Hillside Public Schools District
Fire/Lockdown Drill Report

January 2025

School	Date
A.P. Morris Early Childhood Center	1/16/25 and 1/30/25
Deanna G. Taylor Academy	1/8/25 and 1/13/25
Hillside High School	1/3/25 and 1/8/25
Hillside Innovation Academy	1/27/25 and 1/31/25
Hurden Looker School	1/13/25 and 1/29/25
Ola Edwards Community School	1/9/25 and 1/14/25
Walter O. Krumbiegel Middle School	1/8/25, 1/10/25, 1/16/25, and 1/16/25

Hillside Public Schools District
Fire/Lockdown Drill Report

November/December 2024

School	Date
A.P. Morris Early Childhood Center	11/12/24 and 11/13/24 & 12/11/24 and 12/20/24
Deanna G. Taylor Academy	11/25/24 and 11/27/24 & 12/10/24 and 12/13/24
Hillside High School	11/20/24, 11/20/24, and 11/25/24 & 12/2/24 and 12/18/24
Hillside Innovation Academy	11/13/24 and 11/26/24 & 12/9/24 and 12/17/24
Hurden Looker School	11/11/24 and 11/20/24 & 12/3/24 and 12/12/24
Ola Edwards Community School	11/27/24 and 11/25/24 & 12/10/24 and 12/13/24
Walter O. Krumbiegel Middle School	11/12/24 and 11/13/24 & 12/14/24 and 12/19/24

Hillside Public Schools
Board Approval for Training and Seminars, Conventions and Conferences
Board Meeting: February 27, 2025

Attachment ED#1-02/25

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?**						
Halim Ibn McNeil	UCC Tournament Meeting	2/5/2025	NO COST	AD Meeting	2/4/25	2/27/25
Melba Mullins	High Focus Training Breakfast	2/5/2025 Union County, NJ	NO COST	ASAP-NJ/High focus Center shares info about local health resources	1/29/25	2/27/25
Michael Harrison	Civically Engaged Districts	2/6/2025 Rutgers University New Brunswick, NJ	NO COST	Improving Civic Education in the District	1/13/25	2/27/25
Lisa Corona Rita Della Valle	NJSPN STEM Month Kickoff Meeting	2/28/2025 Genmab US, Inc. Plainsboro Township, NJ	NO COST	Start STEM Month with networking, dynamic speakers, & signature STEM Month swag.	1/23/25	2/27/25
V. Manoilova	American Young Voices Teacher Workshop	3/5/2025 Prudential Center Newark, NJ	NO COST	Work on the AYV concert music and logistics of the performance	2/11/25	2/27/25
Melba Mullins	ASAP – NJ Conference	3/6 – 3/7/2025 Crowne Plaza Princeton, NJ	NO COST	ASAP provides training on key issues that plague the student population.	1/16/25	2/27/25
Lisa Corona Rita DellaValle Dana Modena	Education for Stability: Curriculum Mapping & Integrated Unit Design	3/7/2025 College of NJ Ewing, NJ	Transportation $81.94 each	Earning points for Sustainable Jersey for Schools efforts.	2/6/24	2/27/25

Underlining indicates additions since first sent to the board.

Hillside Public Schools
Board Approval for Training and Seminars, Conventions and Conferences
Board Meeting: February 27, 2025

Halim Ibn McNeil	DAANJ Conference	3/11 – 3/14/2025 Hard Rock Casino Atlantic City, NJ	Registration $615.00 Transportation $102.00 Meals $ 252.00 Accommodations $242.75 11-402-100-580-14-00	63rd Annual State Workshop of Directors of Athletics Association of NJ (DAANJ) workshops & professional development	2/3/24	2/27/25
Jania Sims	DAANJ Conference	3/11 – 3/14/2025 Hard Rock Casino Atlantic City, NJ	Registration $615.00 Transportation $102.00	63rd Annual State Workshop of Directors of Athletics Association of NJ (DAANJ) workshops & professional development	2/13/25	2/27/25
T. Karim Arnold	Myths, Reality & Benefits of Behavioral Threat Assessment & Management	3/12/2025 East Orange Campus High School East Orange, NJ	NO COST	Threat Assessment & Management workshops	2/20/25	2/27/25
Kimberly Taylor	Legally Compliant: IEPs, Spec. Ed, Litigation Certificate Program	3/13/2025 NJSAFEA Monroe Township, NJ	Registration $150.00 11-000-219-590-11-00	Legally Compliant: IEPs, Spec. Ed, Litigation Certificate Program	1/29/25	2/27/25
Noreen Deutsch	NJASC State Officers Meeting	3/17/2025 East Brunswick, NJ	NO COST	Required meeting for NJASC Exec Member for Publications to serve in her role	2/11/25	2/27/25
Kimberly Taylor	Legal One: Critical & Emerging Legal Issues in Elementary Education	3/17/2025 NJSAFEA Monroe Township, NJ	Registration $150.00 11-000-219-590-11-00	Critical & Emerging Legal Issues in Elementary Education Workshop	2/14/25	2/27/25
N. Auriemma	EMT Response Course	3/17/2025 & 3/27/2025 Belleville Fire Department Belleville, NJ	NO COST	EMT Refresher Course as medical team member at HHS	2/7/25	2/27/25

Underlining indicates additions since first sent to the board.

Hillside Public Schools
Board Approval for Training and Seminars, Conventions and Conferences
Board Meeting: February 27, 2025

Melissa Ambrose Supt. Glover Angela Lawler	NJ Sustainable Grant Award Ceremony	3/18/2025 TCNJ Ewing, NJ	Transportation 20-270-200-580-01-00	Award Ceremony to accept school award of $10K grant	2/20/25	2/27/25
C. Crisanaz J. Williams	NJIT eSTEM Challenge Competition	3/20/2025 NJIT Campus Newark, NJ	NO COST	Accompany student team for participation in NJIT eSTEM challenge	1/23/25	2/27/25
Lisa Corona	2024-2025 Culminating Showcase Event	3/20/2025 Monmouth University West Long Branch, NJ	NO COST	Get ideas related to Climate Literacy Grant and Projects	2/11/25	2/27/25
T. Karim Arnold	Stop the Bleed for the NJ Educator	3/25/2025 The Center School Somerset, NJ	NO COST	Center for Emergency Preparedness & Response workshop	2/6/25	2/27/25
Ayesha Roja Henrietta Nwako Isha Fairman Daniela Fonseca Kimberly Martins Cynthia Drefko	Differentiating Literacy Instruction to meet the needs of all Learners	3/28/2025 Sitnik Theater Hackettstown, NJ	Registration $99.00 each Transportation $ each 11-000-240-580-05-00	Sessions dedicated to improving literacy instruction & achievement for all learners	2/18/25	2/27/25
S. Giannettino	NJSHA Annual Convention	3/28/2025 Harrah's Resort Atlantic City, NJ	Registration $155.00 each 11-000-219-590-11-00	Theories & practices to help improve ESL instruction & ESL programs at public schools	1/22/25	2/27/25
C. Sabates Jill Hnatko Brittany Walker	Breaking Bias: Lessons from the Amistad Part 2	4/2/2025 New Jersey Law Center New Brunswick, NJ	Transportation $30.42 each 11-00-240-580-05-000	Learn strategies for reaching African American history from an anti-bias lens.	4/2/25	2/27/25
Kimberly Taylor	Pre-K Legal Requirements & Best Practices	4/11/2025 Monroe Township, NJ	Registration $150.00 11-000-219-590-11-00	Pre-K Legal Requirements & Best Practices	2/14/25	2/27/25

Underlining indicates additions since first sent to the board.

Hillside Public Schools
Board Approval for Training and Seminars, Conventions and Conferences
Board Meeting: February 27, 2025

T. Karim Arnold	Security Strategies	4/27/2025 Philadelphia Airport Marriot Philadelphia, PA	Transportation $42.00 20-241-200-320-01-00	Safety at Schools Conference	1/30/25	2/27/25
Noreen Deutsch	NJASC State Officers Meeting	4/28/2025 Kinnelon High School Kinnelon, NJ	NO COST	Required meeting for NJASC Exec Member for Publications to serve in her role	2/11/24	2/27/25
Rena Weis C. Sadat-Ketabchi	2025 Autism Symposium	5/7 & 5/8/2025	Registration $247.99 11-000-219-590-11-00	Live on Line/Classes on Autism &Trauma.	1/28/25	2/27/25
Carriann DeSanto	2025 AP Bio Read	6/11 – 6/17/2025 VIRTUAL	NO COST	AP Teacher's workshops	2/12/25	2/27/25
Noreen Deutsch	2025 AP Language & Composition Scoring Read	6/12 - 6/18 VIRTUAL	NO COST	AP Teacher's workshops	2/12/25	2/27/25
T. Karim Arnold	Advanced K – 12 Behavioral Threat Assessment	6/25/2025 East Orange School District East Orange, NJ	NO COST	Advanced K – 12 Behavioral Threat Assessment Training	2/6/25	2/27/25
Daniela Alvarez	The Instructional Leadership Institute	7/15 – 7/16/2025 Embassy Suites Raleigh, NC	Registration $534.31 Transportation $218.00 Accommodations $608.15 11-000-240-580-03-000	2 day focus on Instructional Leadership	2/24/25	2/27/25

Underlining indicates additions since first sent to the board.

Special Education Request
Related Services/OOD Placements

ED#2-02/25

OUT OF DISTRICT PLACEMENT REQUEST					
School/Placement	Student	Tuition	Term	Extraordinary Service	Days
Legacy Treatment Services	4720827206	$45,405.45	2024-2025		107
Mary A. Dobbins School	4720827206	$43,708.05	2024-2025		103
Mount Holly, NJ					
Essex Valley School	566387288	$21,612.50	2024-2025		91
West Caldwell					
Westbridge Academy	8645975329	$53,765.34	2024-2025		109
Bloomfield, NJ					
ECLC of New Jersey	8302405660	$30,628.29	2024-2025		77
Chatham, NJ					

ESY = Extended School Year (Summer)

Hillside Public Schools District
School-Based Fundraising Form
(Due to Superintendent's Office by the 15th of Each Month)
February 27, 2025
ED#3 - 02/25

School Name	Department/School Group/Organization/Company	Date Fundraiser Begins	Date Fundraiser Ends	Items or Goods Sold (If Applicable)	Purpose of Fundraiser	Person Responsible for Fundraiser
Hillside High School	JROTC	4/19/2025	4/19/2025	Car Wash	Raise fund for Military Ball	LTC Drakeford
Hillside High School	JROTC	3/15/2025	4/12/2025	Bagging Groceries	Raise fund for Military Ball	LTC Drakeford
Deanna G. Taylor Academy	DGTA Chorus	2/28/2025	5/28/2025	Gertrude Hawk Candy Sales	Trip to Prudential Center Performance accessories (T-shirts, hats, etc.)	Ms. Manoilova
Hillside High School	HHS Student Council	3/3/2025	5/23/2025	Goldfish Crackers	Offsetting potential and anticipated transportation and t-shirts for students	N. Deutsch
Hurden Looker Elementary School	Student Events	3/4/2025	3/21/2025	David's Cookies	Field Day and other school activities	D. Alvarez
Hurden Looker Elementary School	NEHS, SG, HEP	3/14/2025	3/14/2025	Pi Day	NEHS, SG, and HEP Field Trip in June	A. Valiante
Hurden Looker Elementary School	4th Grade	3/28/2025	3/28/2025	Spring Dress Down Day	4th Grade Field Trip T-Shirts	J. Tracale and J. Williams
Hurden Looker Elementary School	Student Events	4/152025	4/15/2025	Easter Pictures	School wide Activities	D. Alvarez
Hurden Looker Elementary School	Student Events	5/2/2025	5/2/2025	Dress Down Day	School wide Activities	D. Alvarez
Hurden Looker Elementary School	Student Events	6/5/2025	6/5/2025	Summer Pictures	School wide Activities	D. Alvarez

Hillside Public Schools District
Class Trip Requests (Due by the 15th of Each Month)
February 27, 2025 Agenda
ED#4-2/25

School Name	Destination/Facility	Date of Trip	Number of Students/Grade	Means of Transportation	Purpose of Trip	Teacher in Charge
Hillside High School	NJPAC/Newark, NJ	2/7/2025	25 students, 9 - 12th grade	District Bus	Attend a dance performance	Ms. Love
Hillside High School	Monmouth Univ/West Long Branch, NJ	03/05/25	30 students, 11th grade	Bus (request)	College Campus tour and information session	Mr. McCoy
Ola Edwards Community School	Ola Edwards Community School gym/auditorium	03/06/25	225 students, 3rd & 4th grade (HL,DGTA, OECS)	District Bus	Hip-hop legend & author assembly	Respective school teachers
Hurden Looker Elementary School	Hillside High School auditorium	3/6/2025 & 3/7/2025	Students from (HL, DGTA, OECS, HIA, WOK)	District Bus, Walking	"Suessical" Spring musical previews	Respective school teachers
Hillside High School	Montclair State University/Montclair, NJ	03/07/25	5 students, 10, 11, & 12th grade	District Bus	3rd Annual Male Enrollment & Graduation Alliance (MEGA) Symposium	Reginald Smith (United Way)
Hillside High School	Union City HS, Union City, NJ	03/08/25	20 students, 9 - 12th grade	District Bus	NJ High School Dance Festival	Ms. Love
Hillside High School	Academic Decathlon Awards Ceremony, Paterson, NJ	03/10/25	20 students, 9 - 12th grade	Bus (request)	Results and awards for State competition on 3/1/25	Mrs. Corritore
Deanna G. Taylor Academy	Rutgers, LLC/New Brunswick, NJ	03/12/25	15 students, 5th grade	Bus (request)	DGTA, HL & OECS students - Hands-on climate change programming	Ms. Fernandes
Hillside Innovation Academy	Franklin Institute/Philadelphia, PA	03/12/25	25 students,7 - 8th grade	Bus (request)	Opportunity to view human organ displays and systems	Dr. Silva
Hillside High School	Ramapo College/Mahwah, NJ	03/14/25	30-40 students, 11 - 12th grade	Bus (No cost). Funded thru military organizat	College Tour & Orientation for JROTC & Peer Leadership Seniors.	Drakeford
Ola Edwards Community School	Legoland-American Dream/E. Rutherford, NJ	03/14/25	13 students, 3rd - 5th grade	Bus (request)	STEAM Educational workshops	Gossett/Alvarez
Hurden Looker Elementary School	NJIT, Newark	3/20/2025	12 students, 3rd - 5th grade (HL & DGTA)	Bus (request)	eSTEM Challenge	Fernandes/Crisonaz
Hillside Innovation Academy	Kean University/Union, NJ	03/21/25	30 students, 7 - 8th grade	District Bus	17th Annual Human Rights Conference	Dr. Silva
Hurden Looker Elementary School	Hillside Senior Center/Hillside, NJ	03/21/25	13 students, 5th - 6th grade	District Bus	Community Service & engagement for NEHS	Ms. Valiante
Hillside High School	Fairleigh Dickinson Univ./Hackensack, NJ	03/25/25	35 students, 11th grade	Bus (request)	College Campus tour and information session	Ms. Martinez
Hillside High School	Hurden Looker School/Hillside, NJ	2/25, 3/25, 4/15, 5/27, 6/17/2025	21 students, 11 - 12th grade	Walking	Peer Mentorship Program	Drakeford/Ruban
Hillside High School	Environmental Protection Agency/Edison, NJ	04/09/25	30 students, 10 - 12th grade	Bus (request)	Expose students to real world experiences & careers associated with protecting the environment	DeSanto
Ola Edwards Community School	Hillside Public Library/Hillside, NJ	4/9 & 4/10/2025	60 students each day, 2nd grade	Walking	Visit to promote literacy	All 2nd grade teachers
Hillside High School	University of Pennsylvania/Philadelphia, PA	4/24/25 - 4/26/2025	14 students, 9th - 12th grade	Bus (request)	Athletes participate in Penn Relays 2025	Aleem Barnhardt
Hurden Looker Elementary School	Red Bulls Arena/Harrison, NJ	04/29/25	78 students, 4th grade	Bus (request)	Weather Education Day	Ms. Tragale
Hillside High School	NJPAC/Newark, NJ	5/9/2025	20 students, 9 - 12th grade	District Bus	Alvin Ailey Dance Theatre performance	Ms. Love
Hillside High School	Club Getaway/Kent, CT	5/27/25 - 5/28/2025	up to 100 students, 12th grade	Bus (request)	Senior Trip, Class of 2025	Ms. Pribish
Hillside High School	Felician University/Rutherford, NJ	5/29/2025	30 students, 11th grade	Bus (request)	College Campus tour and information session	Mr. Nuzzolo
W.O.K. Middle School	Clementon Park & Splash World, Clementon, NJ	6/5/2025	up to 100 students, 7th grade	Bus (request)	End of the academic year trip	Mr. Powers
A.P. Morris Early Childhood Center	Field Station Dinosaurs/Leonia, NJ	6/6/2025	189 students, 1st grade	Bus (request)	Students will learn about dinosaurs, archeology, fossils and science.	Pettaway
A.P. Morris Early Childhood Center	Field Station Dinosaurs/Leonia, NJ	6/10/2025	174 students, Kindergarten	Bus (request)	Students will learn about dinosaurs, archeology, fossils and science.	Pettaway

Underline indicates additions since first sent to the board.

The application has been approved. No more updates will be saved for the application.

Grant Acceptance of Funds

NEW JERSEY DEPARTMENT OF EDUCATION

FISCAL YEAR 2025 GRANT ACCEPTANCE CERTIFICATION (GAC)
School Based Mental Health Services Cont Program

URGENT: REQUIRES BOARD ACTION
PAYMENTS WILL NOT BE INITIATED UNTIL THE FUNDING AWARDED IS ACCEPTED THROUGH THE COMPLETION AND ELECTRONIC SUBMISSION OF THIS FORM USING THE DISTRICT ACCEPTS BUTTON AT THE BOTTOM OF THIS PAGE

LEA: Hillside Township
GRANT NUMBER 25000101
COUNTY Union

I, Name [ ] Title [ ] of Hillside Township (392190)Board of Education or equivalent governing body certify that:
1. The grant award indicated below has been accepted by the Board of Education or equivalent body at its meeting date of [ ] (MM/DD/YYYY)
NOTE: Your Board Meeting to accept the funds must occur on or after 12/20/2024, the date the application was approved by the New Jersey Department of Education(NJDOE).

PROGRAM NAME	GRANT NUMBER	FY 2025 AWARD AMOUNT
School Based Mental Health Services Cont Program	25000101	250000

2. The above referenced grant shall be implemented in accordance with the Fiscal Year (FY) 2025. Notification of Grant Award and the approved FY 2025 School Based Mental Health Services Cont Program application, including assurances, filed with the NJDOE which was used as the basis of awarding the grant.

3. The grant shall be administered and monitored in accordance with the appropriate state and federal regulations.

4. Wherever the program supported with these funds involves the procurement of goods or services from vendors or consultants, written contracts between LEA and such vendors or consultants, and the award for such contracts, shall be in accordance with the provisions of N.J.S.A. 18A-1, et-seq.

5. The contents of Attachments A & B, Grant Agreement Terms and Conditions of the Department of Education, have been viewed by accessing the link here, and the terms have been accepted.
Attachments A & B.pdf

6. Any special conditions that are noted on the "Special Conditions" tab within the electronic application have been reviewed, accepted and will be adhered to. [NOTE: Please check the "Special Conditions" tab within the application prior to accepting this award.]

District Accepts

Click to Return to Application Select
Click to Return to Menu List / Sign Out

The application has been approved. No more updates will be saved for the application.

Grant Acceptance of Funds

NEW JERSEY DEPARTMENT OF EDUCATION

FISCAL YEAR 2025 GRANT ACCEPTANCE CERTIFICATION (GAC)
Mental Health Screening in School Pilot Supplement
URGENT: REQUIRES BOARD ACTION
PAYMENTS WILL NOT BE INITIATED UNTIL THE FUNDING AWARDED IS ACCEPTED
THROUGH THE COMPLETION AND ELECTRONIC SUBMISSION OF THIS FORM USING
THE DISTRICT ACCEPTS BUTTON AT THE BOTTOM OF THIS PAGE

LEA: Hillside Township
GRANT NUMBER 25000117 **COUNTY** Union
I, Name [ ] Title [ ] of Hillside Township (392190)Board of Education or equivalent governing body certify that:
1. The grant award indicated below has been accepted by the Board of Education or equivalent body at its meeting date of [ ] (MM/DD/YYYY)
NOTE: Your Board Meeting to accept the funds must occur on or after 2/13/2025, the date the application was approved by the New Jersey Department of Education(NJDOE).

PROGRAM NAME	GRANT NUMBER	**FY 2025 AWARD AMOUNT**
Mental Health Screening in School Pilot Supplement	25000117	63235

2. The above referenced grant shall be implemented in accordance with the Fiscal Year (FY) 2025. Notification of Grant Award and the approved FY 2025 Mental Health Screening in School Pilot Supplement application, including assurances, filed with the NJDOE which was used as the basis of awarding the grant.

3. The grant shall be administered and monitored in accordance with the appropriate state and federal regulations.

4. Wherever the program supported with these funds involves the procurement of goods or services from vendors or consultants, written contracts between LEA and such vendors or consultants, and the award for such contracts, shall be in accordance with the provisions of N.J.S.A. 18A-1, et-seq.

5. The contents of Attachments A & B, Grant Agreement Terms and Conditions of the Department of Education, have been viewed by accessing the link here, and the terms have been accepted. Attachments A & B.pdf

6. Any special conditions that are noted on the "Special Conditions" tab within the electronic application have been reviewed, accepted and will be adhered to. [NOTE: Please check the "Special Conditions" tab within the application prior to accepting this award.]

District Accepts

PRD 2.0 user ID: LCORONA392190

New Jersey Department of Education

Send Questions to: eweghelp@doe.nj.gov

ED#7-2/25

"Paint Away Tooth Decay"

Fluoride Varnish Manual

A Collaborative Project

Between

Zufall Health

Regional Oral Health Program

and the

(SCHOOL NAME)

School Year 2024-2025

Funding for this program is provided by the New Jersey Department of Health

Zufall health

Regional Oral Health Program

Table of Contents

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Protocol	**6 & 7**
Parental Consent Form	**8 & 9**
Information for Parents	**10 & 11**

Regarding Consent Forms within this manual: The Provider Agency may use their own consent forms in accordance with their agency protocol and policy, however, agency consent forms must at a minimum include the information contained in the consent forms in this manual

Introduction:

"You cannot educate a child who is not healthy, and you cannot keep a child healthy who is not educated."

Joycelyn Elders, M.D., Former U.S. Surgeon General

Poor oral health can have a detrimental effect on children's quality of life, their performance at school, and their success later in life. The daily reality for millions of children is persistent dental pain, endurance of dental abscesses, inability to chew foods well, embarrassment about discolored and damaged teeth and distraction from play and learning.

Children and adolescents with oral health problems are likely to feel worthless and inferior, shy, unhappy, sad, or depressed and are less likely to be friendly compared with those without oral health problems. Early tooth loss caused by tooth decay can result in failure to thrive, impaired speech development and reduced self-esteem.

The worse oral health status that a child has, the greater the likelihood that the child will miss school as a result of oral pain and infection. Missing school as a result of pain or infection negatively affects children's school performance. Fortunately, tooth decay can be prevented by measures taken at both the community and personal level including good oral hygiene, nutrition, and dental sealants (Holt 2013).

Fluoride varnish is a thin coating of resin that is applied by a health professional to the tooth surface to protect it from tooth decay. According to the Food and Drug Administration, fluoride varnishes are approved as Class II Medical Devices, as a cavity liner and/or tooth desensitizer and used "off-label" for preventing dental caries (ASTDD 2014).

Fluoride varnish is an easy, safe, non-invasive and proven preventive strategy to decrease and/or arrest early tooth decay. In this project, a licensed dental hygienist or dentist will paint all surfaces of the teeth with the fluoride varnish. It is a simple and painless procedure. It works by increasing the concentration of fluoride in the outer surface of the tooth. Children and adolescents treated with fluoride varnish experience on average a 37% reduction of decay in their primary teeth and a 43% reduction of decay in their permanent teeth (Marinho 2013).

There are no confirmed allergic reactions to fluoride (ASTDD 2014). Though uncommon, allergic reactions can occur in individuals with a known sensitivity to colophony/rosin. Colophony/rosin is present in fluoride varnish and in many household items like cosmetics, chewing gum and some dental materials. Fluoride varnish is contraindicated when ulcerative gingivitis is present and should not be applied to large open soft tissue lesions. A health history is included on the parental consent form which will request information on known allergies prior to fluoride varnish application (ASTDD 2014).

Fluoride Varnish Advantages

- Does not require special dental equipment.
- Does not require professional dental cleaning prior to application.
- Easy to apply.
- Dries immediately upon contact with saliva.
- Is safe and well tolerated by infants, young children, and children with special health care needs.
- Is inexpensive.
- *It works!!*

ED#8-2/25

FIELD TRIP
NEW JERSEY

The Field Trip NJ Fund has reviewed your application and is pleased to award Hillside Public Schools a grant of up to $700 to support your proposed field trip to National Museum of African American History on 5/29/25.

To receive these funds, please send an email to info@fieldtripnj.org with a copy of the final bus invoice. Note that this should be the **final invoice**, and not just a quote from the bus company. Please send a copy of the invoice at least **2 weeks before the field trip.** If we do not receive a copy of the invoice at that time, you may forfeit the grant award. We can forward payment before the trip, or afterward.

Please note that your field trip has been approved because it takes place after April 1st. Due to funding availability, we will not be able to process the grant payment until mid-March. If this poses an issue for your organization, please reach out to me at info@fieldtripnj.org to discuss.

We can make the grant award payable to the school or the school district as a reimbursement. Please note that we can no longer pay the bus company directly. In your email, please be kind enough to confirm the payee and address for the grant award. If the address to mail the check is different than the address on the check, please specify.

Finally, we encourage you to share 2-4 photos and stories - big and small – including student reflections to help us tell the story of the impact of Field Trip New Jersey. Once we receive your invoice, we will email you instructions about how to submit a report. Alternatively, you can email them to info@fieldtripnj.org at your earliest convenience and share them via social media using #fieldtripnj.

We wish you and your entire school district a safe and healthy winter. Please do not hesitate to contact us with any questions.

We hope your trip is a great success!

Best,
Field Trip New Jersey Team

ED#9-2/25

FIELD TRIP
NEW JERSEY

The Field Trip NJ Fund has reviewed your application and is pleased to award Hillside Public Schools - Hurden Looker Elementary School/Ola Edwards Elementary School a grant of up to $700 to support your proposed field trip to NJIT - ESTEM Challenge on March 20, 2025.

To receive these funds, please send an email to info@fieldtripnj.org with a copy of the final bus invoice. Note that this should be the **final invoice**, and not just a quote from the bus company. Please send a copy of the invoice at least **2 weeks before the field trip.** If we do not receive a copy of the invoice at that time, you may forfeit the grant award. We can forward payment before the trip, or afterward.

Please note that your field trip has been approved because it takes place after April 1st. Due to funding availability, we will not be able to process the grant payment until mid-March. If this poses an issue for your organization, please reach out to me at info@fieldtripnj.org to discuss.

We can make the grant award payable to the school or the school district as a reimbursement. Please note that we can no longer pay the bus company directly. In your email, please be kind enough to confirm the payee and address for the grant award. If the address to mail the check is different than the address on the check, please specify.

Finally, we encourage you to share 2-4 photos and stories - big and small - including student reflections to help us tell the story of the impact of Field Trip New Jersey. Once we receive your invoice, we will email you instructions about how to submit a report. Alternatively, you can email them to info@fieldtripnj.org at your earliest convenience and share them via social media using #fieldtripnj.

We wish you and your entire school district a safe and healthy winter. Please do not hesitate to contact us with any questions.

We hope your trip is a great success!

Best,
Field Trip New Jersey Team

ED#10-2/25

FIELD TRIP
NEW JERSEY

Dear Lisa,

The Field Trip NJ Fund has reviewed your application and is pleased to award Hillside Public Schools a grant of up to $700 to support your proposed field trip to Students2Science on 2/18 and 3/6.

To receive these funds, please send an email to info@fieldtripnj.org with a copy of the final bus invoice. Note that this should be the **final invoice**, and not just a quote from the bus company. Please send a copy of the invoice at least **2 weeks before the field trip.** If we do not receive a copy of the invoice at that time, you may forfeit the grant award. We can forward payment before the trip, or afterward.

Please note that if your field trip is taking place in the spring, depending on funding availability, we may not be able to process the grant payment until the spring. If this poses an issue for your organization, please let us know ahead of time.

We can make the grant award payable to the school or the school district as a reimbursement. Please note that we can no longer pay the bus company directly. In your email, please be kind enough to confirm the payee and address for the grant award. If the address to mail the check is different than the address on the check, please specify.

Finally, we encourage you to share 2-4 photos and stories - big and small - including student reflections to help us tell the story of the impact of Field Trip New Jersey. Once we receive your invoice, we will email you instructions about how to submit a report. Alternatively, you can email them to info@fieldtripnj.org at your earliest convenience and share them via social media using #fieldtripnj.

We wish you and your entire school district a safe and healthy winter. Please do not hesitate to contact us with any questions.

We hope your trip is a great success!

[Google Workspace for Education Notice to Parents and Guardians - Google recommends not editing this section except for replacing highlighted text with your school's info]

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Jamboard
- Keep
- Migrate
- Sites
- Tasks

[Include this section if your school provides access to Additional Services -- learn more about what Additional Services are, and how they differ from Core Services, in the Help Center at https://support.google.com/a/answer/6356441] In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following **"Additional Services"**:

- [Insert names of Additional Services enabled by the school administrator - e.g. YouTube and Google Maps. A list of additional services is available at https://support.google.com/a/answer/181865, and instructions for

ED#12-2/25

Winceyco LLC
PO Box 266
Vauxhall, NJ 07088 USA
wincey@winceyco.com

Quote

ADDRESS
Hillside Board Of Education 195 Virginia St Hillside, NJ 070295

SHIP TO
Hillside Board Of Education Hillside Board Of Education 195 Virginia St Hillside, NJ 070295

QUOTE #	DATE	
1160	01/22/2025	

SHIP DATE
02/24/2025

SHOW/PRODUCT
Human Trafficking

HUMAN TRAFFICKING

HUMAN TRAFFICKING AWARENESS ASSEMBLY

In this riveting musical stage play, your audience will learn how traffickers select, cultivate, and indoctrinate their victims. Using live music, interactive songs, and call and response, vignettes performed by professional actors recap occurrences as told by real life victims of human trafficking. Through this play, the audience will learn to
Recognize predators
Distinguish signs of possible trafficking
Practice safety and reporting tips, and access available resources

[redacted]

From: Westberg, Cheryl <cwestberg@penguinrandomhouse.com>
Sent: Thursday, February 13, 2025 2:16 PM
To: [redacted]
Subject: CAUTION:UPDATE [redacted]

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Green Category

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

[redacted]

Thank you for your patience as I have continued to follow up internally to secure the author for your district/school.

The author is available on March 6th. Would that date work for the district/school?

Cheryl

Cheryl Westberg
Account Manager, PreK-20 Education
Penguin Random House
cwestberg@penguinrandomhouse.com
https://penguinrandomhouseeducation.com/
Cell 630.202.9162

Penguin Random House EDUCATION

ED#14-2/25

inspira™ FINANCIAL

PROPOSAL FOR

Hillside Board of Education

February 7, 2025



We make it simple to plan, save, and pay for personal well-being.

I'm excited for this opportunity to share the enclosed proposal on behalf of Hillside Board of Education. Here at Inspira Financial, we recognize every organization's needs are unique. And that includes the unique healthcare goals of each employee. Since 1987, we've worked alongside employers of all sizes and industries, providing consultative guidance and industry expertise to help move their benefits strategy forward with tangible results.

As an industry leader, we're developing new solutions beyond traditional healthcare accounts, including direct-to-consumer and financial wellness tools and programs — all designed to help increase employees' purchasing power.

I look forward to continuing to support Hillside Board of Education on this journey. Should you have any questions about this proposal, please don't hesitate to contact me.

Alisa Stewart

COBRA/Direct Bill Account Manager

Alisa.stewart@inspirafinancial.com

630-382-1751

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inspira™ FINANCIAL

Leading with Evidence and Data in Schools:

How Visualization, Pattern Analytics and Data Science can Inform Organizational Improvement

Alex J. Bowers, Ph.D.

Professor of Education Leadership
Director: Ph.D. Education Leadership Program
Director: Education Leadership Data Analytics (ELDA) Research Group
Teachers College, Columbia University
Faculty Affiliate, Columbia University Data Science Institute
New York, New York, USA
http://www.tc.columbia.edu/faculty/ab3764/
http://www.tc.columbia.edu/elda/
Email: Bowers@tc.edu
@alexjbowers.bsky.social
ORCiD ID: 0000-0002-5140-6428



TEACHERS COLLEGE
COLUMBIA UNIVERSITY

NSF EHR DGE #1560720
NSF CISE IIS #1546653
NSF EHR DRL #1444621

Any opinions, findings, and conclusions or recommendations are those of the author and do not necessarily reflect the views of funding agencies

NORTHEAST BIG DATA INNOVATION HUB

ROBERTSON FOUNDATION

Explore current school improvement processes

- Describe a school improvement process that your school or district uses (or one that you have participated in):
  - What is the goal of the process?
  - Who is involved in the process?
  - What are the key steps in the process?

- What are the challenges and successes in implementation?
  - List these on chart paper so that we can return to them in a few minutes.

Action Research

Goal: Quest for knowledge about how to improve practice.

Disciplined inquiry done by teachers and administrators with the expectation that research will inform and change practice

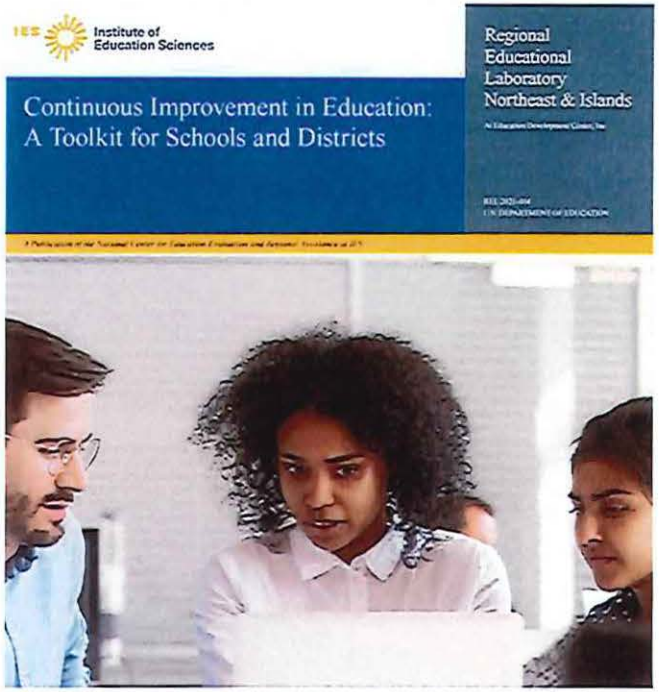
Shakman et al. (2021)

Leading with Evidence in Schools (LWEIS)



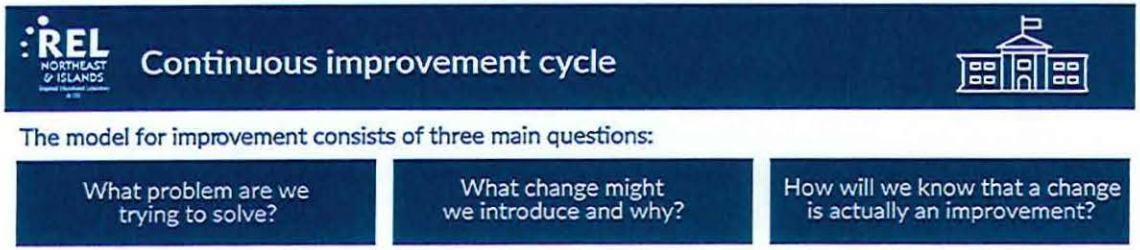
Figure 1.1 The Cycle of Data Use. For a deeper discussion about the cycle of data, see the Introduction to the series Forum Guide to Taking Action with Education Data, available at *http://nces.ed.gov/forum/publications.*

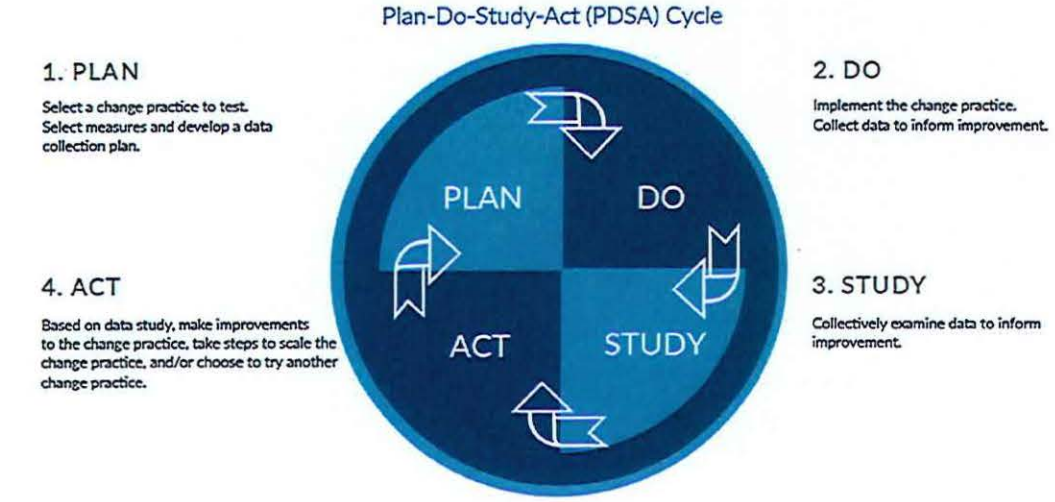
Taking Action with Education Data. (p.1-34) https://nces.ed.gov/pubs2013/2013801.pdf



https://eric.ed.gov/?id=ED608892

PDSA Improvement Cycles





Continuous improvement is premised on three core principles about how sustainable change is achieved:

- Change takes time and involves collective effort.
- Change is context-specific and therefore requires constant adaptation, data collection, and learning.
- Focusing on a series of small changes, combined with ongoing evidence collection and review, can lead to large-scale change.

Shakman et al. (2021, p.1) https://eric.ed.gov/?id=ED608892

THE NEW JERSEY STEM STRATEGIC ADVISORY BOARD:

INNOVATION GRANT FUND

REQUEST FOR PROPOSALS 2025

The New Jersey STEM Strategic Advisory Board (NJSSAB) invites proposals from groups such as, New Jersey public K-12 school districts, Area Career and Technology Centers, higher education institutions, non-profits and/or other entities who directly impact P-16 education intended to provide opportunities for students and teachers to experience hands-on activities in Science, Technology, Engineering and Mathematics (STEM).

The NJSSAB will award grants of up to **$20,000** to high-quality, innovative STEM education proposals. The purpose of the funding is to increase access and exposure to STEM and to measure and improve STEM interest and learning outcomes for P-16 students.

The purpose of the grant is to provide flexible resources to broaden the reach of an innovative STEM initiative and/or develop initiatives to support STEM interest and learning. Additionally, proposals should include elements of measurement and evidence based educational programming and/or high quality curriculum that enhance the learning for P-16 students.

About the Board

The NJSSAB was launched in 2019. Currently, funding for this grant is provided by Novartis, Comcast, Overdeck Family Foundation, and PSEG Foundation.

The NJSSAB is part of the New Jersey STEM Pathways Network (NJSPN), a statewide network established in 2014 to define and guide a STEM vision for cradle to career pathways in New Jersey.

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3. Outcomes and Evaluation (500 word maximum) 3
4. Sustainability and Scaling (500 word maximum) 3
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Proposal Selection and Approval Process 4

Use of Funding

Funding should be used to increase access and exposure to STEM for P-16 students and to measure and improve STEM interest and learning outcomes inside and/or outside of the classroom in summer 2025 or through the 2025-26 school year. Additionally, proposals must include elements of evidence based educational programming and/or high quality curriculum that enhance the learning for P-16 students.

Funding can be used for areas including, but not limited to, the following:

- Program operations including planning and facilitation
- Curriculum resources
- Activity supplies and or training materials
- Transportation of students
- Facility rental

Grant proposals should provide a detailed plan of the use of grant funds, including information on how the grantee intends to maintain overall operations and/or continue the project. It is the intent of this grant that the grant recipients will create sustainable, collaborative structures and initiatives that will continue to serve as models for the rest of New Jersey and the nation.

Eligibility Requirements

The NJSSAB invites proposals from New Jersey-based organizations such as New Jersey public P/K-12 school districts, Area Career and Technology Centers, higher education institutions, non-profits, and/or other entities who directly impact P-16 education. The deadline is **February 28, 2025 at 5:00 pm EST.**

Expectations of Submissions

All submissions must include all required information below. Proposals should leverage partnerships and existing programming to drive towards long-term impact.

Proposal Requirements

All proposals are required to address the following components:

1. Proposal Summary and Background (1000 word maximum)
    - Define the goals of your project as it relates to innovative STEM learning and experiences.
    - High level targets should include: number of students, staff and family engagement.
    - Summarize how this funding opportunity connects to existing programs or other STEM initiatives and works with district/cross-sector partners.

2. Detailed Plan (1000 word maximum)
    - Define the key elements of the proposal. Including: *How many students can you serve? Where will the program operate? What times? How will you advertise/recruit staff and students?*
    - Define how this plan will strengthen your organization, including cultivation of partnerships, expansion of projects/initiatives and long-term impact.
        - If you are part of a New Jersey STEM Learning Ecosystem, explain how this will strengthen your ecosystem.
    - Provide a detailed plan timeline including the following (template included):
        - Start date
        - Key deliverables - programming dates, etc.
        - End date

3. Outcomes and Evaluation (500 word maximum)
    - Identify and describe your metrics to measure progress and success.
    - Please include short-term and long term outcomes or anticipated progress.

4. Sustainability and Scaling and Partnerships (500 word maximum)
    - Please describe how this program will continue to help sustain and grow your organization; be specific about your Ecosystem if you are part of one.

- Please describe how fellow organizations can support or learn with you.
- Contact and Organization Information for Participating Partners.
- Please describe the involvement or role(s) of your cross-sector partners in this proposal. Reminder, below is the indicator from the Ecosystem Impact Rubric and what meets expectations means for cross-sector partnerships. This information will be used to evaluate submissions.

5. Grant Budget

- Upload your grant budget

Proposal Selection and Approval Process

Total Funds Available: up to $20,000 per grantee

Grant requests may not exceed $20,000. Projects may begin upon approval.

All applications will be reviewed using the following criteria outlined in the section above: Goals of the project, detailed plan, outcomes and evaluations, current or potential partnerships, sustainability and scaling measures, and budget.

Applications must be submitted via this FORM by 5:00 pm EST on February 28, 2025. For questions, please contact kcase@rdnj.org.

Got questions? Join us on Zoom! We'll be available to provide more information and answer your questions on:

- ***February 6 at 3 PM***
- ***February 11 at 10 AM***

Join the sessions here.

ED#17-2/25

DJJ Productions & Communications, L.L.C.

The Ready Set Grow Academy

School Based Mentoring/Leadership Program for At-Risk (At-Promise) Students Proposal 2025

DJJ P&C LLC
10 Dipaolo Court
Raritan, New Jersey 08869

Mr. Erskine Glover
Superintendent
Hillside Board of Education
Hillside Public School District
195 Virginia Street
Hillside, NJ 07205

Re: READY SET GROW ACADEMY PROPOSAL

I. **Proposal Cover Sheet and Executive Summary (Attachment 1)**

The Ready Set Grow Academy (RSGA) is a student leadership and mentoring program. This program aims to provide assistance to at risk students who are in danger of failing to perform according to expectation as a result of inadequately working to their potential. This plan and curriculum offers alternative support to teachers in the academic setting; therefore, assisting them in the support of students who possess major potential but for various reasons have been unable to demonstrate this through their academic performance. Our main objective is centered around being an agent of academic, leadership and overall growth for every student in the curriculum; consequently, decreasing the number of students failing academic courses by ten percent (10%) & decreasing the number of student discipline referrals and suspensions by twenty percent (20%).

There are currently numerous nonprofit and public agencies that are working to improve outcomes for at risk students. Additionally, organized philanthropy has been at the forefront of these efforts, notably in defining key indicators, discovering and disseminating actionable knowledge to key nonprofit, private and public partners and stakeholders, and creating a robust infrastructure for convening and funding impactful programs and organizations.

In response to the continued emphasis on increasing opportunities for success for at risk students, DJJ P&C LLC has created an education curriculum fused with mentoring and leadership to create the measured impact on achieving the following goals with the corresponding measures:

DJJ P&C LLC
10 Dipaolo Court
Raritan, New Jersey 08869

- Serve Hillside High School, parents and identified students;
  1.
    - Measures will include baseline testing information, student matriculation rates, qualitative feedback from childhood education providers and state and local test scores.
- Provide students with a supplemental college preparatory experience including academic knowledge and skills necessary for rigorous undergraduate study, entry into graduate and professional schools and career advancement;

- If our service with Hillside High School (TBD) can start early into the 2024-20235 academic calendar year, scores will demonstrate reading proficiency and G.P.A. awareness by reflecting an increased percentage of students entering high school year in 2024. Scores from subsequent years will be used to measure progress of students in correlation with activities of RSGA.
  - All Ready Set Grow Academy students will be on track to graduate from High School;
    - High School graduation rates (currently 65% for at risk (AR) students) will continue to increase, beginning in 2025
    - RSGA will support targeted activities in the Academic Excellence Program by providing resources in concert with corporate, nonprofit, philanthropic and public partners.
  - All young people will complete post-secondary education or training;
    - RSGA will coordinate with schools and youth development organizations to monitor student achievement of all participants in the Academic Excellence Program through Ready Set Grow Academy for the remainder of the school year.
    - In future years, should the program continue, RSGA will create a database of at risk students who are engaged through city and county agencies, as well as through nonprofit and faith-based partners so that the school may track student success rates through post-secondary education.
  - Provide students with an opportunity to understand self, past and present societies and the future in an effort to increase self-esteem;
  - Prepare students for leadership roles;
  - Active interaction with community representatives;
  - Professional growth of staff related to the mentoring process; and

DJJ P&C LLC
10 Dipaolo Court
Raritan, New Jersey 08869

- Implement processes and procedures for coordination and oversight that ensure standards of quality; effective and efficient accomplishment of mission, goals and priorities.

The achievement of the above stated goals and related outcomes will be measured against real-time data, from available quantitative metrics, as well as through qualitative information acquired through sustained interaction within the network of public and nonprofit agencies that are directly engaged with at risk students in Academic Excellence Program through RSGA. This effort aims to be completely data driven – using available information to inform interventions and conversations based on actionable knowledge and present capacity. RSGA will serve as a convening, facilitating, and learning organization with the flexibility to support promising practices in At Risk Student Intervention (ARSI) using the tools available, while mitigating the delays often faced by those agencies and organizations serving at risk students. In essence, RSGA intends to be a tool that connects relevant agencies and organizations to ensure that educational and political expediency is an advantageous tool, rather than a hindrance, to solving the stated problem(s).

Successful achievement of outcomes will be measured on a macro level – using key indicators from school data – as well as through sustained tracking of individual outcomes at every entry point. In order to ensure the integrity of the data being reported, analyzed and acted upon, RSGA will hold regular parental meetings, to coordinate processes and procedures and align interventions across the landscape.

The project will commence immediately upon issuance of a Notice to Proceed from the District. The program will continue through the last day of school in June of 2025.

Requested funding will support activities for the above mentioned period.

The Ready Set Grow Academy (RSGA) is Dr. David Jefferson, Jr.'s response to a call for action to address the pressing challenges facing at risk students. This response is built on achieving academic excellence for all students, and brings together leadership and partnerships that have the potential to achieve significant progress toward the identified goals. Each of the goals reflects current priorities, concerned individuals, nonprofit agencies, philanthropic organizations, public entities and other stakeholders. However, RSGA will exponentially increase how the district strategically invests resources and coordinates initiatives among and between partners to ensure that all at risk students – particularly High School students – can achieve their full potential,

DJJ P&C LLC
10 Dipaolo Court
Raritan, New Jersey 08869

regardless of who they are, from where they come, or the circumstances in which they are born.

As the district currently has the access, capacity and resources to collect and analyze key data points that demonstrate impact, the resources available can be deployed through a multivariate strategy based on using and strengthening the available infrastructure.

We are confident that RSGA has the capacity and expertise to deliver the requested services in a way that will maximize success for at risk students of Hillside High School (TBD). Our program is unique in that RSGA has developed its own workbook for students to utilize in preparing themselves to be organized which creates a template that prepares them for success. Additionally, we begin the program by having students take a quiz to help them identify what type of learner they are. This information is then used to assist the students in developing study habits that create a pathway for them to succeed. The information is shared with their teachers so that they can utilize the information in the classroom to reach each student as an individual. We also include mentorship and leadership into our program and curriculum which are both important tools in empowering young individuals to overcome challenges resulting from risk indicators.

We thank you in advance for your consideration of our proposal and look forward to providing the services requested.

Respectfully Submitted,

Dr. David Jefferson, Jr.
Creator/Founder/Owner

DJJ P&C LLC
10 Dipaolo Court
Raritan, New Jersey 08869

David Eichenholtz, Ed.D
Business Administrator/Board Secretary

MEMORANDUM OF UNDERSTANDING
HAA SETTLEMENT WITH THE HILLSIDE BOE
2024-2025 THROUGH 2026-2027

AGREED TO AS ATTACHED

FOR THE BOE: _____
LAQUANA BEST, BOARD PRESIDENT

_____
ERSKINE GLOVER, SUPERINTENDENT

FOR THE HAA: _____
OBINNA EMENAKA

_____
HALIM MCNEIL

Office Business Administrator, Hillside Public Schools
195 Virginia Street, Hillside, NJ 07205-2798
Ph: 908/352-7664 x 9602, Fax: 908/282-5830; deichenholtz@hillsidek12.org

Article	Section	Page	Contract Language	Agreed Changes
I	1-1	3	1-1 Pursuant to Chapter 123, Public Laws of 1974, tbe Board hereby recognizes tbe Association as tbe exclusive representative for tbe purpose of collective negotiations concerning terms and conditions of employment for all certified personnel under contract by the Board as included herein: Principals Vice Principals Administrative Supervisor Athletic Director Director of Guidance Academic Supervisor Educational Data Supervisor but excluding among otber_s: Superintendent of Schools Business Administrator/Board Secretazy Assistant Business Administrator/Assistant Board Secretazy Director of Curriculum and Instruction Director of Special Services Director of Data Director of Human Resources and Talent Acquisition	Revise all titles to reflect current roles within the district
VI	6-3	18	6-3 During the summer period when school is not regularly in session, adrofnistrators who desire to apply for any certified administrative positions shall submit their names to the Superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. During the summer months, all administrative vacancies shall be posted to each administrator's voice mail box.	Update language to reflect employees can apply in district through district employment portal

VIII	8-1E	21	E. Effective January 1, 2006 eligible employees who have medical, prescription and dental coverage provided elsewhere may opt to waive Board-paid insurance for a cash payment as follows: Coverage / Medical / RX Drug / Dental / Total Single / $750 / $275 / $50 / $1,075 Employee/Child(ren) / $1,100 / $375 / $75 / $1,550 Employee/Spouse / $1,600 / $625 / $85 / $2,310 Family / $1,900 / $650 / $100 / $2,650	Update payouts to reflect agreed upon numbers
IX	9-1	23	Updated NJ Sick Leave Laws/ Language	
X	10-1	26	Updated NJ Sick Leave Laws / Language	
X	10-2& 10-3	26-27	Updated NJ Sick Leave Laws/ Language	
X	10-4	27	Updated NJ Sick Leave Laws/ Language	
X	10-8	28	10-8 Administrators who earn vacation days during a fiscal year ending June 30th must utilize such days during the ensuing 12 months and may only carry over 7 vacation days to the following year. At least 10 vacation days each year must be used during July and August. Vacation cannot be taken during the last two weeks of school, the last week of August, or the first two weeks of school, except with prior Superintendent approval. NOTE: Employee's service is computed as of June 30th to determine the amount of vacation days earned for the following school year.	Update language removing **"the last week of** August"and inserting **"the last two weeks** of August"

X	10-10A	28-29	Add: Maternity/ Paternity in any section where there is only mention of maternity	
X	10-10:7	31	Any tenured employee adopting an infant child may be granted a leave up to a period of two (2} years without pay. Such leave shall commence upon her receiving defacto custody of said infant, or earlier, if necessary, to fulfill the requirements for the adoption. Employees requesting such leave shall give no less than 90 days notification. Upon request, tenured employees on extended leave shall continue to receive the health insurance benefits of Article VII for up to twelve (12} months following the expiration of any covered leave under the Family Medical Leave Act and/or the New Jersey Family Leave Act.	Change the first sentence permitting unpaid leave for "up **to two (2) years"to "upto one** (1) year"

XVI	16-1 to 16-4	40	Remove any language pertaining to 10-month and 11-month administrators	
XVII	17-1	41	See attached salary guide. Negotiated longevity rate accrues to the base salary after an administrator reaches the top of the guide.	

XVII	17-3	41	17-3 **Hourly pay for the Saturday Academies will increase** to **$55 effective 7/1/09.**	Increase rate to **$65**

	Principal				Vice Principal				Director				Supervisor		
teps	2024-2025	2025-2026	2026-2027	Steps	2024-2025	2025-2026	2026-2027	Steps	2024-2025	2025-2026	2026-2027	Steps	2024-2025	2025-2026	2026-2027
1	$140,000	$140,000	$140,000	1	$112,270	$112,270	$112,270	1	$123,480	$123,480	$123,480	1	$97,000	$97,000	$97,000
2	$144,774	$144,774	$144,774	2	$116,098	$116,098	$116,098	2	$127,691	$127,691	$127,691	2	$100,308	$100,308	$100,308
3	$149,711	$149,711	$149,711	3	$120,057	$120,057	$120,057	3	$132,045	$132,045	$132,045	3	$103,728	$103,728	$103,728
4	$154,816	$154,816	$154,816	4	$124,151	$124,151	$124,151	4	$136,548	$136,548	$136,548	4	$107,265	$107,265	$107,265
5		$160,095	$160,095	5	$128,385	$128,385	$128,385	5	$141,204	$141,204	$141,204	5	$110,923	$110,923	$110,923
6	$165,554		$165,554	6	$132,763	$132,763	$132,763	6	$146,019	$146,019	$146,019	6	$114,706	$114,706	$114,706
7		$171,200		7	$137,290	$137,290	$137,290	7	$150,998	$150,998	$150,998	7	$118,617	$118,617	$118,617
8	$177,038		$177,038	8	$141,972	$141,972	$141,972	8	$156,147	$156,147	$156,147	8	$122,662	$122,662	$122,662
9		$183,075		9	$146,813	$146,813	$146,813	9	$161,472	$161,472	$161,472	9	$126,845	$126,845	$126,845
OG	$189,318		$189,318	TOG	$151,819	$151,819	$151,819	TOG	$166,978	$166,978	$166,978	TOG		$131,170	$131,170
Longevity :	2.00%														

Attachment LR#3-2/27/25

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

State of New Jersey
DEPARTMENT OF EDUCATION
300 North Avenue East
Westfield, NJ 07090
Phone - 908-654-9860
Fax – 908-654-9689

KEVIN DEHMER
COMMISSIONER

DARYL PALMIERI
INTERIM EXECUTIVE COUNTY SUPERINTENDENT

February 27, 2025

Erskine Glover, Superintendent
Hillside Board of Education
195 Virginia Street
Hillside, NJ 07205

Dear Mr. Glover:

I have reviewed the employment contract for Dwayne McNeil, School Business Administrator/Board Secretary, in accordance with N.J.A.C. 6A:23A-3.1. I have determined that the provisions of the contract are in compliance with the regulations. Therefore, I approve the contract for the period from July 1, 2025 through June 30, 2026.

In the event of any conflict between the terms, conditions and provisions of this employment contract and any permissive state or federal law, the law shall take precedence over the contrary provisions.

If during the term of this employment contract, it is found that a specific clause of the contract is illegal in Federal or State law, the remainder of this employment contract, not affected by such a ruling, shall remain in force.

If there are any changes to the terms of this contract, you will need to submit it to me for review and approval prior to the required public notice and hearing of such changes.

Please be reminded that the contract for this position must be submitted annually to the executive county superintendent for review and approval.

Please submit a signed copy of the approved contract to my office.

Sincerely,

Daryl Palmieri
Interim Executive County Superintendent

APPROVED
DP 2/27/25

HILLSIDE BOARD OF EDUCATION HILLSIDE, NJ

BUSINESS ADMINISTRATOR/BOARD SECRETARY EMPLOYMENT CONTRACT

THIS AGREEMENT made this ____ day of ____ 2025, by and between the Board of Education of the Township of Hillside ("Board" or "District"), with administrative offices located at 195 Virginia Street, Hillside, New Jersey, and Dwayne McNeil (or "Business Administrator"), residing in West Orange, New Jersey. WHEREAS, the Board desires to retain the services of Dwayne McNeil as Business Administrator/Board Secretary for the District (hereinafter "Business Administrator") and Mr. McNeil desires to provide said services; and WHEREAS, the Board and Mr. McNeil wish to embody in this Contract the terms and conditions of their Agreement; NOW THEREFORE, in consideration of the mutual covenants contained herein, the Board and Mr. McNeil agree as follows: WITNESSETH: I. TERM The Board hereby employs, and Mr. McNeil hereby accepts employment as the Business Administrator/Board Secretary, for a term commencing July 1, 2025 and expiring June 30, 2026.

II. CERTIFICATION AND RESPONSIBILITIES A. Certification: The Business Administrator shall hold a valid and appropriate certification from the New Jersey State Board of Examiners to serve as Business Administrator in New Jersey, and that he shall maintain his certification in full force and effect throughout the life of this Agreement. He agrees to devote his full time, skill, labor, and attention to the discharge of his duties during the term of this Employment Contract. Should the Business Administrator's Certification be revoked, this Agreement shall be null and void as of the date of revocation as further explained in Paragraph XIX, Subparagraph D of this Agreement. B. Responsibilities: The Board agrees to employ Mr. McNeil as Business Administrator for the District, with such duties and responsibilities in said positions as are specified in Title 18A of the New Jersey Revised Statutes and all other applicable laws and

regulations, as well as in accordance with all Board policies, administrative regulations and job descriptions pertaining to the functions, responsibilities, powers and authority of a Business Administrator.

III. SALARY The Board shall pay the Business Administrator an annual salary of one-hundred-sixty thousand dollars ($160,000.00) for the 2025-2026 school year. Said salary shall be paid in equal installments according to the payment schedule for other certified District personnel. Future salary increases, if any, shall be negotiated by and between the parties, and approved by the Executive County Superintendent.

IV. WORK-DAY A. The regular work week for the Business Administrator shall be Monday through Friday, and it is understood that the Business Administrator is employed for specific tasks and is expected to work beyond a normal workday in order to accomplish such tasks when necessary, including, but not limited to, attendance at Board of Education and committee meetings. Such attendance shall be considered part of the contract and no additional remuneration shall be provided.

V. EVALUATION A. The Superintendent shall evaluate the performance of the Business Administrator in accordance with N.J.S.A. 18A:27-3.1. All evaluations shall be in writing, shall include areas of commendation and recommendation, and shall provide direction as to any aspects of performance in need of improvement. B. The evaluations shall be, at a minimum, based on the written goals and objectives of the District, the responsibilities of the Business Administrator as set forth in the job description for the position, and such other criteria as the State Board of Education shall by regulation prescribe. The Business Administrator shall have the right to respond in writing to the evaluation. This response shall become a permanent attachment to the evaluation and maintained in the Business Administrator's personnel file.

VI. VACATION A. The Business Administrator shall be entitled to twenty-four (24) vacation days annually. The Business Administrator shall provide the Superintendent of Schools a proposed vacation schedule at least four (4) weeks prior to the taking of such vacation.

B. Pursuant to N.J.S.A. 18A:30-9 and/or any applicable rule or regulation of the New Jersey Department of Education, said vacation days shall be utilized in the same school year in which they are earned. In the event that vacation time cannot be taken, the Board upon the recommendation of the Superintendent of Schools, in its sole discretion, may permit the carryover of that year's accrued and unused vacation time into the subsequent school year, upon request. Unused and accrued vacation time permitted by the Board to be carried over must be utilized in the subsequent year or lost. If the Commissioner of Education or any court of competent jurisdiction determines that N.J.S.A. 18A:30-9 or any rule or regulation of the New Jersey Department of Education excludes the position of Business Administrator from N.J.S.A. 18A:309 or any applicable rules or regulations, the Business Administrator shall be paid at the per diem rate of 1/260th of the current annual salary for any unused and accrued vacation time. Upon the Business Administrator's separation from employment, earned but unused vacation time will be paid at the Business Administrator's daily rate of pay, based upon a 260-day work year, and based on his final annual salary. C. In the event either the Business Administrator or the Board terminates employment, accrued vacation days shall be prorated for that year at the rate of two (2) days per month. D. In the event that the Business Administrator dies during the term of this contract, accrued vacation days, prorated for the year of death at the rate of two (2) days per month, shall be payable to the Business Administrator's estate.

VII. PERSONAL DAYS A. The Business Administrator shall receive four (4) non-cumulative paid personal leave days annually. He shall receive a prorated number of personal days for a partial year worked. The Business Administrator will provide the Superintendent with advance notice of any personal days before they are taken.

VIII. HOLIDAYS The Business Administrator shall be entitled to all holidays granted to other 12-month administrators in the District (Independence Day, Labor Day, NJEA Convention, Thanksgiving Recess, Winter Recess, New Year's Day, Martin Luther King Jr. Day, Presidents Day, and Memorial Day).

IX. SICK LEAVE A. Sick leave is hereby defined to mean the absence from work due to non job related illness or injury. B. The Business Administrator shall receive twelve (12) paid sick leave days per year, effective July 1, 2025. He shall receive a prorated number of sick days for a partial year worked. C. Unused sick days shall be accumulated without limit, subject to the statutory limits identified in N.J.S.A. 18A:30-3.5 from year to year without limit. D. Upon retirement from the District, the Business Administrator shall be entitled to receive payment for accumulated sick days pursuant to the following criteria, as provided in N.J.S.A. 18A:30-3.5: i. Payment for accumulated sick leave shall not exceed $15,000.00. ii. Payment for sick leave accumulated shall only be made upon the Business Administrator's retirement from the TPAF. iii. Any payment for accumulated sick leave shall be based upon the rate of 1/260th the Business Administrator's annual salary. iv. In the event of death during service to the District, no payment of accumulated sick leave shall be paid to the Business Administrator's estate or beneficiaries.

X. HEALTHCARE BENEFITS The Business Administrator shall be entitled to the following insurance benefits: A. Enrollment in the District's Hospitalization and Medical Insurance Program, Dental Insurance (if offered) and Prescription Insurance Program, including family coverage, if applicable. B. Children will be covered up until their 26th birthday in accordance with the provisions of the policy. C. Pursuant to applicable law and regulation, the employee shall contribute an amount toward payment of premiums or choose to waive benefits.

XI. FAMILY AND DISABILITY LEAVE The Business Administrator shall be entitled to family leave pursuant to Federal and State Law, Temporary Disability Leave pursuant to State Law and consistent with this District's procedures.

XII. BEREAVEMENT LEAVE For a death in the Business Administrator's immediate family, defined as the Business Administrator's mother, father, sister, brother, child, son-in-law, daughter-in-law, spouse, civil union/domestic partner, grandparents and parents-in-law, Business Administrator shall be granted up to five (5) consecutive leave days with pay. The Business Administrator shall be granted up to three (3) consecutive leave days with pay in the event of the death of the Business Administrator's brother-in-law, sister-in-law, grandchildren or any other member of the Business Administrator's immediate household.

XIII. PROFESSIONAL ASSOCIATIONS The Board shall pay for all annual professional dues attributed to the Business Administrator's membership in the New Jersey Association of School Business Officials, the Union County Association of School Business Officials, and the Association of School Business Officials International, at a cost of approximately $1,500.00 per year. All such costs shall be subject to the provisions of N.J.S.A. 18A:11-13 and N.J.A.C. 6A:23A-7 and reimbursed only upon presentation of a duly executed voucher with supporting documentation.

XIV. PROFESSIONAL CONFERENCES The Business Administrator shall be entitled to reimbursement for expenses incurred for attendance at professional conferences, seminars and workshops (including but not limited to the New Jersey School Board Convention, NJASBO Convention and Techspo as are educationally necessary and financially prudent, which shall be submitted for Board approval in advance of the event only upon the recommendation of the Superintendent. All such costs shall be subject to the provisions of N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 and reimbursed only upon presentation of a duly executed voucher with supporting documentation, at a cost of approximately $800.00 per year.

XV. PROFESSIONAL GROWTH OF BUSINESS ADMINISTRATOR The Board encourages the continuing professional growth Business Administrator through his participation, in activities such as: A. Seminars and workshops; and

B. Visits to other institutions. C. All travel expenses shall be reimbursed pursuant to Board policy and N.J.S.A. 18A:11-12 and State Regulations. D. The maximum amount of money to be reimbursed for courses successfully completed during the length of the contract shall not exceed the total cost of $2,000 per year.

XVI. CELLULAR PHONE The Board shall provide the Business Administrator, at its expense, with a smartphone for use in job related matters or he may utilize a personal device, at a cost of approximately $250.00 per year.

XVII. TRAVEL EXPENSES The Business Administrator shall be reimbursed for actual mileage when using his personal vehicle for Board business as annually established by the Annual Appropriations Act or the New Jersey Office of Management and Budget. Reimbursement for the use of a personal vehicle shall be tendered only upon proof of compliance with applicable regulations, at a cost of approximately $800.00 per year.

XVIII. DEATH OF BUSINESS ADMINISTRATOR In the event of the death of the Business Administrator during the life of this Contract, any benefits due and owing to him as a result of any term or condition of this Contract shall be payable to his Estate as permitted by Title 18A of the New Jersey Revised Statutes and Titles 6 and 6A of the New Jersey Regulations.

XIX. TERMINATION OF EMPLOYMENT This Contract may be terminated under the following conditions: A. Mutual written agreement of the parties; B. Unilateral termination by Business Administrator: The Business Administrator may propose to terminate this Employment Agreement upon sixty (60) days written notice to the Board; C. Unilateral termination by the Board: Upon the recommendation of the Superintendent of Schools, the Board may propose to terminate this Employment Agreement upon sixty (60) days written notice to the Business Administrator; D. Loss of legal authority to perform: In the

event the Business Administrator's certification is permanently revoked, all provisions of this Employment Agreement shall automatically terminate. If the Business Administrator is lawfully precluded from performing his duties by any judgment, order or direction of any court of competent jurisdiction or the State Board of Education, pursuant to N.J.S.A. 2C:51-2 or any other statutory provisions, all provisions of this Employment Agreement shall automatically terminate, and the Business Administrator's employment shall cease.

XX. PROFESSIONAL LIABILITY In the event of any civil suit arising from the Business Administrator's performance of his official duties while in the employ of the Board, the Board shall provide an attorney for Business Administrator, with the reasonable costs to be borne by the Board.

XXI. COMPLETE AGREEMENT This Agreement contains the entire understanding of the parties and is subject to approval by the Board of Education. This Agreement cannot be varied except by written agreement of the undersigned parties and prior written approval of the Executive County Superintendent of Schools.

XXII. NOTICE All notices, requests or other communications hereunder or in connection herewith shall be in writing and shall be deemed to have been duly given, if mailed U.S. prepaid certified mail, return receipt requested.

XXIII. AMENDMENTS OR MODIFICATIONS This Employment Contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties and prior written approval of the Executive County Superintendent.

XXIV. GOVERNING LAW This Agreement shall be construed in accordance with the provisions of the laws of New Jersey.

XXV. CONFLICTS In the event of any conflict between the terms, conditions and provisions of this Agreement and the provisions of the Board's policies or any permissive federal or state law, the terms of this Agreement shall take precedence over the contrary provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.

XXVI. SAVINGS CLAUSE If, during the term of this Employment Contract, it is found that a specific clause of the Employment Contract is illegal in Federal or State law, the remainder of this Employment Contract not affected by such a ruling shall remain in force.

XXVII. ADVICE OF LEGAL COUNSEL The Business Administrator acknowledges that he has been informed of his right to be represented by legal counsel regarding the negotiation, development, and approval of this Contract and that the Board's legal counsel does not represent him in the matter. However, the Business Administrator shall have the right to contact the Board attorney subject to the Superintendent's approval, for legal assistance on all other matters as the need arises in carrying out his duties.

WHEREAS, the Executive County Superintendent has reviewed and approved the terms and conditions of this Employment Contract; and WHEREAS, this Employment Contract has been approved by a vote of the Members of the Board of Education of the Township of Hillside at its meeting held on _____ and has been made a part of the minutes of that meeting. IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and date as written herein.

ATTEST:

_____

Dated:

HILLSIDE BOARD OF EDUCATION

By: Laquanna Best _____

Dated:

ATTEST:

_____

Dated:

BY: Dwayne McNeil _____

Dated:

APPROVED

DP 2/27/25

School Business Administrator

Detailed Statement of Contract Costs

District: Township of Hillside School District				
Name: Dwayne Mcneil				
Date BOE Authorized Submission to County Office	2/26/2025			
District Grade Span	Pre-K through 12			
On Roll Students as of 10-15	3,100			
Contract Term:	2024-25	2025-26	Dif.	% dif
Salary				
Salary	$ -	$ 160,000	$ 160,000	#DIV/0!
Longevity	$ -	$ -	$ -	#DIV/0!
Shared Service	$ -	$ -	$ -	#DIV/0!
Total Annual Salary	$ -	$ 160,000	$ 160,000	#DIV/0!
Additional Salary				
Quantitative Merit Goals	$ -	$ -	$ -	#DIV/0!
Qualitative Merit Goals	$ -	$ -	$ -	#DIV/0!
Total Additional Salary	$ -	$ -	$ -	#DIV/0!
Total Annual Salary plus Additional Salary	$ -	$ 160,000	$ 160,000	#DIV/0!
Board Contribution for Cost of Premiums for:				
Health Insurance	$ -	$ -	$ -	#DIV/0!
Prescription Insurance	$ -	$ -	$ -	#DIV/0!
Dental Insurance	$ -	$ -	$ -	#DIV/0!
Vision Insurance	$ -	$ -	$ -	#DIV/0!
Disability Insurance	$ -	$ -	$ -	#DIV/0!
Long-term Care Insurance	$ -	$ -	$ -	#DIV/0!
Life Insurance	$ -	$ -	$ -	#DIV/0!
Other Insurance - Describe:	$ -	$ -	$ -	#DIV/0!
Waiver of Benefits	$ -	$ 3,500	$ 3,500	#DIV/0!
Section 125 Plan Reimbursements - Describe:	$ -	$ -	$ -	#DIV/0!
Board Contribution for Cost of Premiums	$ -	$ 3,500	$ 3,500	#DIV/0!
Employee contribution to health benefits as per law	$ -	$ -	$ -	#DIV/0!
Total Health Benefit Compensation	$ -	$ 3,500	$ 3,500	#DIV/0!
Other Compensation				
Travel and Expense Reimbursement (Estimated Annual Cost)	$ -	$ 800	$ 800	#DIV/0!
Professional Development (Capped Amount or Estimated Annual Cost)	$ -	$ 800	$ 800	#DIV/0!
Tuition Reimbursement	$ -	$ 2,000	$ 2,000	#DIV/0!
Mentoring Expenses - Describe:	$ -	$ -	$ -	#DIV/0!
National/State/County/Local/Other Dues	$ -	$ 1,500	$ 1,500	#DIV/0!
Subscriptions	$ -		$ -	#DIV/0!
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	$ -	$ 250	$ 250	#DIV/0!
Computer for Home use, including supplies, maintenance, internet	$ -	$ -	$ -	#DIV/0!
Other - Describe:	$ -	$ -	$ -	#DIV/0!
Total Other Compensation	$ -	$ 5,350	$ 5,350	#DIV/0!
Sick and Vacation Compensation				
Max Paid for Unused Sick Leave Upon Retirement	$ -	$ 15,000	$ 15,000	#DIV/0!
Max Paid for Unused Vacation Leave - Retirement or Separation	$ -	$ 20,923	$ 20,923	#DIV/0!
Total Sick and Vacation Compensation	$ -	$ 35,923	$ 35,923	#DIV/0!
TOTAL CONTRACT COSTS	$ -	$ 204,773	$ 204,773	#DIV/0!