



# RIDGEWOOD BOARD OF EDUCATION

Education Center  
49 Cottage Place, Ridgewood, NJ 07450  
**AGENDA**

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**November 6, 2023**

**Regular Public Meeting 6:00 p.m.**  
**Adjourn to Executive Session 6:00 p.m.**  
**Reopen to Public Meeting 7:00 p.m.**

The Public can view, listen and comment during the public comment period of the meeting via:

- **Physically attending at the Education Center (*following pandemic protocols*)**
- **Zoom from a PC, Mac, iPad, iPhone Android device (meeting ID 870-1302 7741)**
  - **Password: 062607450 (use “raise hand” button to make a comment)**
- **Phone at: 646-558-8656**
  - **Password: 062607450 (*press \*9 to make a comment*)**
- **Streaming on the District website**
- **Watching on Fios Channel 33**

## **MEETING REGULATIONS**

At all regular meetings, two opportunities are provided for citizens to make comments. The public comment period will be scheduled after student presentations. The second comment period will be at approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics. At the discretion of the presiding officer, public comments may be permitted at other times.

Please remember this is a public meeting. Anything you say will be a public record. As a result, pursuant to law, the Board of Education cannot respond to you publicly concerning certain matters, such as those regarding an individual student or personnel. If there is a matter that you wish to remain private concerning personnel or students, please contact the Superintendent's Office. Public comment periods shall also be governed by the following rules:

1. Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses.
2. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds (bylaw 0167).
3. Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop.
4. All statements shall be directed to the presiding officer, no participant may address or question Board members individually.
5. No participants may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
6. Questions requiring investigation shall be referred by the Board to the Superintendent's Office for consideration and later response. A participant may be asked to submit such questions in written format.

### **Mission Statement**

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

- I. **CALL TO ORDER AND ROLL CALL** **Mr. Lembo**
- II. **MOTION TO GO INTO EXECUTIVE SESSION** **Mr. Lembo**
- Whereas the Ridgewood Board of Education seeks to adjourn to Executive Session pursuant to N.J.S.A. 10:4-12 to discuss matters pertaining to pupil personnel, personnel matters and litigation. The minutes of this closed session will be released when the need for confidentiality no longer exists.
- III. **RECONVENED PUBLIC MEETING** **Mr. Lembo**
- IV. **FLAG SALUTE AND PLEDGE OF ALLEGIANCE** **Mr. Lembo**
- V. **OPENING STATEMENT BY PRESIDING OFFICER** **Mr. Lembo**
- VI. **PRESENTATIONS** **Dr. Schwarz**
- A. **Recognition of Retirees**
- Susan Siok, Ridgewood High School
- B. **Student Representative Report**
- Travell Elementary School  
Dylan Beemer, Daniel Cha, Bellamy Hills, Noah Kwon, Rowan Milkey
- C. **Student Representative Report**
- Sarah Bronstein, Ridgewood High School
- VII. **COMMENTS FROM THE PUBLIC** **Mr. Lembo**
- VIII. **PRESENTATIONS** **Dr. Schwarz**
- A. **2023 NJ Student Learning Assessment (NJSLA) Reporting of Results**
- Richard Freedman, Assistant Superintendent of Curriculum and Instruction
  - Susan Nold, Supervisor of English-Language Arts Grades 6-12
  - Ashley Onembo, Supervisor of Mathematics and Computer Science Grades 6-12
  - Tara Taylor, Supervisor of Science Grades 6-12
- IX. **SUPERINTENDENT REPORT** **Dr. Schwarz**
- X. **CONSENT ITEMS: REGULAR AND ROUTINE ISSUES** **Dr. Schwarz**
- A. **ATTENDANCE AT CONFERENCES**
- The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves Attendance at Conferences, as listed on **Attachment A**.

**B. ADMINISTRATION****i. Approval: Receipt of Suspensions and Harassment, Intimidation, and Bullying (HIB) Reports**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, acknowledges it has received confidential information regarding suspensions and HIB reports that have occurred since the last Board meeting.

**C. CURRICULUM & INSTRUCTION****i. Approval: Field Trips**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves field trips as listed on **Attachment B**.

**D. HUMAN RESOURCES****i. Approval: New Job Description**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves new job descriptions, as listed below and on **Attachment C**.

- **Budget, Accounting and Reporting Specialist**
- **Supervisor of Transportation and Operations**

**ii. Appointments**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointments listed below, subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.

**ii-a. 2023-2024 School Year - Appointments**

Name	Assignment	Location	Effective Date	NJDOE Certificate	Salary	Account #
<b>Teacher</b>						
Berliner, Sarah	Behaviorist/Therapist	Ridge	12/07/23-06/30/24	Standard School Psychologist/BCBA	\$104,650 (\$99,667 + \$4,983 ratio) Cl. DR, St. 12	11-000-219-104-00-24-019-000
Tahan, Ellen	Art	Ridge	01/02/24-06/30/24	Standard Teacher of Art	\$71,817 Cl. BA, St. 7	11-120-100-101-04-04-019-000

**ii-b. 2023-2024 School Year - Field Placement**

Name	College/University	Placement	Supervisor	Location	Effective Date
Konopka, Magda	Fairleigh Dickinson University	Field Experience II Science Biological	Miles Luo	RHS	01/02/24-05/03/24
Otterstedt, Hannah	Bergen Community College	Classroom Observation	N/A	Hawes	11/07/23-12/22/23

**ii-c. Paraprofessionals for the 2023-2024 School Year**

Name	Assignment	Location	Hours per day	Days per week	Salary	Effective Date	Account #
Bame, Monika	Spec Ed LLD	GWMS	5.75	5	\$21,215	11/07/23-06/30/24	11-204-100-106-00-09-024-001
Christie, Demetria	Applied Behavior Analyst (ABA)	Ridge	5.75	5	\$24,455	11/07/23-06/30/24	11-212-100-106-00-10-024-001
Viole, Teresa	Applied Behavior Analyst (ABA)	RHS	5.75	5	\$24,455	11/07/23-06/30/24	11-212-100-106-00-10-024-001

**ii-d. 2023 Winter Coaching Assignments and Winter Site Managers**  
As listed on **Attachment D.**

**ii-e. Substitutes for the 2023-2024 School Year**

**Teachers**

Boddy, Anna*	De Silva, Shalika
Bukowski, Stacey*	Lam, Antenette
Bussanich, Nicolette	Taylor, Caroline
Clark, Jamie	Ziobro, Christine

\$150 Daily Rate

**Paraprofessionals**

Battaglia, Karen

\$120 Daily Rate

\*Related to staff member

**iii. Change of Assignments for the 2023-2024 School Year**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the change of assignments for the 2023-2024 school year, as listed below.

Name	From FTE Assignment Location	From Salary/ Hourly Rate	To FTE Assignment Location	To Salary/ Hourly Rate	Effective Date	Account #
<b>Teacher</b>						
Burgos, Lauren	1.0 FTE ESL Hawes	No Change	1.0 FTE ESL Hawes/Ridge	No Change	10/30/23-06/30/24	11-240-100-101-00-02-019-000 11-240-100-101-00-04-019-000
Cahill, William	1.0 FTE ESL Orchard/Ridge	No Change	1.0 FTE ESL Orchard	No Change	10/30/23-06/30/24	11-240-100-101-00-03-019-000
Hoogerhyde, Michael	1.0 FTE Special Education Science HS	\$114,187 (\$113,887 + \$300 CP) Cl. MA+30, St. 18	1.20 FTE Special Education Science RHS	\$136,964 (\$136,664 + \$300 CP) Cl. MA+30, St. 18 (pensionable) <b>revision</b>	09/05/23-09/19/23	11-213-100-101-00-10-019-000

McGuire, Erin	1.0 FTE Behaviorist Analyst Orchard/Ridge	No Change	1.0 FTE Behaviorist Analyst Hawes/GWMS/STEPSS	No Change	12/07/23-06/30/24	11-000-219-104-00-24-019-000
<b>Paraprofessional</b>						
Quayum, Rebecca	Resource RHS	\$21,852	Applied Behavior Analyst (ABA) non-certified RHS	\$25,189	08/31/23-10/11/23	11-212-100-106-00-10-24-001
Quayum, Rebecca	Applied Behavior Analyst (ABA) non-certified RHS	\$25,189	Applied Behavior Analyst (ABA) Certified RHS	\$29,105	10/12/23-06/30/24	11-212-100-106-00-10-24-001
Scheps, Nicholas	Resource RHS	\$21,215	Applied Behavior Analyst (ABA) Certified RHS	\$28,257	10/18/23-06/30/24	11-212-100-106-00-10-24-001

**iv. Resignations for the Purpose of Retirement**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations for the purpose of retirement, listed below.

Name	Assignment	Location	Years of Service	Effective Date
<b>Teacher</b>				
Siok, Susan	Mathematics	RHS	21	01/01/24
<b>Secretary</b>				
Alexander, Marie	Transportation Coordinator	Ed Center	20	12/01/23

**v. Resignations**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations, as listed below.

Name	Assignment	Location	Effective Date
<b>Teacher</b>			
Baines, Brigit	Special Education MD	Ridge	11/01/23
<b>Support Staff</b>			
Bovasso, Kenneth	Purchasing Coordinator	Ed Center	12/18/23
<b>Paraprofessionals</b>			
Stewart, John	Spec Ed LLD	GWMS	10/30/23

Lunchroom Aide			
Amores, Melanie	Lunchroom	Ridge	11/13/23
Clark, Jamie	Lunchroom	Hawes	10/09/23
Spina, Dorothy	Lunchroom	Orchard	07/01/23
Velazquez, Yasiret	Lunchroom	Somerville	10/23/23
Infant/Toddler Development Center Aides			
Agrati, Ava	Teacher Assistant	I/TDC	10/13/23
Anderson, Melody	Teacher Assistant	I/TDC	10/13/23
Burke, Savanna	Teacher Assistant	I/TDC	10/13/23
Huffman, Colin	Teacher Assistant	I/TDC	09/01/23
Whyard, Ava	Teacher Assistant	I/TDC	09/01/23

#### vi. Leave of Absence

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absence, as listed below.

Name	Assignment	Location	Type of Leave	New/ Revision	Paid	Unpaid w/ Benefits	Unpaid w/out Benefits	Return to Work
Arensmeier, Meredith	Mathematics	BF	Medical/ Family	New	01/02/24-02/27/24	02/28/24-05/31/24	06/01/24-06/21/24	09/01/24
Daidone, Brittany	Special Education	GW	Medical/ Family	New	01/16/24-03/08/24	03/11/24-05/31/24	N/A	06/03/24
Elbaum, Gila	School Psychologist	Orchard/ Ridge	Medical	Revision	09/08/23-10/27/23	N/A	N/A	10/30/23
Simpson, Victoria	Administrative Assistant	Ed Center	Medical	Revised	08/14/23-11/03/23	N/A	N/A	11/06/23
Vasi, Gilda	Special Education	RHS	Family	Revised	09/05/23-09/29/23	10/02/23-01/01/24		01/02/24

#### vii. Supplemental Pay Beyond Contract

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the supplemental pay beyond contract, as listed below.

##### vii-a. Additional Support for Special Education due to Vacancy

- **Hiller, Ari**, not to exceed 15 hours per week, at an hourly rate of \$40.17, until the assignment ends.

Account #11-212-100-106-00-12-024-001

**vii-b. Additional Coverage for Instructional Support of Special Education Students**

Name	# of Hours	Hourly Rate	Total	Account #
Dodd, Rebecca	60	\$62.72	\$3,763.20	11-000-216-104-00-24-024-001

**vii-c. Chaperones for the 2023-2024 School Year**

Name	Trip/ Activity	Dates	# of Nights per person	# of hours/ Days per person	Hourly Daily Rate per person	Total not to exceed per person	Account #
<b>Ridgewood High School</b>							
Cronk, Paul Garlasco, Casey McDermott, Michael Mendez, Karen	Advanced Marketing & Architecture  Disney World Resort, Orlando, Florida	12/08/23-12/11/23	3	N/A	\$200	\$600	11-401-100-101-00-10-010-001
Beyer, James Bunzey, Craig Cordasco, Candace Franklin, Robert Kay, Peter Knott, Ronald Luo, Miles Mahler, Craig McAlister, Erin Rehain, Kelsey Skettini, Kelly	ALPS 2023-2024 School Year Field Trips:  Harriman Backpacking  Dippikill Downhill  X-Country Skiing  Whitewater Rafting  Adirondacks Training Seminar	  11/09/23-11/11/23  01/05/24-01/07/24  02/02/24-02/04/24  05/17/24-05/19/24  06/20/24-06/24/24	  2  2  2  2  4	N/A	\$200	  \$400  \$400  \$400  \$400  \$800	11-401-100-101-00-10-010-001
Wong, Emily	Band Camp Nurse	08/20/23-08/25/23	5	N/A	\$200	\$1,000	11-401-100-101-00-10-010-001
Alexander, Lisa Dabby, Maxwell Fink, Gary Garde, James Heyzer, Henry Lazzara, Patricia Maskin, Brooke Schmarack, Jonathan	7th & 8th Grade Honor Band Rehearsal - Clinicians	12/11/23	N/A	3	\$40.17	\$120.51	11-401-100-101-00-10-010-001

Ballas, Alexander Beyer, James Gallagher, Kailey Knott, Ronald Mahler, Craig Quirk, Brian Rehain, Kelsey  <b>revision</b>	Ski Club Trip to Mountain Creek Vernon, NJ (funded by donations)	01/09/24 01/16/24 01/23/24 01/30/24 02/06/24	N/A	7	\$40.17	\$281.19	11-401-100-101-00-10-010-001
Bunzey, Craig	Ski Club Trip to Mountain Creek Vernon, NJ (funded by donations)	01/09/24 01/16/24 01/23/24 01/30/24 02/06/24	N/A	8  <b>revision</b>	\$40.17	\$321.36	11-401-100-101-00-10-010-001
Cronk, Paul Mendez, Karen Yannone, Meredith Watson, Andrea Wu, Gregory  <b>revision</b>	Fall 2023 Italy Trip	11/08/23- 11/15/23	7	N/A	\$200	\$1,400	11-401-100-101-00-10-010-001

**vii-d. Clock Operator - Fall Sports at RHS**

Name	Each Per Game	Account #
Mende, Allison	\$50	11-402-100-101-00-10-034-001

**vii-e. Crew Volunteer Bus Chaperones**

Carroll, Joseph	Moomjy, Robert	Riedel, Gabi
Carroll, Liz	Nasr, John	Rivera, Melissa
Evers, Paul	Nasr, Cindy	Scharfenberg, David
Hallowell, Michael	O'Connor, Anya	Scharfenberg, Leia
Hallowell, Jennifer	Orr, Shannon	Smith, Eva
Han, Haechul	Riedel, Mark	Sullivan, Zhen



**vii-f. Elementary, Middle School and High School Clubs/Activities for the 2023-2024 School Year**

Name	Club	Category	Ratio	Divided by	# of Hours per person	Hourly Rate per person	Pay Per person	Total not to exceed per person	Account #
<b>Travell Elementary School</b>									
DeNunzio, Mary Miller, Melissa	SEL	N/A	N/A	N/A	10	\$40.17	N/A	\$401.70	11-401-100-101-00-06-006-001
Posillico, Kerry	Spelling Bee	N/A	N/A	N/A	8	\$40.17	N/A	\$321.36	11-401-100-101-00-06-006-001
<b>Willard Elementary School</b>									
Cunningham, Carol <b>revision</b>	Drama Workshops	N/A	N/A	N/A	8	\$19.83 <b>revision</b>	N/A	\$158.64 <b>revision</b>	11-401-100-101-00-07-007-001
Feder, Karen	Cambodia Club	N/A	N/A	N/A	20	\$19.83 <b>revision</b>	N/A	\$396.60 <b>revision</b>	11-401-100-101-00-07-007-001
Hutchison, Tara	Choir Club	N/A	N/A	N/A	20	\$40.17	N/A	\$803.40	11-401-100-101-00-07-007-001
Killby, Katie Pfeiffer, David <b>revision</b>	Game Club	N/A	N/A	N/A	12.50 <b>revision</b>	\$40.17	N/A	\$502.13	11-401-100-101-00-07-007-001
<b>George Washington Middle School</b>									
Dabby, Maxwell	SAGA	1	0.008	1	N/A	N/A	\$769	N/A	11-401-100-101-00-09-009-001

**vii-g. Lunch Time Supervision for the 2023-2024 School Year**

Name	# Days per Week each	Hourly Rate each	Account #
<b>Orchard Elementary School</b>			
Heider, Erin	5	\$25.90	11-120-100-101-00-03-003-001
<b>Willard Elementary School</b>			
Chicas, Christina Connor, Danielle Ong, Jerome	5	\$25.90	11-120-100-101-00-07-007-001

**vii-h. PERL - Team Meetings for the 2023-2024 School Year**

Name	# of Hours	Hourly Rate	Total	Account #
Carewicz, Damien	15	\$26.41	\$396.15	11-000-221-104-00-24-024-001
Levanti, Stamatina	15	\$26.41	\$396.15	11-000-221-104-00-24-024-001
Ozburn, Amanda	15	\$26.41	\$396.15	11-000-221-104-00-24-024-001
Scrivanich, Joanne	15	\$22.19	\$332.85	11-000-221-104-00-24-024-001

**vii-i. Additional Special Education Coverage for Special Education Vacancies**

Name	# of Hours	Hourly Rate	Total	Account #
Galanti, Megan	15	\$79.94	\$1,199.10	11-000-223-104-00-24--024-001
Main, Laurie	15	\$74.66	\$1,119.90	11-000-223-104-00-24--024-001
McAloon, Stephanie	15	\$58.46	\$876.90	11-000-223-104-00-24--024-001

**E. FINANCE**

**i. Acceptance of Restricted Donations:**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following restricted gifts for the **2023-2024** school year, to be used as indicated.

Donations			
Donor	Amount	Use	Account Number
Orchard Home and School Association	\$14,475	To be used to pay for Orchard Elementary School field trips for the 2023-2024 school year.	Orchard School Student Activity Fund Bank Account
Travell Home and School Association	\$6,326.02 (gift in kind)	A gift in kind of a Gaga Ball Pit for the exterior of the Travell Elementary School building to be used during recess and physical education classes.	N/A
TeamSnap Inc.	\$35,000	To be used to pay for the Girls Flag Football Team trip to Florida. (February 2024)	20-069-100-890-00-10-034-001

**ii. Approval of the Submission of the Comprehensive Maintenance Plan and M-1 Form**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resolution for submission of the Comprehensive Maintenance Plan and M-1 Form to the Department of Education.

Whereas, the Department of Education requires New Jersey school districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Board of Education of the Village of Ridgewood are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore, Be It Resolved, that the Ridgewood Board of Education hereby authorizes the Business Administrator/Board Secretary to submit the attached Comprehensive Maintenance Plan and M-1 Form for the Ridgewood Public School District.

The Board has received background information.

**iii. Correction to the Approved Change Order for Science Wing Roof Replacement at Ridgewood High School**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the following correction to the Change Order for the Science Wing Roof Replacement at Ridgewood High School that was approved at the October 16, 2023 Board of Education Regular Public Meeting.

WHEREAS, the contractor, Northeast Roof Maintenance (NRM), has identified water infiltration related to the seams and profile of the existing coping stones and has recommended the installation of new aluminum coping over those stones; and

WHEREAS, the total cost of materials and labor associated with the change order, net of credits for sealant work that was originally planned but not performed, is \$82,388; and

WHEREAS, the original contract for the Science Wing Roof Replacement at Ridgewood High School included a \$50,000 discretionary project allowance that was not utilized for construction, an increase of \$32,388 to the original contract amount will be necessary to effectuate the change order; and

WHEREAS, the District has determined that the addition of the metal coping would be beneficial to the longevity of the newly installed roof system; and

WHEREAS, the necessary additional funds which were original budgeted from Capital Reserves for this project remain available; and

NOW THEREFORE BE IT RESOLVED, that the existing Contract with NRM be changed to

incorporate the above work at a total cost of \$82,388, increasing the total contract price to ~~\$624,838~~ **\$624,888**.; and

NOW THEREFORE BE IT FURTHER RESOLVED, the Ridgewood Board of Education hereby authorizes the District's School Business Administrator to enter into such agreements as may be necessary to effectuate the above.

**iv. Approval of Out-of-District Placement for the 2023-2024 School Year**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the out-of-district placement for the 2023-2024 school year as listed below:

School	# of students
South Bergen Jointure Commission, Hasbrouck Heights, NJ	1

**v. Approval of Additional Contracted Therapist to Provide Special Education Services for the 2023-2024 School Year**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the additional contracted therapist to provide special education services for the 2023-2024 school year as listed below.

Contractor	Service	Rate
Silvergate Preparatory School LLC	Home Instruction	\$47 per hour

**vi. Approve Disposal of Assets**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the disposal of the Everett UPR brown wood piano (serial #172567), currently located at Ridgewood High School.

**vii. Approval of the Agreement with the Ridgewood YMCA and the Ridgewood High School Swim Team**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the agreement with the Ridgewood YMCA and the Ridgewood High School Swim Team for use of the YMCA's facilities in order to run swim team practice from November 20, 2023 through February 23, 2024, in the amount of \$14,000. There is an increase in fee of \$100 per hour.

**viii. Approval of the Bond Repayment Series 2016 ESIP**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves a Series 2016B principal and interest payment in the amount of \$285,550 on November 15, 2023, to JPMorgan Chase Bank for the Ridgewood Board of Education.

**XI. RESOLUTIONS AND MOTIONS NOT INCLUDED IN CONSENT AGENDA**

**Dr. Schwarz**

**A. Approval of Settlement Agreement**

The Ridgewood Board of Education approves the settlement agreement dated Monday, November 6, 2023..

The Board has received background information.

**XII. APPROVAL OF BILLS****Mr. Lembo**

The Ridgewood Board of Education, upon the recommendation of the Superintendent of Schools, approves the payment of bills as listed below and reviewed by Mr. Mahmoud.

<b>DATES</b>	<b>DESCRIPTION</b>	<b>CHECK NUMBER</b>	<b>AMOUNTS</b>
Oct 16	Columbia Bank On-Line	111667-111692	144,502.43
Oct 16	Columbia Bank On-Line	111694-111727	560,629.25
Oct 16	Columbia Bank On-Line	111729-111738	6,438.97
Nov 6	Columbia Bank On-Line	111739-111964	2,183,183.58
Sept 11	Electronic Transfers	C46189-C46190	3,569.26
Sept 30	Electronic Transfer	F46274	3,426.69
Oct 30	Electronic Transfers	L46275-L46276	315,771.43
Sept 6	Electronic Transfers	R46263-R46265	3,216.40
Nov 6	Food Service	620446-620448	45,133.88
Sept 12	Void Check	111231	(11,000.00)
Oct 9	Void Check	111567	(35,455.00)
Oct 16	Void Check	111723	(2,454.83)
TOTAL			3,216,962.06

**XIII. BOARD MEMBER ANNOUNCEMENTS****Mr. Lembo****XIV. BOARD COMMITTEE REPORTS****Mr. Lembo****XV. DISCUSSION ITEMS****Mr. Lembo****XVI. ACCEPTANCE OF MINUTES****Mr. Lembo**

N/A

**XVII. OTHER BUSINESS****Mr. Lembo****A. Special Resolution**

WHEREAS, the Ridgewood Board of Education sets forth policies and regulations that ensure the safety, security, respect, and academic progress of all students, and.

WHEREAS, on Friday, November 3, 2023, interfaith leaders representing the Ridgewood community issued the following public statement:

Here in Ridgewood, we are one community. There isn't your community or my community. There is only our community. We recognize the pain and suffering of all those affected in our community by the crisis in the Middle East;

We the community and faith leaders, of Muslim, Jewish, and other faiths urge respect during these tragic times in the Middle East;

We agree in condemning terrorism, mourning the loss of innocent life - regardless of faith or ethnicity – and coming together as a community. While we may disagree on political and other issues, we are all bound by a common decency as neighbors and as Americans;

We urge our fellow citizens to remember that what unites us is far greater than what divides us and that we agree on far more than we disagree;

We ask our fellow citizens of opposing views to respect and to listen to each other, to show empathy and to set an example for our community and nation in civil discourse;

We completely denounce any act of violence, Islamophobia, Antisemitism or disrespect here in the United States in the name of any cause;

We hope for a world of safety, security, freedom and self-determination for all; Israelis and Palestinians alike.

We are fortunate to call the United States our home where we live in peace, safety and freedom amongst our diverse faiths, ethnicities and viewpoints;

We pray for that same peace, safety and freedom for Christians, Jews and Muslims alike in the Middle East and call for mutual respect for human rights for all and an end to the violence;

God bless all of our neighbors and these United States of America.

BE IT RESOLVED, that the Ridgewood Board of Education expresses its appreciation for this interfaith message of peace and unity within the Ridgewood community.

- |   |                  |
|---|------------------|
| <b>XVIII. COMMENTS FROM THE PUBLIC</b>          | <b>Mr. Lembo</b> |
| <b>XIX. MOTION TO GO INTO EXECUTIVE SESSION</b> | <b>Mr. Lembo</b> |
| <b>XX. RECONVENED PUBLIC MEETING</b>            | <b>Mr. Lembo</b> |
| <b>XXI. ADJOURNMENT</b>                         | <b>Mr. Lembo</b> |

Upcoming Meetings

Monday, November 20, 2023  
Regular Public Meeting  
7:00 p.m. Education Center

Monday, December 4, 2023  
Regular Public Meeting  
7:00 p.m. Education Center

## Professional Development

**BOE Date: 11/6/2023**

Staff member	Name of Conference Location & Dates	Rationale	Estimated Cost for Approval	# of Sub Days required
Sean Lynaugh (See cost change - was previously approved on 10/2/23)	NJ Council for Social Studies Conference NJ Council for Social Studies Piscataway, NJ 10/23/23	Professional Development	\$154.00	0
Joshua Saladino	NJ Council for Social Studies Conference NJ Council for Social Studies New Brunswick, NJ 10/23/23	Professional Development	\$90.00	0
Rebecca Teel	Binghamton University NJ Counselor Lunch Binghamton University Hackensack, NJ 10/25/23	Professional Development	\$0.00	0
Karli Raffo	Connection Over Compliance: A Compassionate Care Approach to Supporting Students with Emotional Regulation Impairment Lakeview Learning Center Virtual 10/27/23	Professional Development	\$0.00	0
Marisa Martell	New Jersey Jurisprudence Module The Federation of State Boards of Physical Therapy Virtual Self-Paced November and December, 2023	Professional Development	\$0.00	0
Natalie Bray	Culinary Institute Of America Educators Conference Culinary Intstitute of America Hyde Park, NY 11/7/23	Professional Development	\$0.00	0
Jeremy Greco	Culinary Institute Of America Educators Conference Culinary Intstitute of America Hyde Park, NY 11/7/23	Professional Development	\$0.00	0
Keith Cook	Safe Sports Zone New Jersey State Interscholastic Athletic Association Robbinsville, NJ 11/8/23	Professional Development	\$0.00	0



Laura Lauria	Chicago College Visits Northwestern University, University of Chicago, Loyola University, DePaul University Chicago, IL 11/8/23 - 11/10/23	Professional Development	\$698.00	0
Mark Schwarz	2023 - 2023 Innovation Summit The School Superintendents Association (AASA) Salt Lake City, UT 11/13/23 - 11/14/23	Professional Development	\$0.00	0
Michelle Fenwick	Special Ed. Directors Toolkit NJ Principals and Supervisors Association / Foundation for Educational Administration (NJPSA FEA) Monroe, NJ 11/17/23	Professional Development	\$197.76	0
Amanda Znutas	Special Ed. Directors Toolkit NJ Principals and Supervisors Association / Foundation for Educational Administration (NJPSA FEA) Monroe, NJ 11/17/23	Professional Development	\$194.32	0
Janel Nese	Special Ed. Directors Toolkit NJ Principals and Supervisors Association / Foundation for Educational Administration (NJPSA FEA) Monroe, NJ 11/17/23	Professional Development	\$149.00	0
Jeffrey Haas	NJ State Jazz Conference NJ Association for Jazz Education Newark, NJ 11/17/23	Professional Development	\$94.00	0
Gary Fink	NJ State Jazz Conference NJ Association for Jazz Education Newark, NJ 11/17/23	Professional Development	\$104.00	0
Ashley Onembo	Bergen County Math Supervisor Meeting River Dell High School Oradell, NJ 11/17/23	Professional Development	\$0.00	0
Lorna Oates-Santos	BCPSA Leadership Power Hour Bergen County Principals and Supervisors Association (BCPSA) Glen Rock, NJ, Ho-Ho-Kus, NJ and Ridgewood, NJ 11/29/23, 1/25/24 and 3/22/24	Professional Development	\$0.00	0
Justin Oh	PE Jam PE Jam Kinnelon, NJ 12/1/23	Professional Development	\$0.00	1

Michelle Fenwick	Beyond Decoding: Confronting Comprehension Head On International Dyslexia Association Somerset, NJ 12/1/23	Professional Development	\$257.12	0
Amanda Znutas	Beyond Decoding: Confronting Comprehension Head On International Dyslexia Association Somerset, NJ 12/1/23	Professional Development	\$256.22	0
Janel Nese	Beyond Decoding: Confronting Comprehension Head On International Dyslexia Association Somerset, NJ 12/1/23	Professional Development	\$210.00	0
Megan Galanti	Beyond Decoding: Confronting Comprehension Head On International Dyslexia Association Somerset, NJ 12/1/23	Professional Development	\$273.59	0
Christie Dearaujo	Beyond Decoding: Confronting Comprehension Head On International Dyslexia Association Somerset, NJ 12/1/23	Professional Development	\$225.93	0
Marissa Madison	Beyond Decoding: Confronting Comprehension Head On International Dyslexia Association Somerset, NJ 12/1/23 and 12/2/23	Professional Development	\$295.00	1
Marisa Martell	Physical Therapy Ethics: Why PT's need to "own" their own practice to avoid ethical pitfalls Great Minds Seminars Virtual 12/5/23	Professional Development	\$49.50	0
Tara Taylor	NJSELA Winter Roundtable New Jersey Science Education Leadership Association (NJSELA) New Brunswick, NJ (Rutgers) 12/8/23	Professional Development	\$60.00	0
Kathleen Finnegan	Executive Function Skills: Elementary-age Strategies AEP Connections Virtual 12/13/23	Professional Development	\$109.00	0

Helen Chang	2nd Grade, Year 1 Measurement and Data and Geometry Conquer Mathematics Pompton Plains, NJ 12/15/23 and 2/7/24	Professional Development	\$378.00	2
Jessica Lintner	2nd Grade, Year 1: Measurement/Data and Geometry Conquer Mathematics Pompton Plains, NJ 1/18/24, 3/19/24	Professional Development	\$360.00	2
Michelle Fenwick	Winter Inclusion Leadership Conference New Jersey Coalition for Inclusive Education (NJCIE) Williamstown, NJ 1/19/24	Professional Development	\$37.56	0
Amanda Znutas	Winter Inclusion Leadership Conference New Jersey Coalition for Inclusive Education (NJCIE) Williamstown, NJ 1/19/24	Professional Development	\$97.85	0
Linda Demirjian	Exploring Economic Justice The College of New Jersey Ewing, NJ 1/25/24	Professional Development	\$362.65	0
Ashley Onembo	Building Thinking Classrooms in Mathematics Northern Valley Curriculum Center Professional Learning Demarest, NJ 1/30/24	Professional Development	\$220.00	0
Megan Galanti	Hot Issues in Special Education Law 2023-24 TMI/Legal One Virtual 2/1/24	Professional Development	\$0.00	0
Stephanie McAloon	Hot Issues in Special Education Law 2023-24 TMI/Legal One Virtual 2/1/24	Professional Development	\$0.00	0
Abigail Greenberg	American Choral Directors Association Eastern Region Conference 2024 American Choral Directors Association Providence, RI 2/28/24 - 3/2/24	Professional Development	\$1,532.20	3
Linda Demirjian	Supporting Literacy Engagement The College of New Jersey Ewing, NJ 3/8/24	Professional Development	\$362.65	0

The total cost for these conferences is \$6,614 (including the additional cost of Sean Lynaugh's PD). Upon Board approval of all of these conferences, the total expenditure for travel and conferences for 2023-24 will be \$54,731 leaving a balance of \$145,269.

The total cost of substitutes for these conferences is \$1,440. Upon board approval of these conferences, the total expenditure for substitutes for conferences for the 2023-24 school year will be \$17,760.

## FIELD TRIPS FOR APPROVAL

November 6, 2023

## ONE DAY TRIPS

Date	School	Location	Approx # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ \$160 per day for teachers and \$200 per day for nurse	Anticipated Cost to District	Annual Event	Meets Requirements
11/8/23 - * Date change - previously approved on 10/16/23	Travell	Storm King Art Center, New Windsor, NY	66 5th Grade Students	10	1 - Sub Nurse and 1-Sub Teacher	\$160 - Sub Teacher and \$200 - Sub Nurse	\$1,710 Total: \$160 (Sub Teacher), \$200 (Sub Nurse) and \$1,150 (Bus)	Yes	Yes
11/11/23	RHS	Yale Certamen Tournament 2023, New Haven, CT	20 Latin Academic Team Members	2	0	\$0	\$1,000 (Bus and Driver)	Yes	Yes
11/14/23	GW	Choir Visit, Ridgewood High School, Ridgewood, NJ	61 8th Grade Chorus Members	3	.5 (AM Only)	\$80	\$380 = 80 (Sub Teacher) and \$300 (Bus)	No	Yes
11/15/23	RHS	Museum of Modern Art, New York, NY	43 AP Studio Art I and II Students	4	0	\$0	\$0	No	Yes
11/18/23	RHS	Randolph Fall Classic, Randolph High School, Randolph, NJ	20 Speech and Debate Members	1	0	\$0	\$790 (Bus and Driver)	No	Yes
11/21/23	Hawes	Ridgewood Public Library and the Police Station, Ridgewood, NJ	45 2nd Grade Students	9	1 - Sub Nurse	\$200	\$200 (Sub Nurse)	Yes	Yes
12/1/23	RHS	Ridgewood Downtown for the Holidays, Ridgewood, NJ	25 Carolers	2	0	\$0	\$0	Yes	Yes
12/3/23	RHS	Valley Hospital Tree Lighting, Ridgewood, NJ	25 Carolers	2	0	\$0	\$0	Yes	Yes
12/7/23	RHS	Ed Center and First Presbyterian Church, Ridgewood, NJ	25 Carolers	2	0	\$0	\$373 (Bus)	Yes	Yes
12/14/23	RHS	Metropolitan Museum of Art, New York, NY	75 AP Art History Students	4	0	\$0	\$700 (Bus)	Yes	Yes
12/15/23	RHS	Google, New York, NY	50 Girls Who Code Members	2	0	\$0	\$750 (Bus)	Yes	Yes
1/5/24	GW	Mountain Creek, Vernon, NJ	100 - 150 Ski Club Members	10-15	0	\$0	\$0	Yes	Yes
1/12/24	GW	Mountain Creek, Vernon, NJ	100 - 150 Ski Club Members	10-15	0	\$0	\$0	Yes	Yes

## FIELD TRIPS FOR APPROVAL

November 6, 2023

## ONE DAY TRIPS

Date	School	Location	Approx # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ \$160 per day for teachers and \$200 per day for nurse	Anticipated Cost to District	Annual Event	Meets Requirements
1/18/24	Travell	NY Philharmonic Young People's Concert for Schools, Lincoln Center, New York, NY	62 4th Grade Students	9	1 - Sub Teacher and 1 - Sub Nurse	\$160 (Sub Teacher) and \$200 (Sub Nurse)	\$1,610 = \$1,250 (Bus and Driver), \$160 (Sub Teacher) and \$200 (Sub Nurse)	No	Yes
1/19/24	GW	Mountain Creek, Vernon, NJ	100 - 150 Ski Club Members	10-15	0	\$0	\$0	Yes	Yes
1/26/24	GW	Mountain Creek, Vernon, NJ	100 - 150 Ski Club Members	10-15	0	\$0	\$0	Yes	Yes
2/1/24	RHS	Model UN, Bergen Academies, Hackensack, NJ	20 Model UN Members	1	0	\$0	\$400 (Bus and Driver)	Yes	Yes
2/2/24	RHS	Model UN, Bergen Academies, Hackensack, NJ	20 Model UN Members	1	0	\$0	\$400 (Bus and Driver)	Yes	Yes
2/2/24	Somerville	Liberty Science Center, Jersey City, NJ	65 5th Grade Students	14	1 - Sub Nurse	\$200	\$200 (Sub Nurse)	Yes	Yes
2/2/24	GW	Mountain Creek, Vernon, NJ	100 - 150 Ski Club Members	10-15	0	\$0	\$0	Yes	Yes
3/14/24	Ridge	Pony Power Therapies, Mahwah, NJ	8 Students (Grades 4 and 5)	2	0	\$0	\$0	Yes	Yes
3/21/24	Ridge	Pony Power Therapies, Mahwah, NJ	8 Students (Grades 4 and 5)	2	0	\$0	\$0	Yes	Yes
3/21/24	Somerville	& Juliet, Sondheim Theater, New York, NY	55 Broadway Bound Club Members	58	0	\$0	\$0	No	Yes
4/4/24	Ridge	Pony Power Therapies, Mahwah, NJ	8 Students (Grades 4 and 5)	2	0	\$0	\$0	Yes	Yes
4/11/24	Ridge	Pony Power Therapies, Mahwah, NJ	8 Students (Grades 4 and 5)	2	0	\$0	\$0	Yes	Yes
4/17/24 - * Date change - previously approved on 10/16/23	Ridge	Liberty Science Center, Jersey City, NJ	100 4th Grade Students	32	1 - Sub Nurse	\$200	\$200 (Sub Nurse)	No	Yes
4/18/24	Ridge	Pony Power Therapies, Mahwah, NJ	8 Students (Grades 4 and 5)	2	0	\$0	\$0	Yes	Yes

## FIELD TRIPS FOR APPROVAL

November 6, 2023

## ONE DAY TRIPS

Date	School	Location	Approx # and Group of Students	# of Chaperones	# Substitutes and dates for each	Anticipated Cost of Subs @ \$160 per day for teachers and \$200 per day for nurse	Anticipated Cost to District	Annual Event	Meets Requirements
5/2/24	Ridge	Pony Power Therapies, Mahwah, NJ	8 Students (Grades 4 and 5)	2	0	\$0	\$0	Yes	Yes
5/3/24	Somerville	Paper Mill Playhouse, Millburn, NJ	61 1st Grade Students	15	0	\$200	\$200 (Sub Nurse)	No	Yes
5/16/24	Orchard	Turtle Back Zoo, West Orange, NJ	54 1st Grade Students	28	1 - Sub Nurse	\$200	\$200 (Sub Nurse)	No	Yes
6/7/24	BF	Music in the Parks, Jackson High School, Jackson, NJ	155 8th Grade Students	10	5 - Sub Teachers and 1 Sub Nurse	\$1,000	\$1,000 = \$200 (Sub Nurse) and \$800 (Sub Teachers)	No	Yes
6/13/24	Somerville	Woodmont Day Camp, New City, NY	65 5th Grade Students	11	0	\$0	\$0	Yes	Yes

Date	School	Location	Approx # and Group of Students	# of Unpaid Chaperones	# Paid Chaperones And # of Overnights for each	Anticipated Cost for Teacher/Nurse Chaperones @ \$200 per Overnight	# Substitutes and dates for each	Anticipated Cost of Subs @ \$160 per day for teachers and \$200 per day for nurse	Est. Total Cost to District	Annual Event	Meets Requirements
3/23/24 - 3/28/24 * Location change - previously approved on 6/26/23	RHS	Changed to: Universal Studios, KSA Events, Orlando, FLESPN Wide World of Sports - 2024 Disney Softball Spring Training, Orlando, FL	24 Varsity Girls Softball Players	3	0	\$0	0	0	0	Yes	Yes
5/1/24 - 5/3/24	BF	Boston, MA	215 8th Grade Students	0	15 (2 nights each)	\$6,400	Sub Nurse (3 days)	\$600	\$7,000 = \$6,400 (Chaperones) and \$600 (Sub Nurse)	Yes	Yes
5/8/23 - 5/10/24	GW	Washington, DC	210 8th Grade Students	10	14 (2 nights each)	\$5,600	Sub Nurse (3 days)	\$600	\$6,200 = \$5,600 (Chaperones) and \$600 (Sub Nurse)	Yes	Yes
6/20/24 - 6/24/24	RHS	Johns Brook Lodge, Keene Valley, NY	24 ALPS Members	2	4 (3 nights each)	\$2,400	0	\$0.00	\$2,400 (Chaperones)	Yes	Yes

**JOB DESCRIPTION**

I. Title: Budget, Accounting and Reporting Specialist

II. Qualifications:

- A. Bachelor's Degree or equivalent job experience as determined by the Administration;
- B. Requires knowledge of GAAP Accounting;
- C. Minimum three years school accounting experience;
- D. Knowledge of Microsoft Word, Excel, QuickBooks and CSI required.
- E. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- F. The abilities to communicate and work effectively with staff, administrators, students, vendors, consultants, professionals, and others in job-related areas.
- G. Such alternatives to the above qualifications as allowed by law and acceptable to the Board.

III. Position Summary:

The Budget, Accounting and Reporting Specialist assists the School Business Administrator/Board Secretary in all functions and procedures required for the efficient functioning of the daily operations of the Ridgewood School District's Business Office.

IV. Reports to:

The Budget, Accounting and Reporting Specialist shall take direction from and be evaluated by the School Business Administrator/Board Secretary or designee.

V. Major Duties and Responsibilities:

- 1. Assists the School Business Administrator/Board Secretary in the preparation, administration, supervision, and control of the district budget.
- 2. Assists with all bookkeeping functions for the district including depositing and booking cash receipts, making electronic transfers, preparing journal entries, and preparing reports at the direction of the School Business Administrator/Board Secretary.
- 3. Prepares invoices for tuition and other fees charged by the district, and maintains records in the district accounting software.
- 4. Assists the School Business Administrator/Board Secretary in preparing, entering, and submitting monthly, quarterly, and annual reports to the County and State Department of Education.
- 5. Assists in the oversight of purchasing operations and Accounts Payable staff, ensuring adherence to State procurement regulations and bidding laws for public schools.
- 6. Acts as liaison to the school district auditor in providing information during the year-end financial audit.
- 7. Oversees maintenance of fixed asset inventory in compliance with GASB 34.
- 8. Manages and ensures timely payments in accordance with district Lease/Purchase Agreements and repayments of interest and principal on outstanding Bond obligations.
- 9. Coordinates closing of books at fiscal year-end including reconciling outstanding purchase orders and reserve accounts to actual commitments and the proper close out of Petty Cash funds.



10. Audits food services cash receipts and reimbursement vouchers on a monthly basis.
  11. Prepares monthly internal bank and general ledger reconciliations and works with the Treasurer of School Monies to identify and resolve any discrepancies between the accounting software and bank statements.
  12. Prepares, for review by the School Business Administrator/Board Secretary, the monthly Board Secretary's Report and monthly Transfer Report in accordance with state law and district procedures.
  13. Assists in the preparation and submission of federal and state grant reimbursement requests through the state EWEG system.
  14. Assists in training staff on procurement and accountability regulations.
  15. Assists building staff with the proper accounting and maintenance of Student Activities Funds.
  16. Performs other financial analyses as required by the School Business Administrator/Board Secretary and as may be necessary for budget and negotiations.
  17. Reports to the School Business Administrator on the accounting affairs of the district and recommends changes and improvements as needed.
  18. Participates in cross-training of other Business Office functions and other tasks as directed by the School Business Administrator/Board Secretary.
  19. Maintains confidentiality of all Business Office and personnel matters.
  20. Performs such other tasks and responsibilities of the Business Office as deemed necessary by the School Business Administrator/Board Secretary or designee.
- VI. Terms of Employment: Twelve month; Non-Affiliated
- VII. Evaluation: In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.

Mark Schwarz, Ed.D  
Superintendent of Schools

*Approved by Board: 11/06/2023*

**JOB DESCRIPTION**

I. Title: Supervisor of Transportation and Operations

II. Qualifications:

- A. Bachelor's Degree or equivalent job experience as determined by the Administration;
- B. Must possess a valid New Jersey School Transportation Supervisor Certificate, or be willing to obtain;
- C. Minimum three years public school transportation experience;
- D. Valid Commercial Driver's License (CDL) with passenger (P) and school (S) endorsements preferred;
- E. Strong working knowledge of Microsoft Word, Excel, G-Suite, and public school accounting software;
- F. Ability to implement and maintain transportation routing software;
- G. Knowledge of Food Service vendor operations and Building & Grounds operations in public schools required.
- H. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- I. The abilities to communicate and work effectively with staff, administrators, students, vendors, consultants, professionals, and others in job-related areas.
- J. Such alternatives to the above qualifications as allowed by law and acceptable to the Board.

III. Position Summary:

The Supervisor of Transportation and Operations assists the School Business Administrator/Board Secretary in all functions and procedures required for the efficient functioning of the daily operations of the Ridgewood School District's Transportation, Food Services, and Building & Grounds Departments.

IV. Reports to:

The Supervisor of Transportation and Operations shall take direction from and be evaluated by the School Business Administrator/Board Secretary or designee.

V. Major Duties and Responsibilities:

- 1. Develops and administers a transportation program to meet all daily transportation requirements to-and-from school, and for co-curricular activities and athletics as needed.
- 2. Oversees bus routing and scheduling for all public, non-public, and special education students within and outside of the district in cooperation with appropriate administrators and external agencies/vendors.
- 3. Recruits, trains, tracks licenses, supervises and evaluates transportation personnel and makes recommendations regarding employment, transfer, promotion, and termination.
- 4. Develops plans for preventive maintenance of buildings and equipment (including district-owned buses) and ensures all district-owned equipment is properly maintained.
- 5. Ensures district-owned buses are inspection-ready for the New Jersey Division of Motor Vehicles.
- 6. Prepares the district's annual Transportation budget.

7. In conjunction with the Supervisor of Buildings and Grounds, prepares the annual Buildings & Grounds budget.
8. Oversees Food Services Management Company (FSMC) operations to ensure adherence to contractual obligations.
9. Liaises with FSMC and parents to resolve complaints/concerns regarding food service and cafeteria operations.
10. Authorizes transportation, food services, and facilities related purchases in accordance with budgetary limitations and procurement regulations.
11. Maintains transportation safety standards conforming to state and insurance regulations and develops a program of preventive safety.
12. Schedules and coordinates annual school bus drills and ensures compliance and maintenance of records in accordance with state laws.
13. Interprets to the Board, administration, and the public, as appropriate, federal and state standards and guidelines regarding student transportation, food services, and facilities.
14. Prepares and processes Aid-In-Lieu of Transportation payments and Parental Transportation Contracts.
15. Develops recommendations for future transportation and facilities equipment and personnel needs.
16. Responds to complaints regarding district transportation and maintains a professional relationship between the district and parents/community, third-party transportation providers, and the Region I consortium.
17. Prepares and submits the District Report of Transported Resident Students (DRTRS) annually as required by the State of New Jersey.
18. Coordinates transportation in emergency situations. Takes calls after hours to facilitate student transportation matters.
19. Attends Committee meetings, Board meetings, staff meetings and professional conferences as requested by the Manager of Maintenance and Custodial Services and/or School Business Administrator/Board Secretary.
20. Presents information to stakeholders as requested by the School Business Administrator/Board Secretary.
21. Monitors and approves overtime and charge-backs from the district's outsourced custodial and maintenance vendor.
22. Cultivates and maintains positive vendor relationships.
23. Assists the Manager of Maintenance and Custodial Services and School Business Administrator/Board Secretary in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services and staff.
24. Assists in the creation of the annual M-1 and Comprehensive Maintenance Plan (CMP) and other reports for submission to the Department of Education.
25. Assists in the development and implementation of the district's Long-Range Facilities Plan (LRFP).
26. Assists in the preparation of the annual Health and Safety Evaluation of School Buildings Facilities Checklists and submission to the Department of Education of the annual Statement of Assurance.
27. Participate in the collection and preparation of data for QSAC and the annual audit as related to Transportation, Food Services, and Buildings & Grounds Departments.
28. Reports and monitors Buildings & Grounds related insurance claims with Insurance Broker and Insurance Carrier.
29. Assists in collecting data and communicating with district Insurance Brokers and FEMA representatives in the event of a state of emergency impacting school facilities.
30. Reports to the School Business Administrator/Board Secretary on the affairs of the district's transportation, food services, and facilities operations and recommends changes

and improvements as needed.

31. Participates in cross-training of other Business Office functions and other tasks as directed by the School Business Administrator/Board Secretary or designee.
  32. Maintains confidentiality of all Business Office and personnel matters.
  33. Performs such other tasks and responsibilities of the Business Office as deemed necessary by the School Business Administrator/Board Secretary or designee.
- VI. Terms of Employment: Twelve month; Non-Affiliated
- VII. Evaluation: In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.

Mark Schwarz, Ed.D  
Superintendent of Schools

*Approved by Board: 11/06/2023*

**RIDGEWOOD HIGH SCHOOL  
WINTER 2023-2024 COACHING ASSIGNMENTS**

<b>Name</b>	<b>Position</b>	<b>Step</b>	<b>Ratio*</b>	<b>Total Salary</b>	<b>1/2 Salary 1/15/2024</b>	<b>1/2 Salary 2/15/2024</b>
Troy, Michael	Head Boys Basketball	IV	0.110	10,578.00	5,289.00	5,289.00
Hommen, Kurt	Assistant Boys Basketball	IV	0.070	6,732.00	3,366.00	3,366.00
Neville, Ben	Assistant Boys Basketball	IV	0.070	6,732.00	3,366.00	3,366.00
Mitchell, Michael	Head Girls Basketball	IV	0.110	10,578.00	5,289.00	5,289.00
Kadus, Christopher	Assistant Girls Basketball	IV	0.070	6,732.00	3,366.00	3,366.00
Mende, Allison	Assistant Girls Basketball	IV	0.070	6,732.00	3,366.00	3,366.00
Watson, Torrance	Head Wrestling	IV	0.110	10,578.00	5,289.00	5,289.00
Hayes, Kenneth	Assistant Wrestling	III	0.065	6,251.00	3,125.50	3,125.50
Saladino, Joshua	Head Indoor Track	IV	0.110	10,578.00	5,289.00	5,289.00
Schoepfer, Warren	Assistant Indoor Track	IV	0.070	6,732.00	3,366.00	3,366.00
Ryan, Patrick	Assistant Indoor Track	IV	0.070	6,732.00	3,366.00	3,366.00
Bennett, Richard	Head Bowling	IV	0.077	7,405.00	3,702.50	3,702.50
Schulke, Kyle	Head Boys/Girls Swimming	IV	0.110	10,578.00	5,289.00	5,289.00
Tobin, Deirdre	Assistant Swimming	IV	0.070	6,732.00	3,366.00	3,366.00
Lucchesi, Michael	Head Ice Hockey	IV	0.110	10,578.00	5,289.00	5,289.00
Cronk, Paul	Assistant Ice Hockey	IV	0.070	6,732.00	3,366.00	3,366.00
Torre, AJ	Assistant Ice Hockey	III	0.065	6,251.00	3,125.50	3,125.50
Centrelli, Erica	Head Cheerleader Advisor	IV	0.077	7,405.00	3,702.50	3,702.50
Velez, Kaila	Assist. Cheerleader Advisor	II	0.030	2,885.00	1,442.50	1,442.50
Beyer, James	Winter Site Manager			\$5,000.00	\$2,500.00	\$2,500.00
<b>Totals</b>				<b>147,521.00</b>	<b>49,173.67</b>	<b>49,173.67</b>
<b>*Ratio is applied to the B.A. Maximum:</b>				<b>\$96,167</b>		