of any Temporary Staff assigned to it by Horizon within one (1) year after the last date of the Temporary Staff's assignment, or less than **1200 total working hours**. In the event SCHOOL either: (i) employs any Temporary Staff on a permanent or temporary basis, (ii) uses any Temporary Staff's services in a consulting or freelance capacity, or (iii) uses any Temporary Staff's services through another staffing agency, SCHOOL agrees to pay Horizon liquidated damages of the higher of: (1) Horizon's lost income as a result of the direct or indirect hire, or (2) the calculated placement fee from the schedule below (H.). It is hereby agreed that said liquidated damages are reasonable and appropriate to compensate Horizon for the introduction fee associated with the referral.
- G. In the event one particular Horizon Temporary Staff person is utilized more than an accumulated 1200 hours through Horizon, Horizon will waive permanent placement fees if SCHOOL chooses to hire the individual directly.

The permanent placement fees (temp to perm) below are to be paid by SCHOOL:

If SCHOOL decides to hire a Horizon Temporary Staff person furnished by Horizon, SCHOOL agrees to pay:

25% of the Horizon Temporary staff person's annual salary if they are hired before the person has worked 0-400 hours;

15% of the Horizon Temporary staff person's annual salary if they are hired and the person has worked 401 - 800 hours;



**Homecare Therapies**  
dba/ Horizon Healthcare Staffing



**Horizon Staffing Resources**

10% of the Horizon Temporary staff person's annual salary if they are hired before the person has worked 801- 1200 hours;

0% of the Horizon Temporary staff person's annual salary if they are hired after the person has worked 1200 hours.

**4. Rates and Payment for Horizon Services:**

**The following hourly rates will apply for all shifts and will be billed through Homecare Therapies LLC dba Horizon Healthcare Staffing:**

RNs - Health Office coverage/field trips	\$ 60.00/hr
RN – Certified School Nurse	\$ 70.00/hr
RNs - 1:1 (skilled nursing services for a special needs student)	\$ 64.00/hr
Specialty RN – 1:1 (enhanced nursing services for medically fragile... ...special needs students, a separate addendum will be signed for those cases)	\$ 70.00/hr
LPNs 1:1 Skilled Nursing	\$ 54.00/hr
LPNs Nurse Specialty (1:1 enhanced nursing service for medically fragile special needs students)	\$ 56.00/hr
Student Transportation ONLY - (2 hour minimum each way)*	\$80.00/hr
RN – Overnight School Trips	\$ 60.00/hr (7:30 am – lights out) \$ 10.00/hr (lights out – 7:30 am)
RN Visit (dispense meds)	\$ 87.00 per visit
RN in-service / consulting	\$ 156.00/hr
Nurse Practitioner	\$ 95.00/hr
CNAs	\$ 32.00/hr
Physical/ Speech/ Occupational Therapy	\$ 97.00/hr

**The following hourly rates will apply for all shifts and will be billed through Horizon Staffing Resources:**

Paraprofessionals (Health Aides)	\$ 32.00/hr
Social Worker	\$ 50.00/hr
ABA (Nintey Minute Session)	\$ 126.00 per 90 minutes
CPR Certification instruction 1-6 p.p **	\$ 500.00



**Homecare Therapies**  
dba/ Horizon Healthcare Staffing



**Horizon Staffing Resources**

There is a 4-hour minimum per day for a health office nurse, 1:1 assignment nurse and paraprofessionals. If the clinician works less than 4 hours in a day, Horizon will invoice SCHOOL 4 hours at the above rate.

For those staffing assignments that require a clinician/paraprofessional for 1:1 care of a special needs student, there will be a 4-hour billing charge for the following conditions:

- Cancellation or absence due to inclement weather,
- Student absences for any reason (including: Quarantine and isolation, COVID virus symptoms, COVID screening, and COVID testing)
- Shadow training for a substitute 1:1 clinician

\*The school district will be responsible for arranging the transportation of the nurse back to his / her car after each leg of the assignment and the school district will be invoiced for the time it takes the nurse to transport the student from the home (or from the school) and then back to the nurse's vehicle.

\*\*District may add up to two additional persons for a fee of \$90.00 pp. First Aid Reference Books are required at a cost of \$65.00 per book.

If the same Temporary Staff person works at SCHOOL more than 40 billable hours during any week, Horizon will bill 1.5 times the rates above to account for overtime.

**Horizon's payment terms are: invoices are due upon receipt.**

Invoices that remain unpaid for more than 30 (thirty) days shall accrue interest at the lesser of 1.5% per month or the highest rate permitted by law. **Upon receiving Horizon invoice, if SCHOOL disputes any portion of the invoice, they must notify Horizon within ten (10) days of receipt. Failure to notify Horizon within this time frame shall be deemed acceptance to pay Horizon in full for the invoice.** Further, SCHOOL shall provide Horizon with all supporting documentation upon which SCHOOL is basing its dispute of the invoice. Such documentation shall be presented to Horizon within ten (10) days of invoice date. In no case shall any adjustment be made by SCHOOL without such documentation and without written authorization by Horizon. Payments due Horizon shall not be contingent upon SCHOOL's reimbursement from its Providers

This Agreement shall be governed by the laws of the State of New Jersey. It shall be at the sole discretion of Horizon Healthcare as to the venue chosen to resolve any dispute(s) arising in connection with this Agreement; including, but not limited to utilizing the AMERICAN ARBITRATION ASSOCIATION (AAA) for binding arbitration in accordance with its Commercial Arbitration Rules, or any court of law. Such arbitration or litigation shall take place in Monmouth County or in any other appropriate jurisdiction at the sole and exclusive discretion of Horizon Healthcare. Judgment may be entered in any court of competent jurisdiction on any arbitration award rendered. All costs and expenses incurred by Horizon Healthcare arising in connection with this Agreement for litigation, arbitration, and/or collection shall be borne by SCHOOL.





**Homecare Therapies**  
dba/ Horizon Healthcare Staffing



**Horizon Staffing Resources**

The following holidays are billed at time and a half:

New Year's Day  
Martin Luther King  
Presidents' Day  
Easter Sunday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

All time cards and "sign in / out" sheets (furnished by Horizon to Temporary Staff) from School *must* be submitted prior to **noon** on **Monday** via fax (732) 817-0555, and mailed to 198 Route 9 North, Suite 107 Manalapan, NJ 07746. Horizon will bill using timesheets. Signature of School Nursing Supervisor will validate time sheet.

SCHOOL will be notified in writing of any rate changes. Horizon will submit these rate changes with 30 (thirty) days' notice prior to rate change taking effect.

5. **Horizon Hours of Operation:** Horizon's hours of operation are Monday through Friday 8:30 am through 5:30 pm. SCHOOL will have access to our 24 hour a day, 7 days a week on-call coordinator.
6. Both parties shall comply with access to records pursuant to NJAC 6A:32
7. Horizon shall secure and maintain or cause to secure and maintain during the term of this agreement comprehensive general and professional liability insurance covering Horizon Temporary Staff providing minimum limits of liability as follows:

Comprehensive General Liability	\$1,000,000	per occurrence
	\$3,000,000	in the aggregate
Professional Liability	\$1,000,000	per occurrence
	\$3,000,000	in the aggregate

Horizon will provide a copy of the Certificate of Insurance to Hillside Board of Education upon request.

8. **Terms and Termination:**  
Either party may terminate this agreement at any time with or without cause. Termination shall not relieve either party from obligations already incurred.
9. **Indemnification:**  
SCHOOL shall indemnify and hold Horizon, including as applicable, Horizon Group Companies (Horizon Healthcare Staffing Corp. & Home Care Therapies LLC, Horizon Staffing Solutions, Horizon Staffing Resources) owners, partners, directors, shareholders, officers, employees and temporary staff harmless from and against all claims, demands, costs, expenses, liabilities and losses including reasonable attorney fees which may result against Horizon as a direct consequence of School's acts, omissions, or performance of this Agreement, or which arise out of any alleged



**Homecare Therapies**  
dba/ Horizon Healthcare Staffing



**Horizon Staffing Resources**

malpractice, malfeasance or neglect caused by SCHOOL, its employees, agents or other parties under its control or with whom it contracts in connection with the rendering or failure to render any service(s) to any person(s).

Horizon will indemnify and hold SCHOOL, including as applicable, **Hillside Board of Education** Board of Education, owners, partners, shareholders, directors, officers, employees and agents harmless from and against all claims, demands, costs, expenses, liabilities and losses including reasonable attorney fees which may result against SCHOOL as a direct consequence of Horizon's acts, omissions, or performance of this Agreement, or which arise out of any alleged malpractice, malfeasance or neglect caused by Horizon, its employees, or other parties under its control or with whom it contracts in connection with the rendering or failure to render any service(s) to any person(s).

**10. Entire Agreement:**

This Agreement and the attachments hereto contain the entire understanding between the parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written, except as herein contained. This Agreement may be amended at any time by a written agreement signed by both parties.

**11. Non-discrimination:**

The parties hereto hereby agree that neither party hereto nor any contractor, subcontractor, nor any person acting on their behalf, shall in any manner unlawfully discriminate against any patient or other person on account of race, sex, age, creed, color, national origin, disability, legally defined handicap, veteran status, marital status, sexual orientation or ability to pay.

**12. Notices:**

All notices required or permitted shall be given in writing by actual delivery or by registered or certified US mail postage prepaid, or by recognized courier service. Notice shall be deemed given on the date of delivery or receipt. Notice shall be delivered or mailed to:

Horizon Healthcare Staffing  
198 Route 9 North  
Suite 107  
Manalapan, NJ 07726

**Hillside Board of Education**  
**195 Virginia Street**  
**Hillside, N.J. 07205**

- 13.** The parties' relationship is not exclusive. Either party may enter similar agreements with other entities provided that such arrangements do not prevent such party from fulfilling its obligations pursuant to this Agreement.
- 14.** The parties hereto are independent entities. Nothing in this Agreement shall be deemed to create any relationship of joint venture, employer and employee, or principal and agent between Horizon and SCHOOL. In performing services under this Agreement, Horizon is and will act at all times and in all respects as an independent contractor.



**Homecare Therapies**  
dba/ Horizon Healthcare Staffing



**Horizon Staffing Resources**

AS AN AUTHORIZED REPRESENTATIVE OF THE COMPANY, I AGREE WITH THE TERMS OF THIS CONTRACT.

Horizon Healthcare Staffing

Cara Marini

Anna Mancini

Director Client Svcs 3-23-23

Hillside Board of Education

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Contract for 'In-School' Nursing Services

This agreement is made the 10th day of April, 2023, between **Starlight Homecare Agency, Inc d/b/a Star Pediatric Home Care Agency** (hereinafter referred to as AGENCY) located at 160 Pehle Ave, Suite 203, Saddle Brook, NJ 07663 and **Hillside Public School District** (hereinafter referred to as SCHOOL) located at 195 Virginia Street, Hillside, NJ 07205.

It is mutually agreed upon by both parties to make provision for on site daily nursing care for the SCHOOL'S specified student(s), in accordance with the terms of this Agreement. Therefore, in consideration for the mutual covenants expressed herein, AGENCY and SCHOOL agree to the terms and conditions outlined herein:

### I. RESPONSIBILITIES OF AGENCY

A. Performance. The following responsibilities shall be assumed by the AGENCY:

1. Services to be provided by AGENCY:

RN

LPN

2. Acceptance of client for care
3. Coordination of services
4. Orientation of nurses
5. Supervision of services
6. Evaluation of services
7. Client admission to AGENCY
8. Client Assessment (Initial & Ongoing)
9. Development of care plan
10. Revision of care plan
11. Scheduling of hours visits
12. Completion of documentation of services.

Patient care clinical record forms must be recorded on AGENCY forms

13. Ownership of the original client records
14. AGENCY will maintain the following updated records of the employees

Current NJ License

Rubella

Rubeola

TB Clearance

Current CPR

Physical

Certifications

Criminal History Record

Verification of skills

- B. Qualifications of Personnel. The nurse supplied by AGENCY will be a Registered Nurse (RN) or Licensed Practical Nurse (LPN) who will hold a current license, registration or certification to practice in the State of New Jersey, and will provide services pursuant to the applicable state laws.

- C. Service. AGENCY will provide an RN or LPN to care for STUDENT(S) each day that said student attends school. Nursing services will be provided subject to the availability of a qualified nurse. The services to be provided may include escorting STUDENT to and from SCHOOL on the school bus and providing care to STUDENT during the school day. Upon execution of this Agreement, SCHOOL will provide AGENCY with a schedule of the school calendar including scheduled days off.
- D. Place of Performance. AGENCY will provide services on the school bus during transportation and at schools located within SCHOOL's district or other specified location where STUDENT will be during the school day. SCHOOL acknowledges and understands that AGENCY cannot guarantee services. All services will be provided subject to the availability of a qualified nurse.
- E. Insurance. AGENCY will maintain general liability and professional liability coverage for any negligent acts or omissions of AGENCY employees, which may give rise to liability under this Agreement. Throughout the term of this Agreement, AGENCY agrees to provide and maintain General Liability insurance coverage in the amount of one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate, per year, and Licensed Professional Liability insurance coverage in the amount of (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate, per year. AGENCY will provide SCHOOL with evidence of such coverage upon request. Upon request, AGENCY will name SCHOOL as additional insured on general liability policy only and only to the extent of AGENCY's negligence. AGENCY will maintain Workers' Compensation insurance for its employees providing services to student.
- F. Indemnification. AGENCY shall indemnify the SCHOOL, its employees and agents from any and all liability arising solely out of the Agency's negligence in connection with the performance of the services described herein.
- G. Policies and Procedures. AGENCY will follow SCHOOL's policies and procedures while providing care in the SCHOOL.
- H. Equal Opportunity Employment. AGENCY agrees to comply with the State of New Jersey requirements of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27, AND THE Americans With Disabilities Act, where applicable, during the performance of this Agreement and will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. AGENCY will provide required reports upon request.

## II. RESPONSIBILITIES OF SCHOOL

- A. Payment for Services. SCHOOL will remain responsible to compensate AGENCY for services rendered pursuant to this Agreement. Section III hereunder shall govern billing terms and compensation.

- B. Cancellation of Services. SCHOOL agrees to contact AGENCY as soon as they are aware that the STUDENT will not attend school on a particular day. AGENCY must be notified no less than 4 hours prior to the assigned time. If the AGENCY is not notified or not notified within said time, SCHOOL may be charged a minimum of 2 hours for nurse's paid time of inconvenience.
- C. Insurance. SCHOOL shall maintain at its sole expense valid policies of general liability insurance, covering the negligent acts or omissions of SCHOOL acting through its directors, agents, employees or other personnel which may give rise to liability under this Agreement. SCHOOL shall maintain at its sole expense, Workers' Compensation Insurance for its employees.
- D. Indemnification. Subject to provision of the New Jersey Tort Claims Act, N.J. S.A. 59:1-1 et seq., SCHOOL agrees to indemnify and hold AGENCY harmless from all bodily injury and/or property damage claims arising from any act or omission of SCHOOL, acting through its directors, agents, employees or other personnel.
- E. Confidentiality. During the course of the business relationship, each party may be given access to proprietary or confidential information of the other, including, but not limited to, pricing policies, the identity and personal information of employees, and business policies and systems ("Confidential Information"). Each party shall hold Confidential Information of the other party in confidence, treating such Confidential Information with no less care than it treats its own, and shall not disclose such Confidential Information to any third party or use such Confidential Information for any purpose other than as intended by this Agreement. Upon termination of this Agreement, or sooner if requested by either party, each party shall return all Confidential Information of the other party in its possession, without retaining copies of such Confidential Information. This section shall not apply to information that is in the public domain or required to be disclosed by law or legal process.
- F. Employment Status. SCHOOL understands and agrees that the RN/LPN is an employee of AGENCY and SCHOOL will not attempt to solicit the RN/LPN to work privately for SCHOOL, without written authorization from AGENCY, during the term of this Agreement and for one (1) year following its termination or expiration. SCHOOL recognizes the recruiting, training and retention expenses that AGENCY encounters as an employer and acknowledges that AGENCY is not a placement or referral service. Should SCHOOL desire to hire one of AGENCY's employees, SCHOOL agrees to provide AGENCY with written notice and pay a liquidated damages fee equal to four (4) months of the specific employee's annual gross salary or \$5,000 whichever is greater. This fee shall apply to any AGENCY employee SCHOOL wishes to hire.

### III. BILLING AND COMPENSATION

- A. SCHOOL agrees to compensate AGENCY at the rate of \$62.00/hour of RN services and \$51.00/hour of LPN services provided under this Agreement. SCHOOL will also pay for all time the AGENCY employee spends on the bus or otherwise transporting the STUDENT to and from the SCHOOL.

- B. AGENCY will send SCHOOL an itemized bill on a monthly basis. Each month bill will specify the name of the AGENCY employee providing care, the date of service, the type and length of service provided.
- C. SCHOOL agrees to pay submitted bills within thirty (30) days of receipt. Any bill not paid within thirty (30) day period will be considered delinquent. AGENCY reserves the right to pursue any collection remedies in an attempt to resolve a delinquent account. SCHOOL agrees to reimburse AGENCY for all collection costs, attorneys' fees and expenses.
- D. SCHOOL agrees that transportation only cases will require a minimum number of hours. The minimum amount will be determined by location, staff availability, as well as other factors and will be decided upon on a case by case basis.


#### IV. DURATION AND TERMINATION

- A. This Agreement will come into effect beginning on July 1, 2023 and will remain in effect through June 30, 2024.
- B. Either party may terminate this Agreement, for any reason, upon thirty (30) days prior written notice.
- C. Either party may terminate this Agreement immediately, by giving written notice, upon the occurrence of the following events.
1. Dissolution of either SCHOOL or AGENCY.
  2. Failure of either SCHOOL or AGENCY to maintain the insurance coverages required hereunder
  3. Breach by SCHOOL or AGENCY of any of the material provisions in the Agreement.

#### SIGNATURES

Date: 4/10/2023

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

BY: 

BY: \_\_\_\_\_

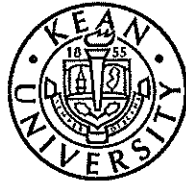
Marina Stengart, RN  
Printed Name

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

Executive Director of Nursing  
Title  
Signing with Authority for Star Pediatric Homecare  
Agency

\_\_\_\_\_  
Title  
Signing with Authority for SCHOOL





ED#6-04/23

# KEAN

## Clinical Affiliation Agreement

This Agreement is entered into on March 29, 2023, between **Hillside Public School District**, located at 145 Hillside Avenue Hillside, NJ 07205 (the "Facility"), and Kean University, located at 1000 Morris Avenue, Union, New Jersey 07960 (the "Kean University"). The Facility and Kean University are also referred to as a "Party" individually and as "Parties" collectively.

WHEREAS, Kean University has approved and established undergraduate and graduate programs in **Social Work** ("Program"); and

WHEREAS, fieldwork experience is a required, and integral component of the Program's curriculum and Kean University desires the cooperation of the Facility in the development and implementation of the fieldwork experience phase of its Program; and

WHEREAS, the Facility desires to participate with Kean University in the development and implementation of fieldwork experience for Kean University Program students (the "Students").

NOW THEREFORE in consideration of the mutual promises hereinafter contained, the Facility and Kean University agree as follows:

1. **TERM.** This Agreement shall commence on March 29, 2023 and shall expire on March 29, 2026. This Agreement may be renewed upon the mutual written consent of the Parties.

2. **TERMINATION**

2.1 Either Party has the right to terminate this Agreement on thirty (30) days prior written notice to the other Party in accordance with the notice provisions outlined below. In the event of a breach of any provision of this Agreement by one Party, the other Party shall have the right and option to give the breaching Party written notice. In the event that the breaching Party fails to remedy the breach within thirty (30) days of the receipt of such written notice, the other Party may, at its sole option, terminate this Agreement.

4.5 Permit Students to utilize its library facilities. Further, the Facility will permit Students and Kean faculty at their own expense to utilize the cafeteria and visitor's parking lots.

4.6 Provide supervision by a qualified individual/s holding appropriate certification /licensure in the area of the clinical training experience.

4.7 Assure that it has measures in place to ensure Students and faculty safety, such as program and institution policies or manuals, instruction on occupational health and safety, incident-reporting processes, harassment prevention policies and procedures, and conflict resolution processes.

5. **MUTUAL OBLIGATIONS.** The Parties mutually agree that:

5.1 The Facility shall retain sole responsibility for all patients and their care at all times, as well as the extent of participation of Students in assisting with or observing patient care.

5.2 Responsibility for planning the clinical experience at the Facility will be jointly shared by the Facility's staff and Kean University's instructors, subject at all times to the policies, rules and regulations of the Facility.

5.3 Students may be assigned to any facilities or programs within the Facility's system upon Kean University's consent.

5.4 Student curriculum, attendance and scheduling shall be under the direction of Kean University as long as they do not conflict with the Facility's policies, rules and regulations.

5.5 Students will start their clinical experience as determined by mutual agreement. Minor adjustments in the length of service and the period during which it shall be rendered may be made with the mutual consent of Kean University and the Facility.

5.6 The Facility and Kean University will perform their duties and responsibilities under this Agreement without cost or other financial obligation to the other party.

5.7 Kean University shall withdraw any student from the placement when notified by the Facility that the student is unacceptable to the Facility for the reasons of health, performance, disciplinary issues or other reasonable and lawful causes. Any necessity for such action will be reported immediately to Kean University.

6. **STUDENTS RESPONSIBILITIES.** Kean University shall advise its Students of the following conditions of participation in the Program. Further, Kean University shall advise Students that failure to meet the following conditions shall be grounds for denial of admission to the Program and/or dismissal from the Program:

appropriations. The State of New Jersey does not carry public liability insurance, but the liability of the State and the obligations of the State to be responsible for tort claims against its employees are covered under the terms and conditions of the New Jersey Tort Claims Act. The Act also creates a special fund and provides for payment of claims against the State of New Jersey or against its employees whom the State is obligated to indemnify against tort claims which arise out of the performance of their duties. Claims against the State of New Jersey or its employees arising out of the use of the premises should be referred for handling to the New Jersey Division of Law, Tort Litigation Section, Richard J. Hughes Justice Complex, Trenton, P.O. Box 116, New Jersey 08625. The State of New Jersey self-funds for Workers' Compensation and Disability.

8.2 The Facility. The Facility will provide general liability coverage for itself, its employees, agents and officers, with minimum limits of coverage of \$2,000,000 per occurrence and \$4,000,000 in the aggregate. Upon request, the Facility shall provide Kean University with documentation of such insurance coverage.

8.3 Students. Students are required to be covered by professional liability insurance in the amount of \$2,000,000 per occurrence and \$4,000,000 aggregate limits. Upon request, Students or Kean University shall provide the Facility with documentation of such insurance coverage.

9. **INDEPENDENT CONTRACTOR.** Both Facility and Kean University are independent contractors. It is not intended that an employer/employee, joint venture, or partnership agreement be established hereby expressly or by implication between Facility and Kean University. Each of the parties to this Agreement shall continue to be autonomous and shall be governed independently by their respective governing boards and administrations. Neither party hereto, nor their respective employees, shall be construed to be the agent, employees or representative of the other.

10. **CONFIDENTIALITY.** Both Kean University and the Facility shall at all times comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time, including the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), if applicable, standards of The Joint Commission (TJC) and medical records policies and guidelines established and approved by the Facility, which shall be made available to the University's students.

11. **NO DISCRIMINATION.** The University and (Facility/District) mutually agree that no student shall be discriminated against on the basis of race, creed, color, national origin, nationality, ancestry, age, sex/gender, pregnancy, marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability, for the purpose of this Agreement.

## CLINICAL AFFILIATION AGREEMENT

Address:  
Kean University  
1000 Morris Avenue  
Union, NJ 07083

19. **PDF SIGNATURES.** Signatures to this Agreement transmitted by facsimile, or electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document will have the same effect as physical delivery of the paper document bearing the original signature.

*Signature page to follow*

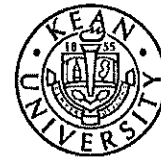
IN WITNESS WHEREOF, this Agreement is executed by the duly authorized officers of the Parties.

### KEAN UNIVERSITY

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Ketih Bostain, Ph.D; Dean of  
College of Health Professions & Human Services

### HILLSIDE PUBLIC SCHOOL DISTRICT

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Alicia Wiltshire-King  
Title: Director of Human Resources



KEAN

## KEAN EDUCATIONAL AFFILIATION NETWORK

### Memorandum of Understanding

#### Between

#### Kean University and Hillside Public Schools

The Memorandum of Understanding ("MOU") is entered into by and between Kean University, located at 1000 Morris Avenue, Union, New Jersey 07083 ("Kean University"), and Hillside Public Schools, located at 195 Virginia Street, Hillside, NJ 07205 ("Company").

The MOU seeks to develop a collaborative endeavor between the two parties built on the strengths and capacities of both institutions for the education of Company's employees/members. This collaboration is designed to assist Company employees/members in achieving their educational goals in career appropriate disciplines.

#### I. Company benefits shall include:

- Tiered discount based on employees/members' enrollment status. Please note: each student can only benefit from *one* of the tuition discounts listed below based on his/her enrollment status:
  1. A 10 percent tuition discount for employees/members who wish to pursue a Kean graduate or undergraduate level program whether online, on-campus, off-site or a combination therein. The discount is subject to the intended enrollment of at least a minimum of 15 employees/members from the Company each semester. Standard university fees apply.
  2. A 20 percent tuition discount for employees/members who wish to pursue a Kean graduate or undergraduate level program online only as part-time students. The discount is subject to the intended enrollment of at least a minimum of 15 employees/members from the Company each semester. Standard university fees apply.
- A custom application for the Company's employees to track enrollment and success of partnership.
- A waiver of the Kean University Application Fee.
- A Kean University liaison to provide information and assistance to Company's employees/members.
- Marketing support such as evites, flyers and brochures to communicate the Kean partnership

to Company's employees/members.

- A scheduled visit, information session or presentation, once every year, to promote the benefits of this collaboration to Company employees/members.
- Access for enrolled students to student support services such as University library, tutoring and technical support.

**II. Company benefits may also include:**

- Use of the Company's name on the Kean University website and select Kean University marketing materials.
- Display of the Company's logo (if provided) on the Kean University website and select Kean University marketing materials.
- Articles, press releases and/or marketing campaigns featuring the Company or its employees pending written consent.
- Event marketing opportunities such as Kean University hosted lunch 'n learns or participation in employee benefit/education fairs.

**III. Company Responsibilities:**

- The Company acknowledges that the 10 and 20 percent tuition discount may only be utilized once the Company guarantees the intent to enroll a minimum of 15 employees/members in Kean University's degree-granting programs for the Company's first semester and subsequent spring and fall semesters.
- The Company shall promote this partnership and its benefits to all its employees/members.
- The Company shall maintain Kean University's informational materials through all standard channels for promoting Kean educational programs on Company's site. The Company shall ensure such materials are available to the employees/members.
- The Company shall assign a liaison who shall accept and distribute communications from the Kean University liaison and correspond on any other related matter.
- The Company shall inform employees/members to provide verification of their association to the Company at the time of admission, as well as annually thereafter.
- The Company shall inform employees/members interested in pursuing Kean University programs to follow all the established Kean admission requirements for all its programs.

**IV. Term and Termination**

- This MOU will take effect from the date of signing and will remain in effect unless terminated by one or both parties upon written notice to the other party.
- The admissions for the first cohort of students under this MOU shall begin the 2023 Academic Year.
- Either party has the right to terminate this MOU by giving thirty (30) days' prior written notice to the other party.
- In the event this MOU expires or terminates prior to the end of an Academic Year, it is expressly understood that the employees/members currently enrolled and in good standing in any of the program will be allowed to complete their studies under this agreement unless the degree program is no longer offered.

**V. Miscellaneous**

- This MOU shall bind and benefit the respective parties and their legal successors, but shall

not otherwise be assignable in whole or in part, without first obtaining written consent from Kean University.

- The parties agree to comply with all present and future applicable laws, orders, rules and regulations of the United States of America, the State of New Jersey, and any other regulatory body thereof having jurisdiction. Any dispute arising under this MOU shall be resolved by application of New Jersey law in the Superior Court of New Jersey, Law Division, Union County. This MOU is subject to the provisions of the New Jersey Tort Claims Act, the New Jersey Contractual Liability Act and the availability of appropriations.
- The parties agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38, and all rules and regulations issued thereunder.
- Standards Prohibiting Conflicts Of Interest: The following prohibitions shall apply to all contracts or purchase agreements made with the State of New Jersey, pursuant to Executive Order No.189 (1988):
  - a. No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b. and e., in the Department of the Treasury or any other agency with which such vendor transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13d-13i., of any such officer or employee, or partnership, firm or corporation, with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13d-13g.
  - b. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any vendor shall be reported in writing forthwith by the vendor to the Attorney General and the Executive Commission on Ethical Standards.
  - c. No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any State officer or employee or special State officer or employee having any duties or responsibilities thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13d-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actual or appearance of a conflict of interest.
  - d. No vendor shall influence, or attempt to influence or cause to be



influenced, any State officer or employee or special State officer or employee in his official capacity in any manner.

- e. No vendor shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the vendor or any other person.
  - f. The provisions cited above shall not be construed to prohibit a State officer or employee or Special State officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate under paragraph C.
  - g. In addition, Hillside Public Schools shall comply with the provisions of the Conflicts of Interest Law, N.J.S.A. 52:13D-12 to -28 and agrees to be bound by the provisions of the Vendor's Code of Ethics and Business Ethics Guide.
- Warranty of No Solicitation on Commission or Contingent Fee Basis: Hillside Public Schools warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business. If a breach or violation of this section occurs, the State shall have the right to terminate the contract without liability or in its discretion to deduct from the contract price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

This Memorandum is agreed to and executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized officers.

**Hillside Public Schools**

**Kean University**

\_\_\_\_\_  
Name  
Title

\_\_\_\_\_  
Jay O'Callaghan  
Vice President, Transformational Learning

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



[ADD DISTRICT NAME]

## Memorandum of Understanding

between

Hillside Public Schools District

and

Rowan University College of Education

Men of Color Hope Achievers (MOCHA) Program

**Purpose:** This Memorandum of Understanding ("MOU") between the Hillside Public Schools District and the Men of Color Hope Achievers ("MOCHA") Program at Rowan University ("Rowan") sets forth the terms and conditions for a cooperative relationship regarding higher learning.

**Background and Scope:** Given the changing demographics in the U.S., there is a critical need to diversify the teaching force so students are exposed to teachers from all underrepresented groups. A diversified teaching staff can improve all students' achievement and success. As an institution with admissions policies that provide access for all, Rowan offers opportunities for higher education to students of varying ages, interests, and aspirations.

For initial teacher preparation, the College of Education at Rowan University provides a range of exemplary career-oriented undergraduate and graduate degree programs for a growing and diverse student population and is committed to extending our programs to our community and to the students of New Jersey. In partnership with schools, districts, and NJDOE, the College of Education continues to develop pipelines with a focus on diversity, equity, and inclusion.

Using a four-prong approach through university-district partnerships, MOCHA has the following aims: recruitment, development/preparation, placement, and retention to diversify the teaching profession in New Jersey.

MOCHA will leverage existing initiatives launched by Rowan's College of Education and NJDOE, however MOCHA will be unique in its focus on recruiting and developing men of color to become teachers in the state of New Jersey. These new teachers will serve as role models for minority and non-minority students and will have the opportunity to effectively teach diverse students with similar backgrounds and experiences. Research shows having diverse teachers improves students' academic outcomes.

Rowan and Hillside Public Schools District are entering into this MOU to provide incentives for men of color to participate in the ASPIRE alternate route program to obtain licensure to teach in central and southern New Jersey in participating districts/schools.

This MOU is entered into by and between Hillside Public Schools District, having a principal place

of business at 195 Virginia Street, and Rowan University having its principal place of business at 201 Mullica Hill Road, Glassboro, NJ 08028 and is entered under the consent of the leadership of both organizations. This MOU will commence on 6/1/2022 and will run through 7/31/2024.

**Rowan University (Rowan) Responsibilities:**

1. Rowan will provide an alternate route to teaching via the ASPIRE program to males of color in New Jersey to help diversify the teaching profession.
2. Rowan will recruit and select a cohort of up to 25 Fellows in the MOCHA program, across partner school districts in New Jersey to participate in an alternate route to teaching via ASPIRE.
3. MOCHA Fellows will be screened/reviewed to ensure they meet all eligibility requirements for the ASPIRE alternate route program (see Appendix A - Overview of Alternate Program). Fellows who meet the application criteria will be invited for an interview.
4. Rowan will hire a full-time project coordinator who will work with NJDOE, school districts, and the MOCHA program team to support program planning, marketing efforts and development for MOCHA.
5. Rowan will provide professional development coaching and formal mentoring opportunities to support participants' growth and development through programs including a Summer Institute and academic year PLCs for the purpose of enhancing participants' knowledge and skills on key concepts in working with diverse student populations.
6. Accounting for attrition, Rowan will endeavor to certify at least 21 male educators of color (per the NJDOE requirement) upon their completion of the ASPIRE program. Rowan will assist Fellows in obtaining state licensure and ensure they are hired by partner districts.
7. Rowan will provide incentives to Fellows participating in the alternate route program inclusive of full tuition, funding for certification and testing fees not to exceed \$800, and technology support (i.e., Rowan laptop). Rowan's policy for reimbursement includes a time limit of submitting all expenses within 45 days of the expenditure and Fellows will need to comply with this policy in order to be reimbursed. Additionally, each Fellow will receive a \$1000.00, one-time stipend for the costs associated with the in-district mentor required for the Provisional Teacher Program (PTP).
  - In reciprocity, Fellows must commit to working in these districts for at least 3 years.

8. Rowan will schedule and staff all courses for the two-year, alternate route program.
9. Rowan will provide appropriate program advising throughout the alternate route learning experiences.
10. Rowan will provide a primary point of contact, (henceforth referred to as Relationship Manager) for NJDOE.
11. Rowan will collect data on the MOCHA program and participants and disseminate process and findings at regional, national and international professional conferences to contribute to the research on diversifying the teaching profession.
12. Rowan will work collaboratively with NJDOE to create a Community Mentor Network (CMN) for MOCHA Fellows.
13. Rowan will host an annual recognition event for MOCHA participants and district leaders will be invited.

**Partner District Responsibilities:**

1. Partner district will review and acknowledge through official signatures the Memorandum of Understanding with Rowan University according to established deadline May 31, 2023.
2. Partner district will identify, select, and employ MOCHA as full-time teaching professionals for the two years of the MOCHA program, as described within the MOU. *Prospective employees recommended by the district must then meet the MOCHA selection criteria.*
  - a. For participants in the MOCHA program, NJDOE would expedite approval of program requirements modifications (e.g., GPA, Praxis CORE or II) for the ASPIRE program normally required for program entry.
  - b. MOCHA program was developed in partnership with NJDOE in response to New Jersey Legislation (NJ Bill S1000/703), titled *Males of Color Pilot Program* ([https://pub.njleg.gov/bills/2018/S1000/703\\_R1.HTM](https://pub.njleg.gov/bills/2018/S1000/703_R1.HTM))
3. Partner district will provide and maintain a school-based primary point of contact for the duration of the MOCHA Program. Primary responsibilities will include:
  - a. Maintain ongoing communication regarding the MOCHA/ASPIRE program with Rowan University's MOCHA Team.
  - b. Work collaboratively with Rowan University to provide an annual ceremony to recognize candidates who are admitted and graduated from the ASPIRE program as a MOCHA participant.

- c. Review program information and data shared by Rowan University regarding the MOCHA program and communicate this information to all necessary parties.
4. Partner district will provide ongoing support of MOCHA participants' active engagement with all program activities.
5. Partner district will identify school-based mentor for MOCHA participants in the partner  
Each school-based ment
6. school(s)/district. Partner district will employ MOCHA participants for a minimum of three (3) years following the completion of the MOCHA Program. The anticipated timeline for this post-program employment is September 1, 2024 - June 30, 2027.

**Termination of MOU:**

Either party may terminate this MOU for any or no reason by giving thirty (30) days written notice to the other. In no event shall the termination of this MOU affect the costs of any employee who has enrolled in any course or program of study in reliance on the pricing provided in this MOU.

**Signatures**

Rowan University

Hillside Public Schools District

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Anthony M. Lowman, Ph.D.  
Provost and  
Senior Vice President for Academic Affairs

---

Superintendent Erskine R. Glover  
eglover@hillsidek12.org  
908-352-7664 x 9702

### Appendix A: Background on ASPIRE Alternate Route Program

The full *Foundations of Teaching and Learning* module is required for all candidates entering the ASPIRE to Teach at Rowan program.

The **50-Hour Component** assignments are made up of a series of activities described below:

**10 hours** require the candidates to participate in a mandatory orientation and follow-up activities. The orientation is required for all candidates entering the ASPIRE to Teach at Rowan Program and the first part of the state-required 50 hours Module.

**20 hours** require candidates to complete a 3-4-part worksheet for the session topics listed below. Part 1 requires the reading of an article and answering questions around the session topic. Part 2 requires viewing a video or completing a quiz and answering questions around the session topic. Part 3 requires applying or reflecting on the practice from the video in the candidate's own educational setting. Part 4 requires a final reflection. These 3-4 activities should all be documented on the worksheets.

**20 hours** require candidates to document their clinical experiences. The 20 hours of clinical experience must include at least 10 hours of planning and delivering instruction via individual or co teaching models with students at the K-12 level.

The **Two-Year Component** is made up of 400 hours.

**20 hours** require the candidates to participate in **mandatory** PLCs monthly meetings, which are held the last Saturday of every month during the semester. Candidates are responsible for making themselves available for these **mandatory** meetings. Candidates are expected to have module topics' work completed prior to their respective PLC meeting.

The meetings are organized into three segments:

- **Whole Group Meeting: 2 hours**  
*In this meeting, candidates can expect to learn general skills and strategies relating to the module topic.*
- **Grade-Level Breakout Groups: 1.5 hours**  
*In this meeting, candidates can expect to learn strategies and tools specific to their grade level and special area, as it relates to the module topic.*
- **1-on-1 ALI Meetings (by appointment\*): 1.5 hours**  
*In these individualized meetings, candidates can expect to work with their ALI to address questions, issues, and concerns related to their module topic.*  
*\*Students must schedule meetings with their ALI in advance by the Monday before the PLC Meeting.*

**60 hours** require candidates to complete a 3-4-part worksheet for the session topics. Part 1 requires the reading of an article and answering questions around the session topic. Part 2 requires viewing a video and/or completing a quiz to answer questions around the session topic. Part 3 requires applying or reflecting on the practice from the video in the candidate's own educational setting. Part 4 requires a final reflection. These 3-4 activities should all be documented on specific topic worksheets.

**20 hours** require candidates to document their clinical experiences using the Clinical Experiences Form.





# Men of Color Hope Achievers (MOCHA) Program

College of Education, Rowan University

# **Welcome**

## **District Superintendents & P-12 Partners!**

### **Shared Information Session**

**Tuesday, March 21, 2023**

**Wednesday, March 29, 2023**

**Thursday, April 6, 2023**

**Tuesday, April 18, 2023**

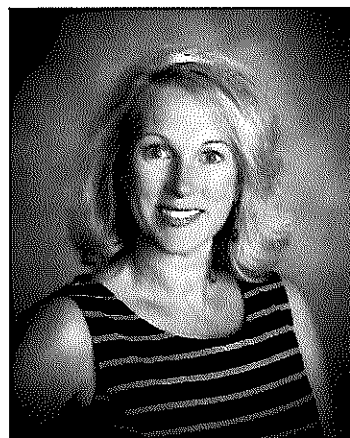
**Wednesday, April 19, 2023**

**8:00am - 9:00am**

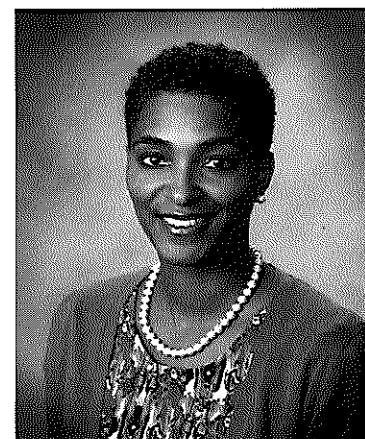
# MOCHA Principal and Co-Principal Investigators



**Dr. Gaëtane Jean-Marie**  
Dean, College of Education  
Principal Investigator (PI)

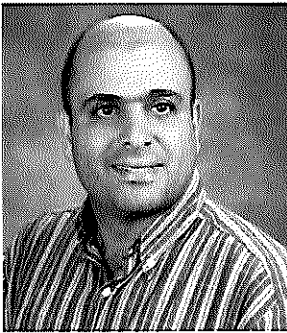


**Dr. Cori Brown**  
Associate Professor  
Director, ASPIRE to Teach  
Co-PI



**Dr. Stacey Leftwich**  
Executive Director  
Office of Educator  
Support & Partnerships  
Co-PI ALL

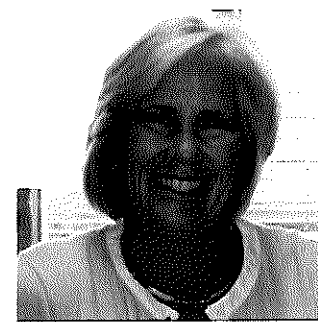
# The Rowan MOCHA Team



**Dr. Issam Abi-El-Mona**  
Associate Professor  
Science Education



**Dr. Cory Dixon**  
Assistant Professor  
Health & Physical  
Education

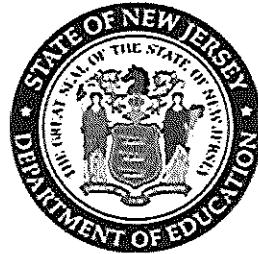


**Dr. Midge Madden**  
Associate Professor  
Literacy

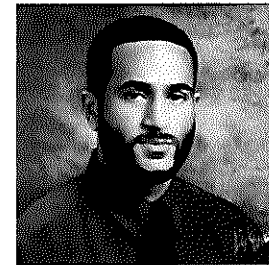
# The NJ Department of Education Team



**Mrs. Tanisha Davis**  
Director, Office of  
Recruitment,  
Preparation, and  
Certification



**Ms. Melissa Petaccio**  
Education Program  
Development Specialist,  
Office of Recruitment,  
Preparation, and  
Certification



**Dr. Dev Desai**  
Project Specialist, Office  
of Recruitment,  
Preparation, and  
Certification

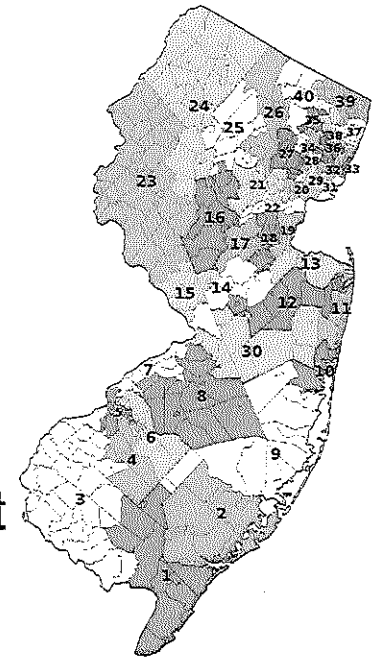
# NJ Funding Support to Recruit Men Of Color

## State of New Jersey 218th Legislature

- Developed in response to New Jersey Legislation (NJ Bill S1000/703), titled *Men of Color Pilot Program*

## NJ Department of Education

- Initiative is fully funded by NJDOE to include, but not limited to, an alternate route program and personnel support



# Legislation Parameters

## Per NJ Department of Education

- Placement of MOCHA Fellows in “underperforming” schools within the district as defined by legislation
  - Priority 1: eligible districts with identified underperforming schools
  - Priority 2: non-eligible districts (those with no underperforming schools) will be considered based on available spaces
- Districts are required to apply to employ MOCHA Fellows with Certificate of Eligibility (including limited CE) and place them in an appropriate school



# NJDOE Non-negotiables for CE/Limited CE Requirements

1. **GPA Overview**
  - GPA of 2.75, if degree was conferred prior to September 1, 2016 OR GPA of 3.0, if degree conferred after September 1, 2016.
2. **Subject Matter Preparation**
  - Determined by NJDOE transcript review
3. **Praxis Core completed with passing scores (required for program admission)**
4. **Praxis II completed with passing scores (optional for program admission)**
5. **Physiology and Hygiene Exam**
  - Must be completed (unless an undergraduate course has been taken in the areas of Biology, Health, and Nutrition)
6. **After obtaining CE/Limited CE → Complete the 50-Hour Component**

All requirements must be met by August 1, 2023

CB



# What is MOCHA?

- **Men of Color Hope Achievers (MOCHA)**
- An innovative, newly-developed program to address teacher shortages in high-need areas and to help diversify the teacher workforce in public education
- Four overarching goals
  - *Recruitment*
  - *Preparation/Development*
  - *Retention*
  - *Placement*



# MOCHA Objectives

1. Districts will hire and employ all **MOCHA participants** in teaching positions within partner districts and schools (i.e.CE or limited CE license)
2. Recruit and admit participants for **ASPIRE to Teach** (alternate route program)
3. Provide **mentoring/coaching** throughout MOCHA
4. **Retain and ensure successful completion** of teacher certification
5. **Certify** males of color as **P-12 teachers** in NJ



GJM

## **MOCHA Program Benefits & Rowan Responsibilities**

- **Tuition-free courses (ASPIRE Alternate Route Program)**
- **Professional Development Events**
  - MOCHA Orientation event
  - Monthly PD Sessions
  - Summer Institute
- **Supplemental Supports**
  - Lenovo laptop
  - ASPIRE instructional materials
  - Certification exam fees
  - In-district mentor fees
  - Praxis support workshops, tutoring, and materials
  - Start-up classroom supplies and materials
- **Mentoring Initiatives**
  - Community Mentor Network
- **Instructional Coaching**
  - ASPIRE Lead Instructor (ALI)



# School/District Partners' Responsibilities

- Confirm active participation in MOCHA program through MOU
  - Contingent upon NJDOE's District Selection Process
- **Identify, select and employ MOCHA participants as confirmed with your MOU**
- Maintain a school-based primary point of contact for duration of MOCHA
  - Provide information regarding any changes to MOCHA Project Coordinator
  - Serve as a connector to participants and school district leadership
  - Share other pertinent information as needed with MOCHA team
  - Participate in occasional meetings for student support and planning efforts
- Support participants' active engagement with all program activities
- Identify school-based mentor for MOCHA participants in your school



# ASPIRE to Teach at Rowan University

- Alternate route pathway in the College of Education
- Fully online, with live support - self-directed pacing
- Program length: 5 semesters total
  - 50-Hour Pre-Professional Component
  - Two-Year Program
    - Semesters 1, 2, 3, 4
- ASPIRE Lead Instructors (ALIs)
  - Provide instructional coaching
  - Monthly PLCs



# MOCHA Program/ASPIRE Overview

## Phase One

- **Spring/Summer Term**
  - Recruitment in districts and district hiring by September 1, 2023
  - Fellows meet all 6 CE or Limited CE requirements by August 1, 2023
  - Complete ASPIRE 50-Hour Component by August 1, 2023
- **Fall Term**
  - Begin Two-Year Component (Complete ASPIRE Semester 1)
  - Enrichment supports & MOCHA Mentoring (CMN)
  - Professional development workshops
- **Spring Term**
  - Professional development workshops
  - Complete ASPIRE Semester 2
  - Enrichment supports & MOCHA Mentoring (CMN)

## Phase Two

- **Fall Term**
  - Complete ASPIRE Semester 3
  - Enrichment supports & MOCHA Mentoring (CMN)
  - Professional development workshops
- **Spring Term**
  - Complete ASPIRE Semester 4
  - Enrichment supports & MOCHA Mentoring (CMN)
  - Professional development workshops
- **Summer Term**
  - Summer Institute
  - Program Completion, Assessment, and Closing Ceremony

GJM

# **Sharing Successes: 8 Earned CE/Limited CE**

## **K-6**

- Elementary Education - 1 (Limited CE)

## **K-12**

- Bilingual Education - 1 (Limited CE)
- Biology - 1 (Limited CE)
- Health - 2 (Limited CE)
- Social Studies-2 (1 CE and 1 Limited CE)

## **Middle School**

- Science - 1 (Limited CE)

**Additional 13 in process of earning CE/Limited CE**

SL

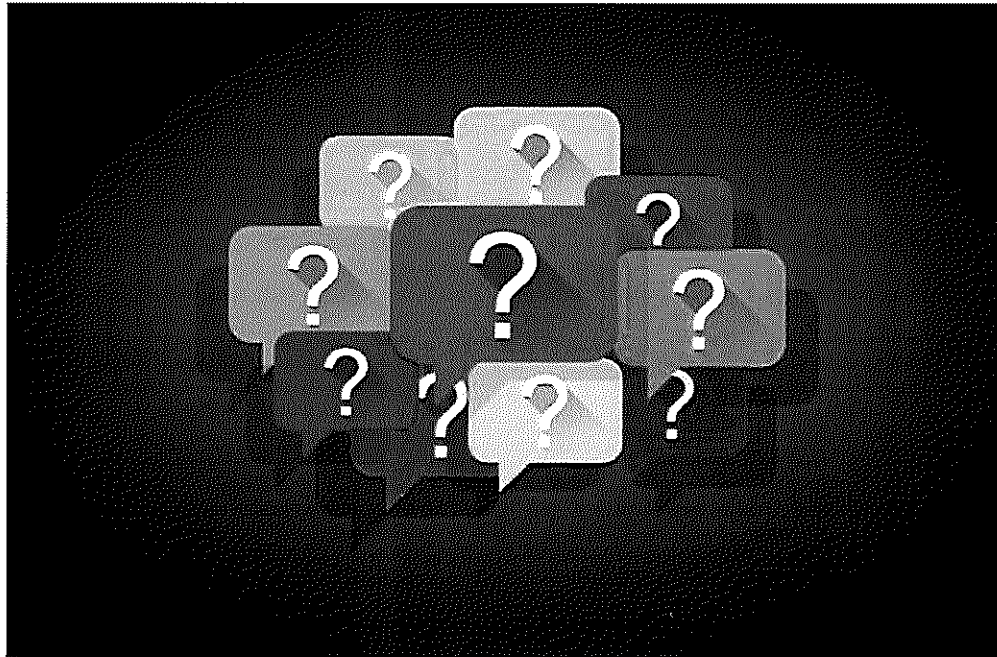
# Immediate Next Steps for MOCHA

1. Email Dean Gaëtane Jean-Marie at [jeanmarie@rowan.edu](mailto:jeanmarie@rowan.edu) to indicate formal interest as a MOCHA P-12 partner by ~~April 15, 2023~~ **New Deadline April 28, 2023**
2. Identify and recommend prospective Fellows: applications will be reviewed immediately and ongoing through **June 30, 2023**
3. Review and complete P-12 partner MOU with Rowan University by **May 31, 2023**
4. Application link for MOCHA program - **MOCHA Program Candidate Application**





# Open Discussion - Q & A







# CMS Proposal For Hillside School District



**Created by:**

Christopher Conforti  
Edlio, LLC

**Prepared for:**

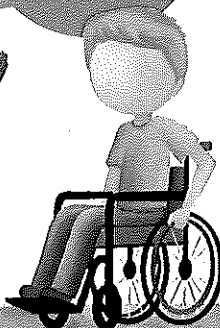
Deanna Defluri  
Hillside School District

# edlio

From small schools to large districts, educators use Edlio to connect with their students, families, and communities.



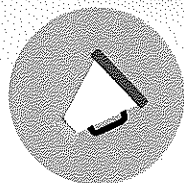
Let's build relationships in your school community!



#### EDLIO WEBSITES

### Website CMS

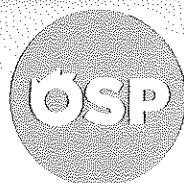
Beautiful, accessible websites with built-in newsletter, forms, social media manager, and teacher pages. Easily maintained and updated by your non-tech school staff.



#### EDLIO BROADCAST

### Direct Messaging

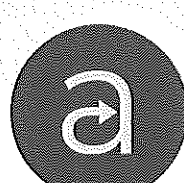
Unified communication tool integrated with Edlio CMS. Send voice, text, and email alerts in one consolidated broadcast, with built-in translation, SIS integration, and reporting.



#### OSP BY EDLIO

### Online Payments

Accept online payments and recurring donations to simplify life for busy parents, help increase revenue, and improve back end processes and transparency for schools.



#### ACCESS APP

### Mobile Apps

Free to download, easy to navigate, quick to engage. Your community's complete, central resource for information, available 24/7 in the palm of their hands.



#### GET IN TOUCH

Let's talk about your goals

"It's about the customer service you're receiving. I've loved our experience with Edlio. You guys have been fantastic partners, really quick to respond, really quick to help us."

#### DR. JOSEPH GLAVAN

Director of CTE & Business Partnerships  
Mentor Public Schools



# edlio BROADCAST

Share across communication channels in multiple languages from a single easy to use tool.

Communication isn't about technology, it's about people.

Edlio Broadcast makes it simple to send messages across multiple platforms, so you can focus on reaching the hearts and minds of your audience. Building trust requires clear consistent communication—with Edlio Broadcast, this is easier than ever.



## Send Instantly

Whether there's an urgent alert to get out or you're juggling multiple tasks, sending a message needs to be easy. Messages are created in just three steps:

1

### SELECT YOUR CHANNEL(S).

Choose email, text, voice, or all three



EMAIL



TEXT



VOICE

2

### COMPOSE YOUR MESSAGE.

Automatically translate into multiple languages.

Parents, we have updated the schedule for next week. You can find it on our website.

ADD TRANSLATION

- ☐ Arabic
- ☐ Chinese Cantonese
- ☐ Chinese Mandarin
- ☐ French
- ☐ German
- ☐ Japanese
- ☐ Korean
- ☐ Russian
- ☒ Spanish
- ☐ Tagalog
- ☐ Vietnamese

3

### CHOOSE YOUR RECIPIENTS.

Lists are created using SIS data or uploaded manually.

Parents, we have posted the updated schedule for next week on our website.  
Padres, hemos publicado el horario actualizado para la proxima semana en nuestro sitio web.

## Integration with Edlio's CMS

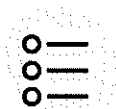
Edlio's CMS has been the foundation for building trust in K-12 communities for 20 years, powering websites for more than 16,000 schools and districts nationwide. By adding Edlio Broadcast, you get your website and direct communication in one unified platform.



Turn your website's News items into messages with one click



Access your teacher and class page subscriber lists



Build contact lists with the Form Homepage Widget

"It has been great. The most helpful feature is the text messages. We use it to get Zoom links for meetings to our parents. Our participation has gone up since we started to text the link to the meeting a few minutes beforehand."



**NATHAN LARSEN**

*Assistant Principal*

Fannie Lou Hamer  
Freedom High School

"The Edlio Broadcast system has been such a great help especially during these difficult times. It helps me notify the staff and families of building closures or any other information I need to share. Best decision we made this year!"



**SASHA GARCIA**

*Website Coordinator*

Edward Everett Hale  
P.S. 106K District 32

## Built-in Features

Edlio Broadcast has the features schools need to make staying connected easy.



### THREE CHANNELS IN ONE

Send email, text, and voice messages all at once



### SCHEDULING

Plan ahead and select a date and time to send



### CONTACT LIST MANAGEMENT

Create and save lists to message, synced with SIS or uploaded manually



### SIS INTEGRATION

Import your SIS data or opt for the API Integration add-on (Aeries, Illuminate, Skyward, and PowerSchool API supported)



### AUTOMATED TRANSLATION

Select up to 3 languages for each channel.



### VOICE MESSAGE OPTIONS

Record your voice message or use the text-to-speech option



### REPORTS AND OPT OUT HANDLING

Check delivery status for each contact and allow recipients to opt out on each channel



### ATTENDANCE ALERTS

Set up automated attendance notifications (available only with the Aeries, Illuminate, or PowerSchool API Integration add-on)

**The quote is based on the Gallery design.** Alternatively you may be interested in our **Portrait Design**.

Each design option includes content migration, Forms w/ payments powered by OSP by Edlio, Generic SIS importer, remote training, and unlimited support AND each allows for branding with your logo, colors, font, and main menu.

#### **Gallery**

Single use templates – library updated regularly. Once selected it is removed from the library. This allows clients to obtain a unique design without the hassle of a long revision process

Dedicated Project Manager acts as the primary point of contact throughout the design and development phase.

6-8 weeks implementation timeline

1 round of revisions

Client Success -Dedicated Client Success representative is assigned for the duration of the contract. This individual will act as your primary point of contact for anything you need post-implementation.

#### **Portrait**

Highly personalized design from scratch based on your brand, traditions, and spirit.

Dedicated Project Manager acts as the primary point of contact throughout the design and development phase.

8-12 weeks implementation timeline

3 rounds of revisions

Client Success - Dedicated Client Success representative is assigned for the duration of the contract. This individual will act as your primary point of contact for anything you need post-implementation.

We also offer a fully integrated notification system called Edlio Broadcast which allows you to easily send Text, Email, and Phone messages to your school community.

As well as a fully integrated Forms module. And forms can include a payment where appropriate. Here are a few common examples: (Included with CMS)

[Sample Daily Health Check](#)

[Enrollment Form](#)

[Donation Form](#)



# Proposal

Quote Date:

Feb 8, 2023

Expiration Date: March 31, 2023

Prepared For:

Prepared By:

Billing POC

Deanna Defluri

Account Name

Hillside School District

Billing Address

195 Virginia St  
Hillside, NJ 07205

Prepared By

Christopher Conforti

Email

christopherconforti@edlio.com

Name	Price	Discount	Total
<b>Annual Subscription</b>			
Edlio Website CMS: District Wide Solution	\$10,600.00	\$0.00	\$10,600.00
Broadcast Metered 300k ' Mass Email, Voice, and Text Notifications	\$4,200.00	\$0.00	\$4,200.00
Edlio School News App	\$1,200.00	-\$1,200.00	\$0.00
SIS Integration SFTP via Genesis	\$0.00	\$0.00	\$0.00
			<b>\$14,800.00</b>
<b>One Time Fees</b>			
Edlio Gallery (One-time Fee)	\$4,000.00	-\$4,000.00	\$0.00
			<b>\$0.00</b>

**Grand Total      \$14,800.00**

No of Website: 7

## Agreement

Contract Length in Years: 1

By signing below, I acknowledge that this is an annual subscription and my organization is liable for payment for the full contract length specified above. If my organization received a discount and cancels before the end of the contract, we are liable for the non-discounted amount for the remainder of the full contract length. This includes any discounted setup fees. If my organization opted for a prorated term, I understand that we are also liable for that prorated amount.



Unless otherwise provided, Edlio will invoice Customer on an annual basis, payable in advance. Payment for the invoice covering the first year of this agreement, including annual recurring fees and applicable one-time fees, is due and payable within thirty (30) days of date of invoice, unless stated otherwise. Annual invoices will be sent out up to 90 days before the anniversary date to allow sufficient time for your organization to submit payment no later than the 1st day of the annual subscription period.

I understand and agree to the terms laid out above and in the attached pdf.

**Signature:**

**Name:** Deanna Defluri  
Hillside School District

**Date:**

For invoicing purposes please provide the best point of contact.

Name:

Email:

Phone Number:

# Terms and Conditions

## SETUP:

Included in the Setup fee is:

- Website Design: Three solutions offered (selection is designated in Products & Services above) are:
  - Portrait Design Solution - Portrait design created just for your organization. We provide a single design concept with up to three rounds of revisions based on your feedback (additional changes beyond the three rounds of revisions will incur an hourly design fee). Estimated project duration discussed is dependent on prompt replies to Edlio requests. Project begins when Edlio receives your completed questionnaire and logo file. Project ends with delivery of your admin and test websites, complete with migrated content (according to the sitemap provided).
  - Gallery Solution - Choose from designs in Gallery. Pick your top three designs and receive the top choice available. Selected design is updated with your organization's name, logo, colors, quick links, navigation and social media links (no revisions are made beyond these elements). Final design approval is made by you. Once you select a design, it is removed from Gallery. Estimated project duration discussed is dependent on prompt replies to Edlio requests. Project begins when Edlio receives your design selection, completed questionnaire, and logo file. Project ends with delivery of your admin and test websites, complete with migrated content (according to the sitemap provided).
  - Sketches Solution - Choose a design from Sketches. We will update the design with your logo and change the colors, fonts, and main menu items only, all collected over email (no dedicated project manager with this option.) No further revisions beyond these design elements. Estimated project duration discussed is dependent on prompt replies to Edlio requests. Project begins when Edlio receives your design selection, completed questionnaire and logo file. Project ends with delivery of your admin and public websites, ready for your content to be added.
- A dedicated project manager (PM) guides the website setup, design and launch. (For Gallery and Portrait Design Solutions only. Not included with Sketches.)
- Content migration, according to the following rules (Included with Gallery and Portrait Design Solutions. Not included with Sketches unless you opted to purchase the Content Migration add-on.):
  - Edlio provides an initial migration from client's old site(s) to the new one(s). Any further adjustments to client's content once it has been pulled over to the Edlio CMS is the client's responsibility.
  - Clients must provide a site map with links to pages they wish pulled. Items without urls will be set up as blank pages.
  - The organizational structure of content on your new Edlio website will be different from your existing CMS. Managing content in the Edlio CMS will be covered in your

initial training.

- Edlio will not rename files, reorder lists or reformat/edit text.
- Items we will pull: static content (identity/history items, department pages, policies; dated publications like newsletters, strategic plans; board agendas & minutes; links (unless they are dead); photos (includes photo albums going back to 2012, if they are of reasonable size & easily downloadable, otherwise PM may request zip files to upload); and videos (if easily downloadable, otherwise PM may request individual files to upload)
- Note about images: "Reasonable size" means wallet size or larger, not a thumbnail - this would exclude anything 250x250 pixels or smaller. Clipart and gifs are also excluded. Items we will not pull: teacher pages; blogs; class pages; calendar items; current or archived news items; forms; and ancillary websites (i.e. booster club, PTA)
- Edlio may recommend 3rd party services for file backup/site scraping (i.e. <http://webscraper.io/>) Client should be aware that Edlio is not responsible for any data loss during the transition period.
- Note for DWS child accounts: we will pull up to 20 pages for each child account website. Additional pages may be requested for an additional fee. Client will provide a list of up to 20 pages for each child website by the date designated by the Project Manager.
- Training: Initial Edlio CMS training for administrators, teachers and staff (2-2.5 hour web conference training) is included.
- Domain name registration and renewal is included.
- Forms with e-commerce functionality is included. When used, an Edlio PAY merchant account is required. Transaction fees apply with additional documentation.

## **HOSTING:**

- Cloud-based, fully-supervised, secure website hosting is included with Edlio CMS.

## **TECHNICAL SUPPORT:**

- We offer ongoing, unlimited technical support to all staff members in your organization.
- NOTE: Online and phone Technical Support will not be available until the site(s) are launched.



# Powering Your School's Identity

Apptegy started in 2014 with the goal of enabling schools to build a strong brand and communicate more effectively with their audiences. In 2015, we worked with our first three beta clients. Today, in 2022 we've partnered with more than 2,500 clients in all 50 states to build their website, custom mobile app, and the alert and notification system.

## What Makes Us Different

### 1 Thrillshare's Ease of Use

With our publishing platform, Thrillshare, **you don't need to have any programming knowledge** to update your district's website, app or notification system. Now promoting your success stories across all communication channels can be done right from your smartphone.

### 2 The User Experience for Your Community

Wherever your community interacts with you online, **they'll be able to engage with ease**. No more pinching or pulling to view your website on a smartphone or being redirected somewhere else from your app.

### 3 Your Experience Working With Us

From the beginning, Apptegy set out to be more than a software provider. We strive to be a true partner and resource for our districts. That commitment and our personal, fast and easy support has earned Apptegy an unheard of **99% client retention rate**.

“

I have to tell you, this platform is GREAT. Thrillshare simplifies the process of posting things to various school online resources to the point where I can see where we will be sharing so much with parents, especially on the APP.

... ..

All of you at Apptegy have been absolutely wonderful to work with. We have received great feedback on our new website and app, and one of our most recent posts reached more people than we ever have! That would never have happened without Thrillshare!

”



# Scope & Deliverables

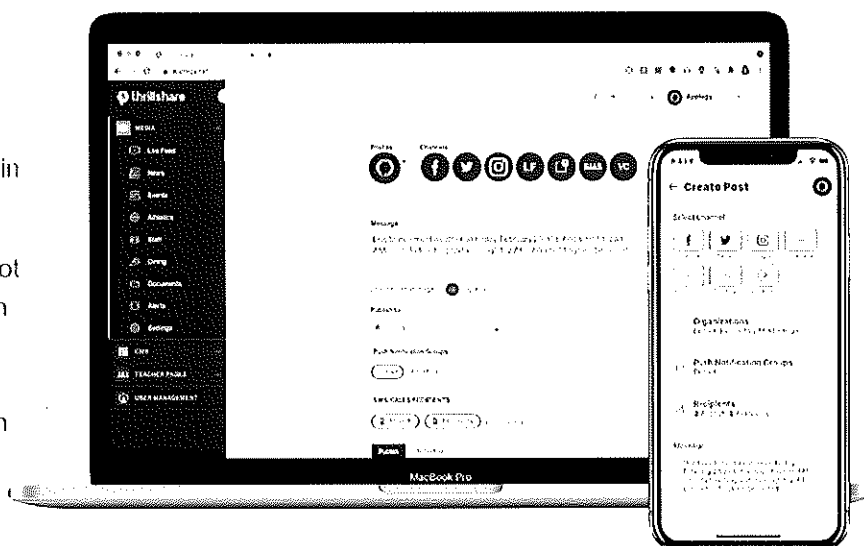
At Apptegy, we've developed the first publishing platform for school districts, so your team manages all of your communication channels from a single place. This means you'll share more stories with your community without creating more work for your staff.

By eliminating the technological barrier required to communicate, Thrillshare makes it easy to assign roles and privileges to your team to update what they care most about. With this level of customization and control, you can be confident about consistent messaging being shared with your community.

## Publishing Platform

From the beginning, Thrillshare was designed to contain all your district communication channels in one place.

Built specifically for school districts, Thrillshare not only manages your website, but also your custom mobile app, all of your social media channels, and your alerts and notification system. Keeping information up-to-date is **as easy as it gets**, from the lunch menu to your calendar and news.



## Mobile Apps

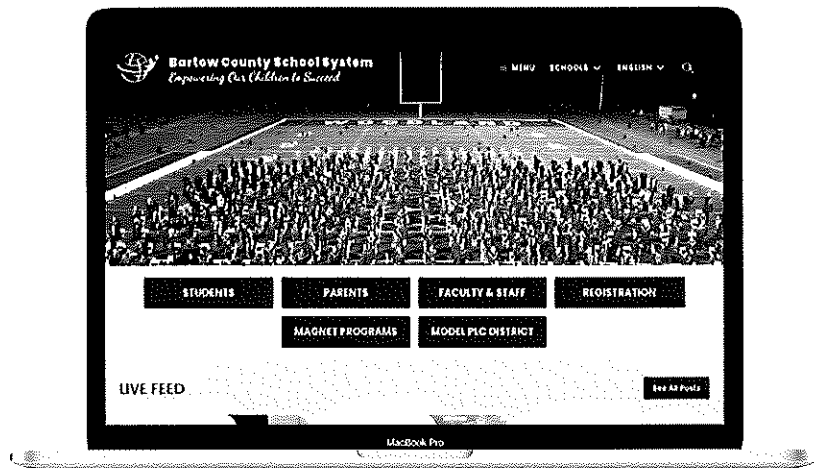
We build beautiful mobile apps for **Android** and **iPhone** that focus on what really matters: the user experience. A user experience that delights parents and community members means they will continue to come back to the app for meaningful information.





## Websites

We will work with you to understand how you want your district brand to come across by creating a new website. Within your common branding, each school webpage can be customized, using the school's specific colors, mascots, logos, etc. We want your website to stay fresh and never grow stale, so we **include a free re-design** with each year of our partnership.



## Alerts

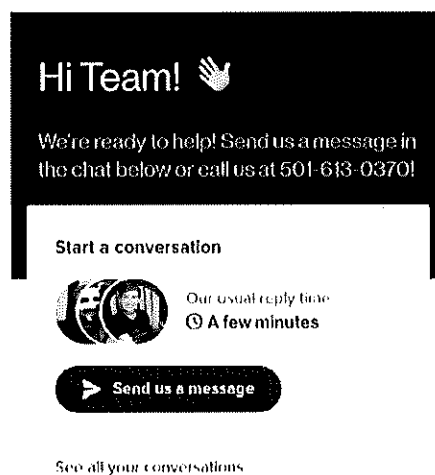
In order to save you time, we can automatically **sync with your Student Information System** so you can send out text, phone and email notifications. Easily send and schedule recurring alerts like attendance calls. Plus, with state-of-the-art technology, your text, email and voice calls can be automatically translated.



## Transition & Support

We handle all of the heavy lifting including design, development, static content migration, training and ongoing support. Your own dedicated contacts at Apptegy during implementation and after launch make it an easy transition for the district.

With **unlimited training and prompt support**, every Thrillshare user will always have someone to assist with any questions that arise.





# I. Estimated Transition Timeline

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## **Kick-off**

Week 1

We get our partnership started with a meeting to introduce stakeholders on your side and ours. In this meeting, we will cover our detailed roadmap, initial designs, and the overall structure of the planned implementation.

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## **Design**

Weeks 2-3

We create a mockup as a first draft and iterate from there. Since we've already established a good understanding of what you're looking for in the kick-off call, this process is typically quite fast.

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## **Development & Content Migration**

Weeks 4-6

Once we're done with the development, we migrate your static content for you. After our team has gone through your entire website and app and confirmed that everything is working, we will ask you to approve the content and functionality as well.

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## **Training Sessions**

Weeks 7-8

An ideal training schedule will include a setup call with your project lead, in-depth sessions for all of your power users, and introduction sessions for casual users.

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## **Launch Campaign**

Weeks 9-10

Flipping the switch is all it takes: we just point your domain to our servers and the change to the new website will be instant.

Of course we don't want the switch to go unnoticed by your community. That's why we design an entire launch campaign around the app and website with you. You'll get a custom marketing playbook, including graphics, videos, and a launch plan.

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## **Support**

Ongoing

Now that you are live, we work together to drive adoption of your new website and mobile app. You will be working closely with your Client Success Manager on marketing strategies and our Support Team on any questions your users have after the switch.



## II. Order Form

Client Name: Hillside Public Schools

Address: 195 Virginia Street, Hillside

New Jersey 07205

Email: eglover@hillsidek12.org

Phone: (908) 352-7664

Description	Price	Qty	Subtotal
Mobile App Development (one-time) One-time app development for iOS and Android apps for the District + 7 campuses *Billed one-time	\$13,000	1	\$13,000
App Development Discount (one-time) Discounting app development for agreement signed by 4/30/23	-\$13,000	1	-\$13,000
Thrillshare (annual) Thrillshare Publishing Platform (desktop and mobile) for~ 3100 students  *Billed and payable in full annually	\$14,500	1	\$14,500
*For Clients that elect automatic renewal, pricing subject to 3% annual increases after last year of initial purchased term(see Terms for more info)			
Website design and hosting Up to 1 re-design per contract year Included in Thrillshare cost	\$0	1	\$0
Alerts Unlimited text, voice, and email alerts Included in Thrillshare cost	\$0	1	\$0
*Subject to Carrier restrictions (see Terms for more info), including, but not limited to, character limits per SMS message [currently 320 characters per SMS message]			
Support, service, and training Included in Thrillshare cost	\$0	1	\$0
Static content migration Included in Thrillshare cost	\$0	1	\$0






### III. Payment Schedule

Payment Schedule: Payable subject to the terms of Agreement	Amount
Total of the above, collectively, the "Services"	\$14,500.00
Client Start Date	\$14,500 annual
June 25, 2023	
June 25, 2024	\$14,500 annual (if renewed)
	*Subject to 3% increase for renewal

This Order Form and Master Services Agreement (collectively, the "Agreement") between Apptegy, Inc. ("Apptegy"), and the client listed above ("Client") is effective as of the date of Client's signature below. This Agreement includes and incorporates the above Order Form, as well as the attached Master Services Agreement ("MSA"). By signing below, Client acknowledges receipt of this Agreement, including the Order Form and the MSA, and hereby accepts and agrees to be bound by this Agreement.

Client

By:  SIGNATURE  
Erskine Glover

Name: Erskine Glover

Title: Superintendent

Date:

Date

Apptegy, Inc.

By:  SIGNATURE  
Blake Norman  
2023-02-22 10:12:44 (PST)

Name: Blake Norman

Title: Sales Representative



## Master Services Agreement

The following terms and conditions are a binding part of the Order Form and Master Services Agreement of Apptegy, Inc. (together with its affiliates, agents, and assigns, "**Apptegy**") between Apptegy and the Client that is set out in the Order Form. References to the "**Agreement**" below collectively include the Order Form (including and incorporating the terms and conditions set out in the "**Estimated Transition Timeline**" and the "**Payment Schedule**" that is provided with this Agreement) and the following terms and conditions. This Agreement provides the terms and conditions for Client to purchase and use Apptegy's Services (as defined below). Capitalized terms used but not otherwise defined in the following terms and conditions will have the meanings given to them in the Order Form.

**1. Integration with Other Documents.** This Agreement is the entire agreement between Apptegy and Client with respect to the Services, except as expressly set out below. No separate written or online agreements or terms and conditions will be incorporated in this Agreement or otherwise bind the parties unless expressly set out in this Agreement or in a Client Addendum (as defined below). The Client Addendum will control and govern with respect to all matters expressly set out in the Client Addendum, and this Agreement will control and govern in all circumstances. To be enforceable on the parties, any amendment, modification, or additions to the terms and conditions of this Agreement must be set out in a separate written addendum to this Agreement confirming such amendments, modifications, and/or additions in writing (a "**Client Addendum**").

**2. Services; License.** During the License Term, Apptegy will provide, and Client and the individuals allowed to access the Services by or on behalf of Client ("**User(s)**") may access and use, the products and services set out in the Order Form (collectively, "**Services**"). Client hereby grants Apptegy a limited, nonexclusive, revocable, worldwide, fully-paid, royalty-free license to use, copy, and modify Client's information, material, data, photographs, videos, intellectual property (including without limitation all copyrights, trademarks, service marks, and similar rights), and other content (collectively, "**Client Content**") for providing and improving the Services. Client's right to access and use the Services, and Apptegy's license to Client Content, will automatically terminate upon termination or expiration of this Agreement.

**3. Fees.** Client will pay to Apptegy all fees set out in the Order Form. Upon execution of this Agreement, Apptegy will submit an initial invoice to Client for the first year of Services and for all other fees due upon execution. Apptegy will invoice all subsequent-year fees on or about the anniversary of the applicable Client Start Date(s) (as defined below). Client agrees to pay all invoices in full within 30 days of the date of the invoice. Client agrees that (i) development and implementation fees are due in full upon execution of this Agreement, (ii) fees for use of the Services are payable in annual portions for each year of the License Term as set out in the Order Form, (iii) fees for use of the Services are subject to Three Percent (3%) annual increases, starting the first renewal year after the last year of the term initially purchased by Client and continuing each year thereafter, as set out in the Order Form, and (iv) discounts for purchases of bundled Services will automatically expire if Client cancels any of the bundled Services and Client will thereafter be invoiced for the full price of the continuing Services. Client acknowledges that fees for Services do not include taxes, duties, and other government charges, including sales, use, consumption, VAT, GST, and other withholding, as applicable, and Client is solely responsible for any such obligations.

**4. License Term.** The term of Client's license to use the Services (the "**License Term**") will start on the date(s) set out on the Order Form (the "**Client Start Date(s)**"). Clients that purchase multiple Apptegy products may have different license start dates for different products. If no license start date is set out on the Order Form, the Thrillshare Media Client Start Date will be the date that is 60 days after Apptegy receives an executed agreement from Client and the Thrillshare Rooms Client Start Date will be the date that is 90 days after Apptegy receives an executed agreement from Client. The License Term will terminate on the anniversary of the applicable Client Start Date(s) that is after the number of license years initially purchased by Client, as set out in the Order Form, plus any renewal periods. This Agreement will renew for successive, additional periods of one (1) year from the anniversary of the Client Start Date(s), unless Client provides Apptegy with written notice of non-renewal before the end of the then-current License Term. Subject only to applicable procurement and appropriations law, Client agrees that it may not terminate this Agreement before the expiration of any then-current License Term without cause, unless Client pays Apptegy all fees in full for all license years of the then-current License Term, as set out in the Order Form, plus payment of any previously discounted amounts for the Services during the Term. All fees paid to Apptegy are non-refundable, subject only to applicable procurement and appropriations law.

**5. Performance Terms.** In addition to this Agreement, the rights and obligations of the Client and Apptegy with respect to the providing, accessing, and using the Services will also be subject to and governed by the Apptegy Terms of Use ("**Terms of Use**") and Privacy Policy ("**Privacy Policy**"), available at the following links: <https://www.apptegy.com/terms-and-conditions/> and <https://www.apptegy.com/privacy-policy/>. The Terms of Use and Privacy Policy, as each may be amended, are incorporated into this Agreement in their entirety, as applicable to Client. Without limiting the generality of the foregoing, the Terms of Use and Privacy Policy set out and govern the terms and conditions for Services availability, User eligibility and acceptable use, data privacy and security, regulatory notices and information, warranties, disclaimers, and liability limitations, and other related terms. The applicability of the Terms of Use and Privacy Policy is limited to the order of priority set out below.

**6. Carrier Restrictions.** Apptegy provides unlimited text, voice, and email messaging to Client subject to restrictions placed on Apptegy by mobile and wireless carriers and network operators (collectively, "**Carriers**"). For example, Carriers have (i) placed limits on the number of characters that may be included in messages sent via the Services and (ii) placed restrictions on the type of messaging content that may be sent through the Services. Carrier restrictions are not within the control of Apptegy and are subject to change without notice. When a Carrier places new or modified restrictions on Apptegy, certain features and functions of the Services may change as a result without notice to you. Client agrees that Apptegy will not be responsible or liable for any change in Services that arise from or in connection with Carrier restrictions.

**7. TCPA/CTIA Compliance.** Client is exclusively responsible for complying with applicable laws and regulations governing communications sent via the Services by Client and Users under Client's account, including, but not limited to, the Telephone Consumer Protection Act of 1991, as it may be amended ("**TCPA**"), and the requirements and policies of CTIA – The Wireless Association ("**CTIA**"). Client is encouraged to establish and implement methods and procedures to ensure compliance with applicable laws and regulations, including the TCPA and the CTIA, and to inform and train each of its employees, contractors, and representatives who use the Services on the methods and procedures. Apptegy may provide Client with materials and information about such laws and regulations, including the TCPA and the CTIA;

Client acknowledges that all such materials and information is provided for general education purposes only. No such act by or information from Apptegy (whether individually or taken as a whole) will create or be deemed to create responsibility or liability on the part of Apptegy with respect to Client's compliance with the laws and regulations governing the communications sent via the Services by Client and Users under Client's account, including the TCPA and/or the CTIA.

**8. COPPA Notice and Compliance.** Apptegy prohibits use of the Services by children under the age of thirteen (13), unless and only to the extent the child is a User invited or added to the Services by Client. When children are invited or added to the Services as Users under Client's account, Apptegy provides the Services with respect to the children solely in the educational context authorized by Client under this Agreement and solely for the benefit of Client and its Users. Client consents, as agent for and on behalf of such children (and their parents and guardians), to Apptegy's collection, use, disclosure, and storage of personal information about or from the children in accordance with this Agreement. Client acknowledges that Apptegy is relying on Client's consent in the previous sentence for the purposes of complying with the Children's Online Privacy Protection Act, as it may be amended ("**COPPA**"), and that Apptegy is authorized to presume that Client has obtained and will maintain all required parent and guardian consent for Apptegy's collection, use, disclosure, and storage of information for any children under the age of thirteen (13) that are invited or added to the Services under Client's account.

Please note that Client is responsible for complying with COPPA with respect to Users under Client's account if Client invites or adds children under the age of thirteen (13) to the Services. Client is encouraged to establish and implement methods and procedures to ensure compliance with COPPA, and to inform and train each of its employees, contractors, representatives, and Users who use the Services on the methods and procedures. Apptegy may provide Client with materials and information about complying with COPPA; Client acknowledges that all such materials and information is provided for general education purposes only. No such act by or information from Apptegy (whether individually or taken as a whole) will create or be deemed to create responsibility or liability on the part of Apptegy with respect to Client's compliance with COPPA.

The Terms of Use and Privacy Policy, accessible as set out above, confirm that Apptegy may collect information about children as a necessary part of providing the Services to Client (for example, as applicable: contact information for communications sent via the Services;

posts made on messaging tools in the Services; information included in assignments and other class content submitted via the Services) and provide notice regarding Apptegy's collection, use, disclosure, and storage of personal information from children. Please note that some or all of this information may not be private as to the individual child, parent, or guardian. For example, for Users of Rooms, information shared by a User via the messaging features of Rooms will be visible to Client, as the party providing access to the Services to its Users. In some circumstances, information provided by or about a child may be available or visible to other individual Users. For example, for Users of Rooms, information about a child that is posted in the group messaging tool in a Child's Room may be visible to other individual Users that are also authorized users for the same Room. Apptegy will collect, use, and disclose such information in accordance with COPPA and the Privacy Policy.

**9. Accessibility Compliance.** Client is exclusively responsible for complying with all applicable laws and regulations governing accessibility of the parts of the Services under the control of Client (for example: Client's website and/or mobile applications), including, but not limited to, the Americans with Disabilities Act, as it may be amended ("**ADA**"), and the requirements and policies of Web Content Accessibility Guidelines ("**WCAG**"). Client is encouraged to establish and implement methods and procedures to ensure compliance with applicable laws and regulations, including the ADA and the WCAG, and to inform and train each of its employees, contractors, and representatives who use the Services on the methods and procedures. The Services include tools to assist Client with accessibility compliance, and Apptegy may provide Client with materials and information about such laws and regulations, including the ADA and the WCAG; Client acknowledges that all such tools, materials, and information are provided to assist Client with its compliance obligations and for general education purposes only. No such functionality, act by, or information from Apptegy (whether individually or taken as a whole) will create or be deemed to create responsibility or liability on the part of Apptegy with respect to Client's compliance with the laws and regulations governing accessibility of the parts of the Services under the control of Client (for example: Client's website and/or mobile applications), including the ADA and/or the WCAG.

**10. Third Party Functions.** Apptegy relies on third-party providers and partners for parts of the Services (for example: posting a message or communication on Facebook or Twitter account; hosting Client websites). APPTEGY IS NOT RESPONSIBLE FOR ANY CONSEQUENCE, LOSS, OR DAMAGE (DIRECT OR INDIRECT) ARISING FROM OR RELATING TO THE PARTS OF THE SERVICES MANAGED OR MADE AVAILABLE BY OR VIA THIRD-PARTY PROVIDERS AND PARTNERS. Please see the Terms of Use and Privacy Policy for more information.

**11. Disclaimers; Limited Liability.** Apptegy provides the Services subject to certain disclaimers and limitations of liability. Please see the Terms of Use and Privacy Policy for more information.

**12. Intellectual Property.** Nothing in this Agreement or the performance of this Agreement will convey, license, or otherwise transfer any right, title, or interest in any intellectual property or other proprietary rights held by either party, except as expressly set out in the Agreement. Apptegy retains all right, title, and interest in all intellectual property rights, including patent, trademark, trade secret, and copyright (whether registered or unregistered), in and to the Services and the underlying software and technologies, all related technical documentation, and all derivative works, improvements, and modifications to any of the foregoing. Client agrees the foregoing is necessary to Apptegy providing the Services.

**13. Compliance with Laws.** The parties agree to comply with all laws applicable to the use of the Services and performance of this Agreement.

**14. Miscellaneous.** The Order Form and Master Services Agreement, together with (i) the Terms of Use and Privacy Policy, and (ii) the Client Addendum, if applicable, is the entire agreement between the parties with respect to the subject matter, and supersedes all prior agreements and understandings, whether written or oral. If any conflict or ambiguity exists with respect to any term or condition of any of the foregoing, the following priority will govern and control: (1) if applicable, the Client Addendum for all matters expressly addressed in the Client Addendum; then (2) this Order Form and Master Services Agreement for all other matters; then (3) the Terms of Use and Privacy Policy. Apptegy is not subject to any obligations that are not expressly identified in this Agreement, a Client Addendum, or the Terms of Use and Privacy Policy.

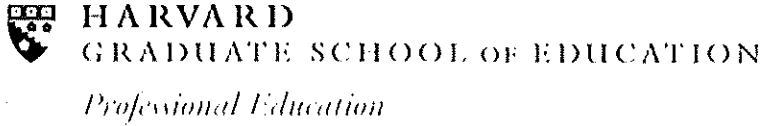
This Agreement is governed by the laws of the state in which Client is located, without regard to conflict of law principles. The parties irrevocably submit to the exclusive jurisdiction and venue of the federal courts having jurisdiction where Client is located for any dispute that relates to the Services or this Agreement. Except as set out in this Agreement, this Agreement may not be amended or modified without the prior written consent of both parties.

Neither party may assign this Agreement without the prior written consent of the other party, except in connection with a merger, acquisition, or sale of all or substantially all of a party's assets or voting securities. If any provision(s) of this Agreement is held invalid or unenforceable, such invalidity or unenforceability will not invalidate or render the Agreement unenforceable, but rather the Agreement will be construed as if not containing the unenforceable provision(s), and the rights and obligations of the parties will be construed and enforced to honor the parties' original intent to the maximum extent permitted under applicable law. This Agreement will inure to the benefit of the successors and assigns of the parties. The Agreement may be executed in multiple counterparts and executed by original, facsimile, or electronic signature (including PDF, Proposify, HelloSign, and similar methods), each of which when delivered will be deemed an original, and all of which together will constitute one agreement.









Thank you for submitting your application to National Institute for Urban School Leaders.

We will notify you once your application goes under review, and the Admissions Committee will notify you of a decision via email. In the meantime, you can track the status of your application and find answers to our most frequently asked questions by logging into the [Professional Education Community](#).

Please feel free to contact us through the [Professional Education Community](#) if you have any questions.

Best regards,  
The Admissions Team

Professional Education | Harvard Graduate School of Education  
13 Appian Way, Longfellow Hall | Cambridge, MA 02138  
T: 800.545.1849



ED#11-04/23

# TEACHERS COLLEGE

## COLUMBIA UNIVERSITY

### Quote

Continuing Professional Studies  
Box 99, 525 West 120<sup>th</sup> Street  
New York, NY 10027-6696  
Email: [cps@tc.columbia.edu](mailto:cps@tc.columbia.edu)

QUOTE #CPS 114000-04182023-1

DATE: April 18, 2023

**TO:**

Marisol Rivera  
Hillside Board of Education  
195 Virginia Street  
Hillside, NJ 07205  
[mrivera@hillsidek12.org](mailto:mrivera@hillsidek12.org)

**FOR:**

Reimagining Education: Teaching, Learning  
and Leading for a Racially Just Society  
July 10 - 13 2023

DESCRIPTION	REGISTRANTS	RATE	AMOUNT
Reimagining Education: Teaching, Learning and Leading for a Racially Just Society July 10 – 13 2023  <b>Registrations for:</b> 10 participants  <b>*Note 25% discount applied</b>  If you are using a Purchase Order, the payment should be submitted to <b>Box 99</b> at the address below.  <b>Cancellation Policy:</b> Continuing Professional Studies at Teachers College, Columbia University will provide a full (100%) reduction of charges if the written request to withdraw is received at least 30 days prior to the first scheduled session. Given the demand for this program and the work entailed in its preparation, if the cancellation is reported within 30 days or fewer before the program starts, only 50% of the total charges will be credited. Registrants who wish to withdraw on or after the start date of a program or course will not receive any reduction of charges. Registrants who fail to attend and do not cancel prior to the event will be liable for full charges for the event. <b>NOTE:</b> All refund requests must be made in writing to the Continuing Professional Studies at Teachers College, Columbia University. Refunds will be made in the payment method received. Please allow 4-6 weeks for check refunds to be processed and 3-5 days for credit card refunds.  <b>Payment must be received by the start of the program.</b>	10	\$ 386.25*	\$ 3,862.50
TOTAL			\$3,862.50

**Please make all checks payable to Teachers College, Tax ID #: 13-1624202 and send to:**

Continuing Professional Studies  
Teachers College, Columbia University  
Box 99, 525 West 120th St.  
New York, NY 10027-6696

## Reimagining Education: Teaching, Learning and Leading for a Racially Just Society

July 10 - 13, 2023

The on-going political assault on teaching about race and gender identity in our schools has coincided with an onslaught of post-pandemic critiques of teachers and an attack on education as a profession. We find ourselves at a moment when a collective response to this unwarranted condemnation is needed now more than ever. Such a response must be grounded in the professional knowledge of our field and what we know to be, as Gloria Ladson-Billings tells us, "just good teaching".

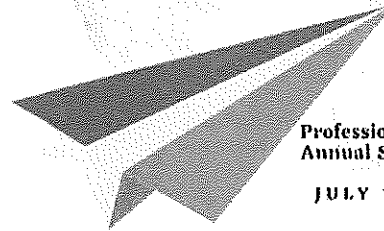
For the last seven years, educators seeking a supportive community where they can develop their student-centered, culturally responsive, antiracist teaching skills and leadership strategies – just good teaching – have **turned to Teachers College, Columbia University every July for the Reimagining Education: Teaching, Learning and Leading Summer Institute, lovingly known as "RESI."** Since 2016, RESI has drawn thousands of educators from across the country and globe. Each of these RESI alums takes resources and pedagogical strategies back to their classroom, schools, and communities to have a positive impact on all their students, but particularly their students of color.

Thus, our central theme for RESI 2023 will be: **"Antiracist Education: It's Just Good Teaching."** Join us to:

- learn, share and become emboldened

### Reimagining Education

Teaching, Learning and Leading  
for a Racially Just Society



Professional Development  
Annual Summer Institute

JULY 10 - 13, 2023

- be validated for your efforts to address racial injustice through pedagogical strategies
- be embraced by a community of professionals educating students for a multi-racial democracy
- earn Professional Development credits in CEUs, Clock Hours, or CTLEs for NY state

Register for RESI 2023 this summer either in-person in NYC or virtually for four days of professional development that will enable you to not only become a better educator, but also a better advocate for your profession, your expertise, and your moral convictions to educate all of our students to their highest potential. Once again this July we will be tapping into the collective expertise of TC faculty on issues of race and education. Our programming will be brand new and cutting edge. RESI

Visit our website for more program details. [www.tc.columbia.edu/ReEd](http://www.tc.columbia.edu/ReEd)

**Dates: July 10 - 13, 2023**

Additional optional workshops\*, July 14; Asynchronous/Pre-Recorded Programming Available for both virtual and in-person attendees until July 31st

**Format:** In-Person or Virtual

**Registration Options**

- **Full Participation/PD Credit (In-Person or Virtual)**
  - Full Institute (4-days plus additional optional programming on the 5th day available **in-person or virtual**), includes plenary sessions, dialogue sessions (Pool Parties), and unlimited workshops virtually
  - One-day passes available for **virtual only**, includes 2 plenaries, 1 dialogue session (Pool Parties) and 2 workshops
  - Eligible to receive Clock hours / CTLEs
- **Plenary Only Participation/No PD Credit (Virtual Only)**
  - Full, four-day Institute includes Keynote Address and Plenaries as well as a 4 bonus workshops on topics such as racial literacy, trauma-informed teaching, culturally relevant pedagogy, and diversity issues in higher education
  - One-day passes for plenaries each day available [1 workshop]
  - NOT eligible to receive Clock Hours / CTLEs

Register

**Registration Fee:**

**For the Full Participation, Full Institute/PD Credit (In-Person or Virtual) option:**

- Early Registration: \$515 ending April 15, 2023
- General Registration: \$575 starting April 16, 2023

**For the Day Pass for Full Participation/PD Credit (In-Person or Virtual) option:**

- Early Registration: \$150 ending April 15, 2023
- General Registration: \$200 starting April 16, 2023

**For the Plenary Only Participant Full Institute/Non-credit (Virtual Only) option:**

- Early Registration: \$200 ending April 15, 2023
- General Registration: \$250 starting April 16, 2023

**For the Day Pass Plenary Only/Non Credit (Virtual Only) option:**

- Early Registration: \$80 ending April 15, 2023
- General Registration: \$110 starting April 16, 2023

Please email [cps@tc.columbia.edu](mailto:cps@tc.columbia.edu) for more details on the following discounts:

- **10 percent Group Discount for two or more people from the same school or district**
- **25 percent Group Discount for five or more people from the same school or district**
- **NYC public school discount**

***Discounts cannot be combined and registrants will receive the best discounted price.***

TC students and other graduate students may earn **3 graduate credits** by enrolling in a TC course associated with the Institute and paying TC tuition rates.

**Fellowships:**

We are working to raise foundation funding to provide more educators fellowships to the Institute. If you are unable to afford the Institute and your school or district has no professional development funding, please submit an inquiry [here](#).

**For More Information, Please Contact:**

[ReimagineEd@tc.columbia.edu](mailto:ReimagineEd@tc.columbia.edu), or Continuing Professional Studies, at [cps@tc.columbia.edu](mailto:cps@tc.columbia.edu)

Sign up here to receive institute updates

Overview

Facilitators

## Overview

### Who Should Attend?

The Reimagining Education Summer Institute is designed to help all educators – in public, private, charter schools and higher education – learn how to address the racial hierarchies and antiblackness that have shaped our educational system and strive to create truly integrated schools and classrooms that tap into the educational benefits of racial and ethnic diversity. This professional development Institute is designed primarily for teachers, school administrators,

district officials, parents, and graduate students in education and all others who are interested in addressing the deep-seated racial inequalities and injustices in our educational system that have been exacerbated by the COVID-19 pandemic.

For individuals who attended last summer's Institute, we have consciously designed a program to give you the opportunity to take your learning on critical topics to a deeper level, and to continue your work on a plan to implement your new insights in your schools and communities.

### **Demand for the Institute**

Demographic, geographic, and attitudinal shifts call out for new and innovative ways of providing novice and veteran educators with the tools necessary to educate and empower a more diverse student body to engage with a global economy and society. We provide a place to reimagine and replace old practices and curricula that reinforces racial inequalities, segregation and antiblackness.

This Institute combines the expertise of Teachers College faculty, other faculty from around the country, and P-12 public and private school teachers, administrators, parents and students from the New York City metro region and across the US. Together, we will explore innovative ways to better prepare educators for a more racially and ethnically diverse student population.

### **Learning Objectives/Outcomes**

Summer Institute participants will grapple with the many ways in which race and ethnicity matter in the teaching and learning and how to design racial and culturally diverse educational settings in which all students can learn from each other. Challenging issues and topics to be covered include racial identity, racial and cultural literacy, multicultural education, culturally relevant pedagogy, addressing racial politics, and how implicit biases affect leadership and teaching in diverse schools.

### **Key Takeaways:**

Participants will:

- witness examples of rigorous, joyful learning and development that engages all students and fosters the educational benefits of diversity for all students
- develop strategies to tap into the insights and knowledge of diverse groups of students
- facilitate dialogues among students, staff and parents about issues of race
- understand racial identities within racially diverse contexts
- develop culturally relevant curriculum and pedagogy
- improve achievement outcomes for all students
- learn to build community and engage parents
- center the knowledge and understandings of racially, ethnically and culturally diverse learners, including those not measured on standardized tests



- promote the educational and social advantages of racially, ethnically and culturally diverse schools
- learn to connect with social service and health care providers to foster a more racially and socio-economically just educational system
- work towards a plan to bring this knowledge back to your own schools and communities

### **Attendee Participation:**

The Institute includes several plenary sessions that foster greater understanding of issues related to race and ethnicity in the U.S.; racial and cultural literacy; multicultural education; culturally sustaining leadership; and student critiques.

Participants will also engage in daily small-group dialogue sessions with attendees from different educational roles and professional positions, as well as different locations, to connect these macro themes to their context. Time will be spent each day on how to take back new learning to apply in participants' schools, classrooms and communities.

They will also participate in hands-on professional development workshops led by Teachers College faculty and other noted education leaders. Participants will sign up for workshops ahead of time.

Plenaries and Pool Party small-group dialogue sessions will be live streamed and can be watched in real time (synchronized) remotely. Afternoon plenaries will be offered either live streamed or taped (asynchronous). Some workshops will be available live streamed the weeks of July 10 and July 13; most workshops will be pre-recorded and available any time July 14-31.

After the Institute, participants can continue to dialogue via a private online forum designed to foster thoughtful exchanges on difficult topics.

## **Other Offerings**

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### **Digital Learning for the K-8 Classroom**

Ongoing Enrollment

### **Dignity for All Students Act (DASA)**

April 29, 2023 - May 13, 2023

### **Child Abuse Identification & Reporting**

April 30, 2023 - May 6, 2023

### **School Violence Prevention & Intervention**

April 30, 2023 - May 6, 2023

## **Global Mental Health Summer Institute**

May 12 - 17, 2023

## **TC College Advising Program**

June 1, 2023 - July 13, 2023

## **Leadership Institute for School Change:**

### **A Developmental Approach to Effective Feedback**

June 5 - 6, 2023

## **Gifted Education Workshop**

June 26 - 29, 2023

## **Reimagining Education: Teaching, Learning and Leading for a Racially Just Society**

July 10 - 13, 2023

## **New Research and Applications for Teaching Reading Workshop**

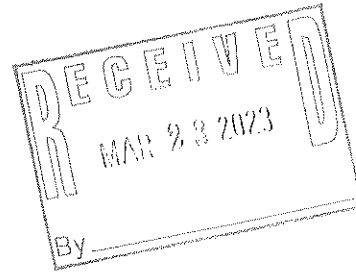
July 10 - 30, 2023

[View the Complete List](#)

## **Continuing Professional Studies**

Box 99, 525 West 120th Street  
New York, New York 10027-6696  
212-678-4142  
[cps@tc.columbia.edu](mailto:cps@tc.columbia.edu)





TO: Lynn Randle  
INSTRUCTION FOR [REDACTED]  
ADMISSION DATE: 2/24/2023  
SERVICES TO BEGIN: 2/28/2023  
LOCATION: Discovery Mood & Anxiety Program - Stamford - R  
INSTRUCTION (hrs/wk): 10  
File Number: Ref-247731

**Additional Notes:**

LearnWell will perform the following specific actions to support your student:

1. 10 hours of educational services per week, delivered individually or in a classroom setting, by a certified teacher who is a direct employee of LearnWell
2. Ongoing communication via phone, fax, or e mail, with the applicable school officer to receive, complete and return the student's school work.
3. A Session Report that documents details of each teaching session (i.e. length of session, goals, student's attitude, etc.) will accompany all invoices, upon request.

**Absence Policy:** Our policy is to ensure all students that are cleared and capable of being seen in class sessions, are seen with 95% accountability.

Your signature below authorizes instruction to the student named above at the rate of \$56.25 per hour of instruction. Each hour of instruction delivered in any setting requires administrative and preparation time, and LearnWell bills an additional 33% for those services (i.e., each 3 hours of teaching generates one (1) hour of admin/prep time cost).

APPROVAL SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

.....  
AFTER SIGNING, PLEASE RETURN THIS PAGE VIA FAX (508-732-9998) or EMAIL  
(intel@learnwelleducation.com).



New Pathways

# HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover  
Superintendent of Schools

Kimberly Cook  
President - Hillside Board of Education

## REQUEST FOR CLASS TRIP

School Name: HHS

"School Business" will be automatically recorded for teachers in charge, chaperones listed below.  
"Request for Absence" not required.

Destination: Town/State Rutgers Univ  
Date of Application: 4/17/23

Facility/Attraction:  
Date of Trip: 4/27/23

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):

*Students will receive inspiration in the spirit of fall from RV coaches & staff. Students will get a camp*

Number of Students: 16 Grade: 9-11th Means of Transportation: Bus

Describe how students are selected to participate in Trip:

Time of Departure: 8:30 Expected Time of Return: 1:30 Teacher In Charge: Barnes  
Chaperones accompany students: Grunt

Name of Bus Company: \_\_\_\_\_ Price Per Bus: \_\_\_\_\_ Total Cost for Buses: \_\_\_\_\_  
(Company must be on current approved list of transportation contractors)

Paid By: Please check if Applies

Cost of Transportation Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Admission Fees Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Lunch Expenses Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Other Expenses Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Total Assessment Per Student: \$ _____ (When paid by Student/Parent)					

Principal's Approval: Christine M. Sidone Date: 4/17/23  
(Signature)

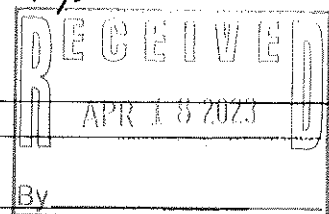
Out-of-State Trip Requiring Board Approval \_\_\_\_\_ (Check by Superintendent)

Date Buildings &amp; Grounds/LRPF Committee will Review (for Out-of-State Trips)

Date of Board of Education Meeting to Take Action on Out-of-State Trips

Check One

Approved by Board: \_\_\_\_\_ Rejected by Board: \_\_\_\_\_



(Superintendent's Signature)

(Date)

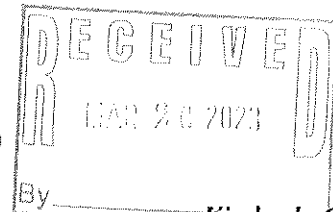


## New Pathways

# HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover  
Superintendent of Schools



President - Hillside Board of Education

## REQUEST FOR CLASS TRIP

School Name: Hillside High School

"School Business" will be automatically recorded for teachers in charge, chaperones listed below.  
"Request for Absence" not required.

Destination: Town/State South Mountain Reservation Facility/Attraction: JROTC Raider Competition  
Date of Application: March 15, 2023 Date of Trip: April 29, 2023

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):

JROTC Cadets to attend Northern League Competition Raider Challenge. Hosted by Paterson Charter H.S.

Number of Students: 15-20 Grade: 9-12 Means of Transportation: School Bus  
Describe how students are selected to participate in Trip:  
Volunteer

Time of Departure: 7:30 AM Expected Time of Return: 4:00 PM Teacher In Charge: MSG Diaz  
Chaperones accompany students: Lt Drakeford + 1 Chaperone

Name of Bus Company: Shore Vans Price Per Bus: 800- Total Cost for Buses: 800-  
(Company must be on current approved list of transportation contractors)

JROTC FUND

### Paid By: Please check if Applies

Cost of Transportation Per Student: \$	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input checked="" type="checkbox"/> Other
Admission Fees Per Student: \$	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Lunch Expenses Per Student: \$	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Other Expenses Per Student: \$	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Total Assessment Per Student: \$ (When paid by Student/Parent)					

Principal's Approval: Christine M. Sedore Date: 3/15/23  
(Signature)

Out-of-State Trip Requiring Board Approval (Check by Superintendent)

Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips)

Date of Board of Education Meeting to Take Action on Out-of-State Trips

### Check One

Approved by Board: \_\_\_\_\_ Rejected by Board: \_\_\_\_\_

(Superintendent's Signature)

(Date)



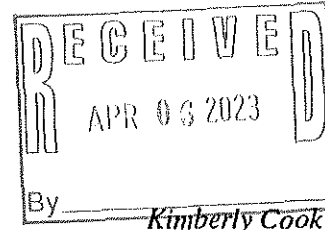


## New Pathways

# HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover  
Superintendent of Schools



President - Hillside Board of Education

## REQUEST FOR CLASS TRIP

School Name: WOK

"School Business" will be automatically recorded for teachers in charge, chaperones listed below.  
"Request for Absence" not required.

Destination: Town/State Hillside, NJ Facility/Attraction: Hillside Public Library  
Date of Application: 4/5/2023 Date of Trip: 5/4/23

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):  
To tour the library and resources of the town. Assist in gaining library  
privileges and programs.

Number of Students: 20 Grade: 7-8 Means of Transportation: Walking  
Describe how students are selected to participate in Trip:  
Students in the ESL Program + World's Own Classroom Club

Time of Departure: 8:30 Expected Time of Return: 11:30 Teacher In Charge: \_\_\_\_\_  
Chaperones accompany students: Lakisha Giro + Briane Cheung

Name of Bus Company: \_\_\_\_\_ Price Per Bus: \_\_\_\_\_ Total Cost for Buses: \_\_\_\_\_  
(Company must be on current approved list of transportation contractors)

### Paid By: Please check if Applies

Cost of Transportation Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Admission Fees Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Lunch Expenses Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Other Expenses Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Total Assessment Per Student: \$ _____ (When paid by Student/Parent)					

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Out-of-State Trip Requiring Board Approval \_\_\_\_\_ (Check by Superintendent)  
Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips) \_\_\_\_\_  
Date of Board of Education Meeting to Take Action on Out-of-State Trips \_\_\_\_\_

### Check One

Approved by Board: \_\_\_\_\_ Rejected by Board: \_\_\_\_\_

(Superintendent's Signature)

(Date)



# HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover  
Superintendent of Schools

Kimberly Cook  
President - Hillside Board of Education

## REQUEST FOR CLASS TRIP

School Name: Hillside H.S.

"School Business" will be automatically recorded for teachers in charge, chaperones listed below.  
"Request for Absence" not required.

Destination: Town/State Union N.J. Facility/Attraction: Costa Del Sol  
Date of Application: April 17, 2023 Date of Trip: May 12, 2023

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):

Annual Military Ball for JROTC

Number of Students: 80-100 Grade: 9-12 Means of Transportation: School Bus  
Describe how students are selected to participate in Trip:  
Volunteer

Time of Departure: 5:00 PM Expected Time of Return: 11:00 PM Teacher In Charge: MSG Diaz / LTC Drakeford  
Chaperones accompany students: Security Guards 4-5

Name of Bus Company: Shore Vans Price Per Bus: \_\_\_\_\_ Total Cost for Buses: \_\_\_\_\_  
(Company must be on current approved list of transportation contractors)

### Paid By: Please check if Applies

Cost of Transportation Per Student: \$ <u>45-</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Admission Fees Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Lunch Expenses Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Other Expenses Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Total Assessment Per Student: \$ <u>45-</u> (When paid by Student/Parent)					

Principal's Approval: Erskine R. Glover Date: 4/17/23  
(Signature)

Out-of-State Trip Requiring Board Approval \_\_\_\_\_ (Check by Superintendent)

Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips) \_\_\_\_\_

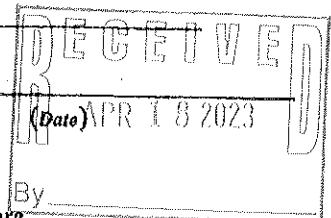
Date of Board of Education Meeting to Take Action on Out-of-State Trips \_\_\_\_\_

### Check One

Approved by Board: \_\_\_\_\_ Rejected by Board: \_\_\_\_\_

(Superintendent's Signature)

Office of the Superintendent, Hillside Public Schools  
195 Virginia Street, Hillside, New Jersey 07205 2798  
Ph: 908/352-7664 x 6400, Fax: 908/282-5831; Email: eglover@hillsidek12.org





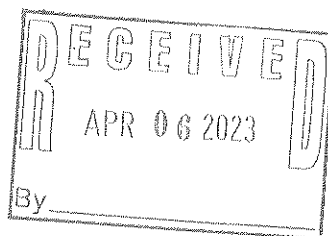
New Pathways

# HILLSIDE PUBLIC SCHOOLS

New Possibilities

Erskine R. Glover  
Superintendent of Schools

Kimberly Cook  
President - Hillside Board of Education



## REQUEST FOR CLASS TRIP

School Name: Hillside H.S.

"School Business" will be automatically recorded for teachers in charge, chaperones listed below.  
"Request for Absence" not required.

Destination: Town/State NYC NY Facility/Attraction: Schomburg Center  
Date of Application: 3/27/23 Date of Trip: May 23, 2023

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):

Students will be given a tour of the Center and exhibits on display. A discussion on the contributions of African-Americans will take place.

Number of Students: 35 Grade: 11-12 Means of Transportation: Bus

Describe how students are selected to participate in Trip:

Students enrolled in U.S. History 2 and Political Science class will be eligible on a first come first serve basis.

Time of Departure: 9AM Expected Time of Return: 2:30 PM Teacher In Charge: Mohammad Siddiqi  
Chaperones accompany students: Dr. Jeannie Paz, Vonda Davis, Matt Smith

Name of Bus Company: Shore Vans Price Per Bus: \$750 Total Cost for Buses: \$750  
(Company must be on current approved list of transportation contractors)

Paid By: Please check if Applies

Cost of Transportation Per Student: \$ <u>21</u>	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input checked="" type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Admission Fees Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Lunch Expenses Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Other Expenses Per Student: \$ _____	<input type="checkbox"/> Bd of Ed	<input type="checkbox"/> School Fund	<input type="checkbox"/> Student	<input type="checkbox"/> PTA	<input type="checkbox"/> Other
Total Assessment Per Student: \$ <u>21</u> (When paid by Student/Parent)					

Principal's Approval: [Signature] Date: 7/3/23  
(Signature)

Out-of-State Trip Requiring Board Approval \_\_\_\_\_ (Check by Superintendent)

Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips) \_\_\_\_\_

Date of Board of Education Meeting to Take Action on Out-of-State Trips \_\_\_\_\_

**Check One**

Approved by Board: \_\_\_\_\_ Rejected by Board: \_\_\_\_\_

(Superintendent's Signature)

(Date)