



**Mountain Lakes School District**  
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[www.mlschools.org](http://www.mlschools.org)

**MOUNTAIN LAKES BOARD OF EDUCATION**

**MINUTES OF REGULAR MEETING**

November 20, 2023

The meeting was called to order at 6:33pm by Mrs. Barkauskas

**STATEMENT OF ADEQUATE NOTICE**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Mountain Lakes Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Mountain Lakes Municipal Building and sent to the following newspapers: *The Daily Record, The Citizen, and the District Website.*

**PLEDGE OF ALLEGIANCE**

Board President, Mrs. Barkauskas will lead those present in the Pledge of Allegiance

**ROLL CALL**

Board Member	Present	Absent
Dr. Don	X	
Dr. Driscoll	X	
Mrs. Forman		X
Mrs. Hermey	X	
Dr. Hirschfeld	X (arrived at 6:38pm)	
Ms. Leininger	X	
Dr. McIntyre	X (arrived at 6:38pm)	
Mrs. Parker ( <i>Vice President</i> )	X (arrived at 6:43pm)	
Mrs. Tucker	X	
Mrs. Barkauskas ( <i>President</i> )	X	

Also present: Mr. Michael Fetherman, Mr. Alex Ferreira, Mrs. Ivonne Ciresi

EXECUTIVE SESSION I

BE IT RESOLVED, that the Mountain Lakes Board of Education enter into Executive Session was made by Dr. Don and seconded by Mrs. Tucker, that the Board of Education adopt the following resolution.

BE IT RESOLVED, by the Mountain Lakes Board of Education on this 20<sup>th</sup> day of November, 2023 at 6:34pm as follows:

Roll call vote 6-0-0

6:38pm - Dr. Hirschfeld and Dr. McIntyre entered

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion:

Matters of personal confidentiality rights, including but not limited to staff and/or student discipline matters, and specifically: privacy and negotiations

2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies. Although the Board cannot guarantee it, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action may take place.

6:43pm – Mrs. Parker entered

3. This resolution shall take effect immediately.

MOTION, to leave executive session at 7:38pm was made by Mrs. Tucker and seconded by Mrs. Hermey.

The motion was approved 9-0-0 and the Board returned to public session at 7:38pm.

STUDENT GOVERNMENT REPORT - presented by Elaine Wu

Briarcliff Middle School

- Briarcliff hosted Mr. Tim Shoemaker who presented to students about Digital Citizenship, Internet Safety, and the overall importance of good character. He also held a presentation at night for the community about how to keep our kids safe online.
- Pink Out Day on 10/20 to support The Susan G. Komen Foundation
- Parent/Teacher Conference dates have been communicated with parents.
- Wellness Wednesday on 10/25
- *National Bandana Day* on 10/27 to recognize & support those who are battling cancer.
- Last year, Mountain Lakes embarked on a fantastic partnership with Nyaka, a non-profit in Uganda that provides basic needs and education for orphans. This year we have grown our program and have decided to sponsor 30 Nyaka Vocational Secondary Students to provide them with education, room and board, textbooks, and other essential materials. Thanks to our amazing partnership with the local non-profit organization TEEEM, they have generously contributed \$20,000 towards our goal and are committed to matching whatever contributions we raise as a school.
- On November 2, our 8th graders ran to support their friends in Uganda. In just one week, our 8th graders raised an outstanding \$8,000 to help educate our friends in Nyaka, Uganda. The support and encouragement students received from parents, family members and friends played a crucial role in making this event a triumph, and for that, we extend our deepest gratitude. The dedication and enthusiasm displayed by our students on a very chilly day was truly inspiring.
- If you would like to contribute to the cause, [follow this link](#).
- Parent/Teacher Conferences continue for 6th & 7th grades

### **Lake Drive**

- Farmer Jack and all his animals visited our school. Thank you to Lake Drive HSA for organizing his visit, and also for creating our school pumpkin patch.
- Halloween was full of lots of fun events. Some of the older classes participated in the parade at Wildwood. We had trunk-or-treating in our parking lot, followed by a school-wide parade and class parties. Thank you to all the parents who volunteered for the trunk-or-treat and class parties.
- This Wednesday we will have our Annual Thanksgiving Feast. Staff in the school make a complete Thanksgiving meal for all to enjoy together.
- Lake Drive HSA will have our annual Holiday Shop for students to shop for holiday gifts for their parents and siblings.
- Lake Drive students are busy practicing for the Holiday Concert

### **MLHS**

- Congratulations to the entire cast of "Clue" for their outstanding performance this past weekend. Well done to our many talented actors and actresses for a great production. Additionally, a huge Laker Shout out to Ms. Kolek and Mr. Henry for always organizing our theater performances and constantly assisting behind the scenes.
- Congratulations to juniors Keira Lee and Myra Almeida who have been chosen as 2023-2024 class of the Governor's STEM Scholars program (GSS).
- The MLHS Academic Team competed in the Livingston High School Academic Competitive Extravaganza. The varsity team placed 9th overall, with Olin Bose placing 1st individually. Jack Wallace, Andrew Matty and Jayden Cao all placed within the top 50 in a field of 143 students.
- Congratulations to our Boys Soccer Team for winning the Group I North I Sectional Championship over Waldwick High School. This is the Boys' first sectional championship since 1995!
- Congratulations to our Girls Soccer Team for winning the Group I State Championship with a convincing 4-2 win over Point Pleasant Beach. The Lady Lakers have now won back-to-back Group I State Titles!
- Congratulations to the Herd for winning the Group I North Championship on Friday night over Shabazz High School 49-12. This was back-to-back Group I North Championships for the Herd as they will now take on Glassboro High School for the Group I State Championship on Sunday, November 26th at 11:00 AM at Rutgers University.
- MLHS annual Freshmen Dance on Friday, December 1st from 7:00 - 9:00pm
- Holiday Band concert - MLHS auditorium on Wednesday, December 6th at 7:30pm. That concert will be dedicated to our beloved teacher Mrs. Boyan.
- The Holiday Choir concert will take place on Thursday, December 14th at 7:30pm

### **Wildwood Elementary School**

- Reading Rocks Magic Show for Kindergarten and First Grade students was held on November 6th. Students were treated to magic tricks that accompanied some classic children's books. Thank you to the HSA Cultural Arts Committee for providing this outstanding program for our students.
- On National Kindness Day our students in grades K-5 participated in an event organized by our guidance counselor, Mrs. D'Addezio, where they wrote messages of hope and kindness on Starbucks drink sleeves. Mrs. D'Addezio and several colleagues then distributed the sleeves to local Starbucks stores to be placed around customers' drinks. Students enjoyed being able to brighten the day of an unsuspecting customer through their uplifting messages.
- We held the First Annual Wildwood Soup Convention. Staff members volunteered to bring in their favorite soup and all other staff members voted for their favorite out of the entries. The winner, Mr. Perez, took home the first-ever Golden Ladle!
- Currently, the Book Fair is taking place at Wildwood and we've had some amazing success. Students are shopping for their favorite titles, as are our teachers! Thank you to the HSA and our Librarians for their efforts to make it such a huge hit.

- On November 28<sup>th</sup>: Nina Essel from Balanced Kids to provide a workshop to our K-5 students on resilience, mindfulness, and perseverance. This is being provided by our HSA and we look forward to seeing our students learn from Ms. Essel.

MOUNTAIN LAKES SCHOOL DISTRICT STUDENT COMMENT - None

COMMENTS AND REQUESTS FROM THE MLEA CO-PRESIDENTS

- Mrs. Dunn reviewed:
  - Congratulations to the new members of the Board of Education and thanks to outgoing members for their service
  - Thanks to the BOE leadership for continued relationship
  - Wishing the staff and community a restful Thanksgiving

PRESENTATIONS

- Information Technology Update
  - Mr. Fetherman introduced Mr. Santos
    - Mr. Santos reviewed:
      - Technology Committee
      - Technology Plan
      - New District Website
      - IT Team
      - Projects
    - Board discussion

BOARD PRESIDENT REPORT

Mrs. Barkauskas reviewed:

- Thanks to the Administration team, staff, and greater educational community – grateful for the good
- Superintendent search process

SUPERINTENDENT / ASSISTANT SUPERINTENDENT UPDATE

Mr. Fetherman reviewed:

- Happy Thanksgiving!

SCHOOL BUSINESS ADMINISTRATOR UPDATE - None

APPROVAL OF MINUTES

Motion by Dr. Don and seconded by Dr. Driscoll

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following meeting minutes, as recommended by the Superintendent:

Date	Minutes
October 16, 2023	Regular and Executive Session Minutes
November 6, 2023	Regular and Executive Session Minutes

October 16, 2023: 7-0-1 (A: L. Hermey)

November 6, 2023: 6-0-2 (A: K. Driscoll, M. Leininger)

COMMENTS AND REQUESTS FROM THE MEMBERS OF THE PUBLIC ON AGENDA ITEMS - None

COMMUNICATIONS - None

BOONTON TOWNSHIP REPORT

Mrs. Hermey reviewed:

- Audit
- Elections
- Veterans Day Concert
- SEPAG presentations on Occupational Therapy and Multi-sensory

COMMITTEE REPORTS

Facilities Committee – Mrs. Tucker reviewed:

- Referendum kitchen project update
- Property line disputes
- Sound Start Babies NJDOH and lease
- WW rubber flooring repair
- Wilkins track repair for hole
- BC boilers
- LRFP timeline
- Lake Drive office vestibule design and audiology booth

Long Range Planning – Dr. McIntyre reviewed:

- Review of Finance/Facility/Technology goal
- Review of activity steps

Finance – Dr. Driscoll reviewed:

- FY24 snapshot – revenue vs. Projections
- FY25 budget prep
- FY23 audit

LIAISON AND CONFERENCE REPORTS

H&SA – Ms. Leininger reviewed:

- WW Book Sale
- Bake Sale

FOTA – Ms. Leininger reviewed:

- Clue
- Online store
- Winter concerts

MLEF – Mrs. Tucker reviewed:

- Raffle fundraiser

**REPORT AND RECOMMENDATIONS OF THE SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY****A. FINANCE**

- Mr. Ferreira reviewed:
  - Finance agenda resolutions

Motion by Ms. Leininger and seconded by Dr. Don motions #1 - #5

**1. Presentation of Bills**

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following bills list and check journals as of October 17, 2023 to November 17, 2023, as recommended by the Superintendent:\*

<b>Fund</b>	<b>Amount</b>
General Fund (10)	\$160,332.26
Special Revenue Fund (20)	\$7,695.25
Capital Project Fund (30)	N/A
Debt Service Fund (40)	N/A
Cafeteria Account Fund (60)	\$192,263.17
Payroll	N/A
Total	\$320,244.68

District Roll Call 8-0-1 (A: J. Parker)

**2. Travel / Conferences Expenditures 1**

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following staff members to attend training and conferences in accordance with Policy 6471, as recommended by the Superintendent.

<b>Name / ID</b>	<b>Location</b>	<b>Date</b>	<b>Event Name</b>	<b>Cost</b>
<b>DISTRICT</b>				
Adams, Sarah	MLHS	6/7/2024	2024 NAEA National Convention	\$130
DeFillippo, Michael	DW	10/19-10/21/23	Autism NJ 41st Annual Conference	\$0
Mazzucco, Corey	DW	2/22/2024	Baseball and Softball Skin Surface Selection and Management	\$175
Niewood, Elizabeth	LD	12/14/23	The Zones of Regulation Comprehensive Full-Day Training	\$220
Novachevska, Diana	MLHS	6/7/2024	2024 NAEA National Convention	\$130
Stolarczuk, Kayla	MLHS	12/12/2023	AP Statistics Roundtable	\$0
Suarez, Jennifer	MLHS	2/26-2/27/24	NJASPERD Health Conference	\$99
Suarez, Jennifer	MLHS	12/4-12/5/23	2023 Virtual Health Convention	\$99
<b>IVY H/WW/BC</b>				
Shortt, Sharon	BC	11/9/2023	NJEA 2023 Convention (Virtually)	\$0

District Roll Call 8-0-1 (A: J. Parker)

IVY H/WW/BC Roll call vote 7-0-1 (A: J. Parker)

**3. Donations / Grants**

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following donations / grants, as recommended by the Superintendent:

To	From	Reason	Amount
<b>DISTRICT</b>			
Lake Drive School: Grades 2-5	Young Audiences/Dance New Jersey (The Geraldine R. Dodge Foundation)	Dance to Learn Residency Grant	\$4,000-\$6,640

District Roll Call 8-0-1 (A: J. Parker)

**4. Fundraising**

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following District Fundraisers for the 2023-2024 school year, as recommended by the Superintendent:

School	Fundraising Activity	Beneficiary/Purpose
<b>DISTRICT</b>		
MLHS	Bake Sale – EMS	Boonton First Aid Squad

District Roll Call 8-0-1 (A: J. Parker)

**5. Bus Evacuation Drill Reports**

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the fall School Bus Emergency Evacuation Drills, for the 2023-2024 school year, as recommended by the Superintendent:\*

Schools
Lake Drive

District Roll Call 8-0-1 (A: J. Parker)

**B. MISCELLANEOUS****REPORT AND RECOMMENDATIONS OF THE SUPERINTENDENT****A. PERSONNEL**

- Mr. Fetherman reviewed:
  - Personnel agenda resolutions and Motion #6 Hand Carry

Motion by Mrs. Tucker and seconded by Ms. Leininger motions #6 - #13

**6. Appointments / Amendments/ Resignations / Rescission / Retirements / RIF's 4**

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, amendments, resignations, rescissions, retirements and RIFs, for all regular employees with base pay, be approved, as recommended by the Superintendent:

Name	Action	UPC	Position	Location	FTE	Degree/ Step	Rate of Pay	Start Date	Term Date
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DISTRICT									
Kovar, Debra	Retirement	SEC-HS-PRIN-02	12-Month Administrative Assistant	MLHS	1.0	Step 13	\$74,320	2/22/99	2/29/24
IVY H/WW/BC									
Minter, Kelly	Resignation	SPS-CST-AID-U29-15	Paraprofessional (P/T)	WW	0.97	Step 9	\$25,804.90	11/1/17	11/15/23

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

**6 (HC). Appointments / Amendments/ Resignations / Rescission / Retirements / RIF's**

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, amendments, resignations, rescissions, retirements and RIFs, for all regular employees with base pay, be approved, as recommended by the Superintendent:

Name	Action	UPC	Position	Location	FTE	Degree / Step	Rate of Pay	Start Date	Term Date
DISTRICT									
Polanco, Alana	Appointment	TCH-LR-ITCH-05	Teacher	DW	1.0	MA/ Step 1	\$70,865	11/17/23	6/30/24

District Roll Call 9-0-0

**7. Athletics / Extra Services (Schedule B Appointments)**

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following additional compensation, for all extra earnings under the contract, as recommended by the Superintendent:

Name	Action	Position	Location	Grade/Step	Rate of Pay	Start Date	Term Date
DISTRICT							
Bronico, Jeffrey (OD)	Appointment	Winter Weight Room Coach	MLHS		\$3,096	11/21/23	3/1/24
Doniloski, Jason	Appointment	Assistant Coach – Boys' Basketball	MLHS	Step 4	\$7,631	11/15/23	3/1/24
Sebesto, Alyssa	Appointment	Head Coach – Girls' Lacrosse	MLHS	Step 3	\$8,521	11/15/23	3/1/24
IVY H/WW/BC							
Dunn, Melissa	Appointment	5 <sup>th</sup> Grade Show Co-Advisor	WW	Step 3	\$1,190	8/30/23	6/30/24
Hussein, Amal	Revise	5 <sup>th</sup> Grade Team Co-Leader	WW		\$500	8/30/23	6/30/24
Hussein, Amal	Appointment	Math Olympiad	WW	Step 2	\$1,530	8/30/23	6/30/24
McNeill, Nicole	Rescind	5 <sup>th</sup> Grade Team Co-Leader	WW		\$250	8/30/23	6/30/24
Olearchik, Nicole	Revise	5 <sup>th</sup> Grade Show Co-Advisor	WW	Step 3	\$1,190	8/30/23	6/30/24
Paolazzi, Christopher	Revise	5 <sup>th</sup> Grade Team Co-Leader	WW		\$500	8/30/23	6/30/24
Perez, Ryan	Appointment	5 <sup>th</sup> Grade Show Co-Advisor	WW	Step 2	\$1,054	8/30/23	6/30/24
Pruser, Danielle	Rescind	5 <sup>th</sup> Grade Team Co-Leader	WW		\$250	2/23/24	6/30/24
Selinger, Emma	Appointment	Strings	WW	Step 1	\$1,201	8/30/23	6/30/24

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0



**8. Additional Compensation 4**

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following additional compensation, for extra earnings not listed in contract, as recommended by the Superintendent:

Name	Action	UPC	Position	Location	Degree/Step	Rate of Pay	Start Date	Term Date
<b>DISTRICT</b>								
Buzzelli, Vincent	Appointment		Chaperone– Band/Choir Trip	MLHS/BC		\$125/night (not to exceed 4 nights)	3/8/24	3/12/24
Chara, Susan	Appointment		Time to Soar	WW		\$25/hr (Not to exceed 25 hrs./wk.)	11/21/23	6/30/24
Durkin, Dawn	Appointment		Chaperone– Band/Choir Trip	MLHS		\$125/night (not to exceed 4 nights)	3/8/24	3/12/24
Goncalves, Joao	Appointment		Chaperone– Band/Choir Trip	WW		\$125/night (not to exceed 4 nights)	3/8/24	3/12/24
Henry, Paul	Appointment		Chaperone– Band/Choir Trip	DW		\$125/night (not to exceed 4 nights)	3/8/24	3/12/24
Hill (Kemp), Theresa	Appointment		Chaperone– Band/Choir Trip	WW/BC/ MLHS		\$125/night (not to exceed 4 nights)	3/8/24	3/12/24
Lindsay, Maria	Appointment		Junior College Kick-Off	MLHS		\$50/hr. (not to exceed 2 hrs.)	1/3/24	1/3/24
Novachevska, Diana	Appointment		Chaperone– Band/Choir Trip	MLHS		\$125/night (not to exceed 4 nights)	3/8/24	3/12/24
Pelchat, Cara	Appointment		Junior College Kick-Off	MLHS		\$50/hr. (not to exceed 2 hrs.)	1/3/24	1/3/24
Price, Ryan	Appointment		Chaperone– Band/Choir Trip	MLHS		\$125/night (not to exceed 4 nights)	3/8/24	3/12/24
Seibert, Tania	Appointment		Chaperone– Band/Choir Trip	MLHS		\$125/night (not to exceed 4 nights)	3/8/24	3/12/24
Suarez, Jenny	Appointment		Chaperone– Band/Choir Trip	MLHS		\$125/night (not to exceed 4 nights)	3/8/24	3/12/24
Sullivan, Betsy	Appointment		Junior College Kick-Off	MLHS		\$50/hr. (not to exceed 2 hrs.)	1/3/24	1/3/24
Vallies, Austin	Appointment		Chaperone– Band/Choir Trip	MLHS		\$125/night (not to exceed 4 nights)	3/8/24	3/12/24
Weinroth, Gail	Appointment		Junior College Kick-Off	MLHS		\$50/hr. (not to exceed 2 hrs.)	1/3/24	1/3/24
<b>IVY H/WW/BC</b>								
DeStefano, Amanda	Appointment		Time to Soar Substitute	LD		\$25/hr. (Not to exceed 25 hrs./wk.)	11/21/23	6/30/24

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

**9. Substitutes, Volunteers and Intern Appointments 4**

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, as recommended by the Superintendent:

Name	Action	Position	Location	Rate of Pay	Start Date	Term Date
<b>DISTRICT</b>						
Bush, Michele	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24

Buzby, Cheryl	Appointment	Substitute	DW	Board Approved Rates	10/14/23	6/30/24
Cannon, Catherine	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
Zyzyck, Stacey	Appointment	Volunteer	DW	N/A	8/30/23	6/30/24
<b>IVY H/WW/BC</b>						
Fidacaro, Danielle	Appointment	Substitute (LTS 5298)	WW	\$190/day	10/19/23	12/22/23
Hughes, Melissa	Appointment	Substitute (LTS 5303)	BC	\$190/day	1/2/24	2/29/24

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

### 10. Field Trips

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following field trips for the 2022-2023 school year, as recommended by the Superintendent:

School	Destination	Reason	Date
<b>DISTRICT</b>			
MLHS	Summit, NJ	Debate Tournament	12/9/23

District Roll Call 9-0-0

### 11. Tuition Reimbursement $\Delta$

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following course(s) for tuition reimbursement when the course has been completed and the transcripts received by the Superintendent's office, as recommended by the Superintendent:

Name	Location	College/University	Course Title / #	Credits
<b>DISTRICT</b>				
Mores-Silva, Maria	LD	Univ. of Alabama	Neuroscience in Clinical Practice/SW703	3
Mores-Silva, Maria	LD	Univ. of Alabama	Research for Clinical and Community Practice II/SW702	3
Rodriguez, Begona	MLHS	UC – San Diego	Educating The Whole Student: Mindfulness & Social-Emotional Learning (Grades K-12)/ EDUC40154	5
Rodriguez, Begona	MLHS	UC – San Diego	Educational Technology 101 (Grades K-12)/ EDUC41493	5
Rodriguez, Begona	MLHS	UC – San Diego	Embracing Diversity & Equity Through Culturally Responsive Teaching (Grades K-12)/ EDUC40247	5
Rodriguez, Begona	MLHS	UC – San Diego	Instilling A Growth Mindset In Students (Grades K-12)/ EDUC40265	5
Rodriguez, Begona	MLHS	UC – San Diego	Best Practices For A Successful High School Classroom (Grades 9-12)/ EDUC41580	5

Rodriguez, Begona	MLHS	UC – San Diego	Embracing Technology To Empower Students With Special Needs (Grades K-12)/ EDUC42374	5
<b>IVY H/WW/BC</b>				
Pruser, Danielle^	WW	Walden University	The Effective STEM Scholar-Practitioner/ EDUC 6713	3
Pruser, Danielle^	WW	Walden University	Integrating Technology Across the Content Areas/ EDUC 6713	3
Valvano, Sarah	Ivy H	Rider University	Introduction to Research/ EDUC 500	3

^Course documented for guide movement only, not reimbursement.

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

## B. CURRICULUM / SPECIAL SERVICES

## C. MISCELLANEOUS

### 12. Harassment, Intimidation and Bullying Incident **Δ**

BE IT RESOLVED, that the Mountain Lakes Board of Education affirm and adopt the Superintendent's decision and findings for the Harassment, Intimidation and Bullying incident #001-2324-WW reported to the Board of Education on October 16, 2023, and discussed in Executive Session, as recommended by the Superintendent.

IVY H/WW/BC Roll call vote 8-0-0

### 13. Harassment, Intimidation and Bullying Incident **Δ**

BE IT RESOLVED, that the Mountain Lakes Board of Education affirm and adopt the Superintendent's decision and findings for the Harassment, Intimidation and Bullying incident #001-2324-BC reported to the Board of Education on October 16, 2023, and discussed in Executive Session, as recommended by the Superintendent.

IVY H/WW/BC Roll call vote 8-0-0

UNFINISHED BUSINESS - None

### NEW BUSINESS

- Laker Sport Club Liaison

PENDING LEGISLATION - None

COMMENTS AND REQUESTS FROM THE PUBLIC - None

### EXECUTIVE SESSION II

MOTION to enter into Executive Session was made by Dr. Hirschfeld and seconded by Dr. Don, that the Board of Education adopt the following resolution.

Roll call vote 9-0-0

9:15pm – Mr. Fetherman left

9:15pm – Mrs. Peterson entered

BE IT RESOLVED, by the Mountain Lakes Board of Education on this 20<sup>th</sup> of November 2023 at 9:08pm as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion:

Matters of personal confidentiality rights, including but not limited to staff and/or student discipline matters, and specifically: negotiations

2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies. Although the Board cannot guarantee it, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action may take place.

9:25pm – Mrs. Parker entered

3. This resolution shall take effect immediately.

MOTION, to leave executive session at 10:18pm was made by Ms. Leininger and seconded by Dr. Driscoll. The motion was approved 8-0-0 and the Board returned to public session at 10:18pm.

#### ADJOURNMENT

MOTION to adjourn the meeting at 10:19pm was made by Ms. Leininger and seconded by Dr. Driscoll.

Roll call vote 8-0-0

The motion was approved 8-0-0 and the Board adjourned at 10:19pm.

Respectfully Submitted,

Alex Ferreira

School Business Administrator / Board Secretary

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*A Indicates matters not relating to MLHS, the Boonton Township district Representative of the Board of Education will refrain from voting on such matters, pursuant to Board Policy 0141.2.*

*\* Indicates a motion/resolution will have supporting documentation*

**2023-2024 District Goals**

Goal Area	Goal Statement
Ensuring the Success of All Students	Diversify academic programming that reaches all learners, emphasizing literacy instruction and programming in K-5.
Ensuring the Success of All Staff	Revise the teacher evaluation system by exploring alternative models and engaging with all stakeholders.  Building a culture of communication, collaboration, and problem-solving by using resources like Jimmy Casas coaching and peer discussion.
Supporting the Whole Child	Develop a Social Emotional Learning framework for effective behavioral interventions for all students, emphasizing the entrenchment of the Wingman Program across the district.
Finance/Infrastructure/Technology	Update and prioritize the district's Long Range Facilities Plan (LRFP), conduct a demographic study, develop a safety and security plan, as well as design, migrate, build, and launch a new district website.
Strong Family/School/Community Partnerships	Collaborate with community groups for opportunities to support and show appreciation for teachers, staff, coaches, advisors, and others who engage our students throughout the year, emphasizing a process of awarding NJ Governor Educator of the Year recognition.

**2023-2024 Board Goals**

Board Goal	Committee Support
Development of a sustainable comprehensive budget that supports the district's goals/priorities, short and long-term facility needs, strengthens the district's financial position and works to increase revenue and manage costs.	Finance, Facilities
To support and provide for the implementation of the districtwide five-year strategic plan.	Will assign to align with Strategic Plan action steps
To enhance the support, celebration, and recognition of the contributions and accomplishments of district staff and students.	Curriculum, Personnel, Special Services
To enhance the accountability and transparency of the accomplishment of Board goals through the development/monitoring of action plans and a quarterly reporting of progress.	Full Board

va\_chkr3.040423  
10/23/2023

# Mountain Lakes Board of Education

## Check Register By Check Number

for Batches 50,51,52 and Posted Checks : Current Cycle : October

Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
<b>POSTED CHECKS</b>									
99007	24-0985		60-910-310-870-DW-000 - -	6640/POMPTONIAN FOOD SERVICE	50	82,245.82	(4) Sept'23 Invs;StartUp Money	10/31/2023	C
<b>Total For Check Number 99007</b>						<b>\$82,245.82</b>			
99008	24-0235		11-190-100-500-TD-0720C- -	8745/CABLEVISION LIGHTPATH, INC.	51	4,647.95	Inv. 101140332 Nov.'23	10/31/2023	C
<b>Total For Check Number 99008</b>						<b>\$4,647.95</b>			
99009	24-0240		11-000-252-500-TD- - -	8659/CANON FINANCIAL SERVICES, INC	51	929.18	Inv. 31495440 10/20-11/19/23	10/31/2023	C
	24-0240		11-190-100-440-TD- - -	8659/CANON FINANCIAL SERVICES, INC	51	2,168.08	Inv. 31495440 10/20-11/19/23	10/31/2023	C
<b>Total For Check Number 99009</b>						<b>\$3,097.26</b>			
99010	24-0301		11-000-291-270-DW-0820C- -	4676/DELTA DENTAL OF N J *	51	24,531.95	Dental Ins Premium Oct.'23	10/31/2023	C
<b>Total For Check Number 99010</b>						<b>\$24,531.95</b>			
99011	24-0799		11-000-262-622-BC-0640B- -	9391/DIRECT ENERGY BUSINESS	51	1,697.68	#1820842 9/29-10/27	10/31/2023	C
	24-0799		11-000-262-622-HS-0640B- -	9391/DIRECT ENERGY BUSINESS	51	8,286.71	#1820841 9/29-10/26	10/31/2023	C
	24-0799		11-000-262-622-LR-0640B- -	9391/DIRECT ENERGY BUSINESS	51	199.93	#1820838 9-23-10/23	10/31/2023	C
	24-0799		11-000-262-622-WW-0640B- -	9391/DIRECT ENERGY BUSINESS	51	2,265.90	#1820839, #1820840 9/29-10/26	10/31/2023	C
<b>Total For Check Number 99011</b>						<b>\$12,450.22</b>			
99012	24-0651		11-000-262-622-BC-0640B- -	2181/J C P & L	51	887.71	9/29-10/27	10/31/2023	C
	24-0651		11-000-262-622-HS-0640B- -	2181/J C P & L	51	4,587.44	9/20-10/18; 8/29-10/26	10/31/2023	C
	24-0651		11-000-262-622-LR-0640B- -	2181/J C P & L	51	649.47	9/23-10/23	10/31/2023	C
	24-0651		11-000-262-622-WW-0640B- -	2181/J C P & L	51	2,217.78	8/29-10/26; 8/29-10/26	10/31/2023	C
<b>Total For Check Number 99012</b>						<b>\$8,342.40</b>			
99013	24-1008		11-190-100-890-BC-0250A- -	8848/MIDDLESEX MIDDLE SCHOOL	51	135.00	Invoice dated 11/18/23	10/31/2023	C
<b>Total For Check Number 99013</b>						<b>\$135.00</b>			
99014	24-0973		11-000-270-420-DW- - -	8728/N.J. MOTOR VEHICLE COMMISSION	51	50.00	#587497103070460	10/31/2023	C
<b>Total For Check Number 99014</b>						<b>\$50.00</b>			
99015	24-0237		11-190-100-500-TD-0720C- -	9239/T-MOBILE	51	96.00	AC 977316580 Oct.'23	10/31/2023	C
<b>Total For Check Number 99015</b>						<b>\$96.00</b>			
99016	24-0652		11-000-262-622-HS-0640B- -	8054/TIOGA SOLAR MORRIS COUNTY 1, LLC	51	463.84	Oct.'23	10/31/2023	C
<b>Total For Check Number 99016</b>						<b>\$463.84</b>			
99017	24-0238		11-190-100-500-TD-0720C- -	9144/VERIZON	51	495.79	AC 356-779-984-0001-81 Nov.'23	10/31/2023	C
<b>Total For Check Number 99017</b>						<b>\$495.79</b>			
99018	24-0236		11-190-100-500-TD-0720C- -	9188/VERIZON	51	1,521.96	Inv. Z9216327 Oct.'23	10/31/2023	C
	24-0236		11-190-100-500-TD-0720C- -	9188/VERIZON	51	1,521.96	Inv. Z9275619 Nov.'23	10/31/2023	C
<b>Total For Check Number 99018</b>						<b>\$3,043.92</b>			

va\_chkr3.040423  
10/23/2023

# Mountain Lakes Board of Education

## Check Register By Check Number

for Batches 50,51,52 and Posted Checks : Current Cycle : October

Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Ba- tch	Check Check Description or Amount Multi Remit To Check Name	Check Date	Check Type
<b>POSTED CHECKS</b>							
99019 24-0973		11-000-270-420-DW- - -	8728/N.J. MOTOR VEHICLE COMMISSION	52	50.00#587497103070460	10/31/2023	C
Total For Check Number 99019					<u>\$50.00</u>		
Total Posted Checks					<u>\$139,650.15</u>		

va\_chkr3.040423  
10/23/2023

# Mountain Lakes Board of Education

## Check Register By Check Number

for Batches 50,51,52 and Posted Checks : Current Cycle : October

Vendor No./ Vendor Name/Remit to Vendor							
Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11	\$57,404.33				\$57,404.33
	60	60	\$82,245.82				\$82,245.82
	GRAND	TOTAL	\$139,650.15	\$0.00	\$0.00	\$0.00	\$139,650.15

* Total Prior Cycle Checks Voided in selected cycle(s):	\$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s):	\$0.00



# Mountain Lakes Board of Education

## Check Register By Check Number

for Batch 61 and Posted Checks : Current Cycle : October

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10/23/2023

Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Ba- tch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
<b>POSTED CHECKS</b>								
99106 24-0961		11-000-213-330-CS-0431A- -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	61	125.00	Invs. 4921, 5075	10/17/2023	C
<b>Total For Check Number 99106</b>					<b>\$125.00</b>			
99107 24-1031		11-000-240-610-HS-0250D-BA- ACCT	7019/MOUNTAIN LAKES BD-CAFE	61	34.00	574-4521 Oct'23	10/17/2023	C
<b>Total For Check Number 99107</b>					<b>\$34.00</b>			
99108 24-0987		11-000-213-330-CS-0431A- -	8992/RICHARD KLEINMANN MD, LLC	61	1,500.00	BRIGE000	10/17/2023	C
<b>Total For Check Number 99108</b>					<b>\$1,500.00</b>			
<b>Total Posted Checks</b>					<b>\$1,659.00</b>			

# Mountain Lakes Board of Education

## Check Register By Check Number

for Batch 61 and Posted Checks : Current Cycle : October

Vendor No./ Vendor Name/Remit to Vendor							
Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11	\$1,659.00				\$1,659.00
	GRAND	TOTAL	\$1,659.00	\$0.00	\$0.00	\$0.00	\$1,659.00

* Total Prior Cycle Checks Voided in selected cycle(s):	\$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s):	\$0.00

# Mountain Lakes Board of Education

## Check Register By Check Number

for Batch 60 and UnPosted Checks : Check Date is from 11/01/2023 to 11/17/2023

Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
<b>UNPOSTED CHECKS</b>								
99020 24-1012		11-000-223-890-BC-0130B- -	7318/AMERICAN ASSN OF TEACHERS OF FRENCH	60	62.00	Membership Renewal-M.A.	11/17/2023	C
		<b>Total For Check Number 99020</b>			<b>\$62.00</b>			
99021 24-0442		11-190-100-500-HS- - -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	60	100.00	Inv. 5139	11/17/2023	C
24-0967		11-190-100-500-LR-0720C- -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	60	100.00	Inv. 5108	11/17/2023	C
		<b>Total For Check Number 99021</b>			<b>\$200.00</b>			
99022 24-0461		11-000-261-420-DW-0750 - -	4813/AC DAUGHTRY, INC	60	119.85	Inv. 3980277	11/17/2023	C
		<b>Total For Check Number 99022</b>			<b>\$119.85</b>			
99023 24-0802		11-000-251-500-AD- - -	6086/ACCESS	60	1,416.08	Inv. 10540963 Oct.'23	11/17/2023	C
		<b>Total For Check Number 99023</b>			<b>\$1,416.08</b>			
99024 24-0826		11-000-240-610-LR-0250E- -	6373/ACCURATE LABEL DESIGNS	60	235.95	Inv. 175360	11/17/2023	C
		<b>Total For Check Number 99024</b>			<b>\$235.95</b>			
99025 24-0842		11-190-100-610-HS-0240A-D -	9095/ACDC LEADERSHIP INC.	60	500.00	Inv. 0004688	11/17/2023	C
		<b>Total For Check Number 99025</b>			<b>\$500.00</b>			
99026 24-0768		11-190-100-610-HS-0240A-F -	8624/ALBERTSON/SAFEWAY	60	25.72	AC 187342-(1) Oct.'23 Receipt	11/17/2023	C
		<b>Total For Check Number 99026</b>			<b>\$25.72</b>			
99027 24-0663		11-000-261-420-DW-0750 - -	1068/ADAMS FIRE PROTECTION INC.	60	2,071.50	Invs 0111 843,845,850,851,852	11/17/2023	C
		<b>Total For Check Number 99027</b>			<b>\$2,071.50</b>			
99028 24-0936		11-000-263-420-DW-0720A- -	9117/AERIAL RISE LLC	60	982.50	Inv. 20090	11/17/2023	C
		<b>Total For Check Number 99028</b>			<b>\$982.50</b>			
99029 24-1017		11-000-261-610-DW-0730B- -	1123/MORRIS COUNTY HARDWARE & PAINT	60	1,981.78	Oct.'23 Invoices	11/17/2023	C
		<b>Total For Check Number 99029</b>			<b>\$1,981.78</b>			
99030 24-0308		11-000-261-420-DW-0750 - -	5261/ARROW ELEVATOR INC.	60	425.00	Inv. 114493 Nov.'23	11/17/2023	C
		<b>Total For Check Number 99030</b>			<b>\$425.00</b>			
99031 24-0922		11-000-230-610-LR-0130H- -	7882/ATLANTIC COMMUNICATIONS	60	569.90	Inv. 21719	11/17/2023	C
		<b>Total For Check Number 99031</b>			<b>\$569.90</b>			
99032 24-0919		11-000-240-610-BC-0250A- -	8920/DECKER INC. SCHOOL FIX	60	309.62	Order #553987A	11/17/2023	C
		<b>Total For Check Number 99032</b>			<b>\$309.62</b>			
99033 24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	37.98	Kim Sauer	11/17/2023	C
		<b>Total For Check Number 99033</b>			<b>\$37.98</b>			
99034 24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	37.98	Jessica Bickham	11/17/2023	C

va\_chkr3.040423  
10/23/2023

# Mountain Lakes Board of Education

## Check Register By Check Number

for Batch 60 and UnPosted Checks : Check Date is from 11/01/2023 to 11/17/2023

Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
<b>UNPOSTED CHECKS</b>									
<b>Total For Check Number 99034</b>						<b>\$37.98</b>			
99035	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	68.98	Michele Bush	11/17/2023	C
<b>Total For Check Number 99035</b>						<b>\$68.98</b>			
99036	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	68.98	Jen Chaird	11/17/2023	C
<b>Total For Check Number 99036</b>						<b>\$68.98</b>			
99037	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	68.98	Isabella Ciresi	11/17/2023	C
<b>Total For Check Number 99037</b>						<b>\$68.98</b>			
99038	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	68.98	Denise Faehner	11/17/2023	C
<b>Total For Check Number 99038</b>						<b>\$68.98</b>			
99039	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	68.98	Alina Gioielli	11/17/2023	C
<b>Total For Check Number 99039</b>						<b>\$68.98</b>			
99040	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	68.98	Jeanine Golden	11/17/2023	C
<b>Total For Check Number 99040</b>						<b>\$68.98</b>			
99041	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	68.98	Erica Jackson	11/17/2023	C
<b>Total For Check Number 99041</b>						<b>\$68.98</b>			
99042	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	68.98	Jordana Michaels	11/17/2023	C
<b>Total For Check Number 99042</b>						<b>\$68.98</b>			
99043	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	68.98	Liz Miner	11/17/2023	C
<b>Total For Check Number 99043</b>						<b>\$68.98</b>			
99044	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	68.98	Julie Savage	11/17/2023	C
<b>Total For Check Number 99044</b>						<b>\$68.98</b>			
99045	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	79.98	Kristen Agnello	11/17/2023	C
<b>Total For Check Number 99045</b>						<b>\$79.98</b>			
99046	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	79.98	Christine Arakelian	11/17/2023	C
<b>Total For Check Number 99046</b>						<b>\$79.98</b>			
99047	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	79.98	Samara Barness	11/17/2023	C
<b>Total For Check Number 99047</b>						<b>\$79.98</b>			
99048	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	79.98	Abby Brewster	11/17/2023	C
<b>Total For Check Number 99048</b>						<b>\$79.98</b>			
99049	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	79.98	Katherine D'Orlando	11/17/2023	C
<b>Total For Check Number 99049</b>						<b>\$79.98</b>			
99050	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	79.98	Judith Heimbach	11/17/2023	C
<b>Total For Check Number 99050</b>						<b>\$79.98</b>			
99051	24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	79.98	Michael Hernando	11/17/2023	C
<b>Total For Check Number 99051</b>						<b>\$79.98</b>			

va\_chkr3.040423  
10/23/2023

# Mountain Lakes Board of Education

## Check Register By Check Number

for Batch 60 and UnPosted Checks : Check Date is from 11/01/2023 to 11/17/2023

Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
<b>UNPOSTED CHECKS</b>								
99052 24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	99.35	Kara Stanzione	11/17/2023	C
		<b>Total For Check Number 99052</b>			<b>\$99.35</b>			
99053 24-1058		11-000-230-895-AD-0130A- -	6341/FINGERPRINT REIMB	60	11.00	Ralph Giampietro	11/17/2023	C
		<b>Total For Check Number 99053</b>			<b>\$11.00</b>			
99054 24-0822		11-000-230-331-AD-0120B- -	8927/FOGARTY & HARA, ESQS.	60	4,303.00	Inv. 19404 Aug.'23	11/17/2023	C
24-0822		11-000-230-331-AD-0120B- -	8927/FOGARTY & HARA, ESQS.	60	4,218.00	Inv. 19323 Jul'23	11/17/2023	C
		<b>Total For Check Number 99054</b>			<b>\$8,521.00</b>			
99055 24-0749		11-000-263-420-DW-0720A- -	1927/GATES FLAG & BANNER CO., INC.	60	3,825.00	Inv. 216142	11/17/2023	C
		<b>Total For Check Number 99055</b>			<b>\$3,825.00</b>			
99056 24-0992		11-000-261-420-DW-0750 - -	9030/GENERATIONS SERVICES INC.	60	4,895.91	Inv. 10465	11/17/2023	C
		<b>Total For Check Number 99056</b>			<b>\$4,895.91</b>			
99057 24-0423		11-000-213-330-LR-0430A- -	8994/HEATHER LYN BLACKWELL LONG	60	7,692.50	Oct.'23	11/17/2023	C
		<b>Total For Check Number 99057</b>			<b>\$7,692.50</b>			
99058 24-0925		11-000-222-610-HS-0230B- -	7805/INFOBASE LEARNING	60	5,263.32	INV450243	11/17/2023	C
		<b>Total For Check Number 99058</b>			<b>\$5,263.32</b>			
99059 Non A/P Chk		DB10-499- , CR10-101-	9411/JESSICA MCGRADY	60	260.00	WTTS Refund - WD	11/17/2023	C
		<b>Total For Check Number 99059</b>			<b>\$260.00</b>			
99060 24-0998		11-000-261-420-DW-0750 - -	5039/JOHNSON CONTROLS FIRE PROTECTION LP	60	3,203.11	Inv. 51295780	11/17/2023	C
		<b>Total For Check Number 99060</b>			<b>\$3,203.11</b>			
99061 24-1030		12-000-261-732-DW- - -	8743/JOHNSTONE SUPPLY	60	2,405.64	Inv. S5925145.001	11/17/2023	C
24-1002		12-000-261-732-DW- - -	8743/JOHNSTONE SUPPLY	60	2,405.64	Inv. S5909499.001	11/17/2023	C
		<b>Total For Check Number 99061</b>			<b>\$4,811.28</b>			
99062 24-0932		11-000-213-330-LR-0430A- -	9212/KAREN J NOBLE	60	1,600.00	2324-1, 2324-4	11/17/2023	C
		<b>Total For Check Number 99062</b>			<b>\$1,600.00</b>			
99063 24-0798		11-000-263-610-DW- - -	6240/KENVIL POWER MOWER	60	5,346.22	Inv. 228006	11/17/2023	C
		<b>Total For Check Number 99063</b>			<b>\$5,346.22</b>			
99064 24-0949		11-000-263-610-DW- - -	7530/LAKELAND AUTO PARTS	60	159.84	S3179781, S3188976	11/17/2023	C
		<b>Total For Check Number 99064</b>			<b>\$159.84</b>			
99065 24-0904		20-042-100-610-LD- - -	1345/LAKESHORE LEARNING MATERIALS	60	877.23	Inv. 380954101023	11/17/2023	C
		<b>Total For Check Number 99065</b>			<b>\$877.23</b>			
99066 24-0849		11-000-263-610-DW- - -	8551/METRO SUPPLY & SERVICE	60	158.00	Inv. 56363	11/17/2023	C

va\_chkr3.040423  
10/23/2023

# Mountain Lakes Board of Education

## Check Register By Check Number

for Batch 60 and UnPosted Checks : Check Date is from 11/01/2023 to 11/17/2023

Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
<b>UNPOSTED CHECKS</b>								
<b>Total For Check Number 99066</b>					<b>\$158.00</b>			
99067 24-0972		11-000-230-610-AD-0130E- -	2453/MGL PRINTING SOLUTIONS	60	69.00	Inv. 200964	11/17/2023	C
<b>Total For Check Number 99067</b>					<b>\$69.00</b>			
99068 24-0307		11-000-263-420-DW-0720A- -	9052/MOORE CONTROL EXTERMINATING CO	60	248.55	Invs 83111-83115	11/17/2023	C
<b>Total For Check Number 99068</b>					<b>\$248.55</b>			
99069 24-0866		11-000-240-610-WW-0250A- -	7960/MOUNT FREEDOM PRINTING	60	268.00	Inv. 30487	11/17/2023	C
<b>Total For Check Number 99069</b>					<b>\$268.00</b>			
99070 24-0937		11-000-310-930-LR-0920 - -	7019/MOUNTAIN LAKES BD-CAFE ACCT	60	3,880.00	574 4504, 4503 &4512 Sept.'23	11/17/2023	C
<b>Total For Check Number 99070</b>					<b>\$3,880.00</b>			
99071 24-0520		11-190-100-500-HS- - -	2563/THE MUSIC SHOP, LLC	60	1,502.60	182312-182319, 182325 (9) Invs	11/17/2023	C
<b>Total For Check Number 99071</b>					<b>\$1,502.60</b>			
99072 24-1013		11-000-263-610-DW- - -	8359/NAPA AUTO PARTS	60	341.99	Inv. 1567-206401	11/17/2023	C
<b>Total For Check Number 99072</b>					<b>\$341.99</b>			
99073 24-0750		11-190-100-610-HS-0240A-G -	7657/NATIONAL EDUCATIONAL MUSIC CO.	60	846.42	Invs 48029, 48038, 48441	11/17/2023	C
24-0750		12-140-100-731-HS- - -	7657/NATIONAL EDUCATIONAL MUSIC CO.	60	3,930.00	Invs 48029, 48038, 48441	11/17/2023	C
<b>Total For Check Number 99073</b>					<b>\$4,776.42</b>			
99074 24-0938		11-190-100-610-TD-0730A- -	8608/NEWEGG BUSINESS INC.	60	33.05	Inv. 1304716041	11/17/2023	C
<b>Total For Check Number 99074</b>					<b>\$33.05</b>			
99075 24-0990		11-000-252-580-TD- - -	2579/NJASA	60	695.00	Inv. dated Nov. 2, 2023	11/17/2023	C
<b>Total For Check Number 99075</b>					<b>\$695.00</b>			
99076 24-0974		11-000-230-590-AD-0130B- -	8535/NJSCHOOLJOBS.COM, INC.	60	2,000.00	Inv. 17037	11/17/2023	C
<b>Total For Check Number 99076</b>					<b>\$2,000.00</b>			
99077 24-0384		11-402-100-890-HS-1020A-21-	4919/NJSIAA	60	180.00	0087255-IN, 0087081-IN	11/17/2023	C
24-0384		11-402-100-890-HS-1020A-21-	4919/NJSIAA	60	90.00	0087418-IN	11/17/2023	C
<b>Total For Check Number 99077</b>					<b>\$270.00</b>			
99078 24-0945		11-000-213-330-LR-0430A- -	9290/PATRICIA FILIACI	60	700.00	2324-3	11/17/2023	C
<b>Total For Check Number 99078</b>					<b>\$700.00</b>			
99079 24-0947		11-000-261-420-DW-0750 - -	7934/PDM GROUP	60	1,552.50	Inv. 1170	11/17/2023	C
<b>Total For Check Number 99079</b>					<b>\$1,552.50</b>			
99080 24-0382		11-207-100-610-LR-0240 - -	8325/NCS PEARSON INC	60	444.79	Invs. 22243164, 22256903	11/17/2023	C
<b>Total For Check Number 99080</b>					<b>\$444.79</b>			

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10/23/2023

# Mountain Lakes Board of Education

## Check Register By Check Number

for Batch 60 and UnPosted Checks : Check Date is from 11/01/2023 to 11/17/2023

Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
<b>UNPOSTED CHECKS</b>									
99081	22-0985A		P2-040-100-610-DW- - -	9216/PLAYPOWER LT FARMINGTON, INC	60	5,000.00	Inv. 1400260217 Balance	11/17/2023	C
<b>Total For Check Number 99081</b>						<b>\$5,000.00</b>			
99082	24-0985		60-910-310-870-DW-000 - -	6640/POMPTONIAN FOOD SERVICE	60	110,017.35	(3) Oct.'23 Invoices	11/17/2023	C
<b>Total For Check Number 99082</b>						<b>\$110,017.35</b>			
99083	24-0867		11-000-240-610-WW-0250A- -	4821/PRESENTATION SYSTEMS, INC.	60	595.00	Inv. 62360	11/17/2023	C
<b>Total For Check Number 99083</b>						<b>\$595.00</b>			
99084	24-0848		11-401-100-890-HS-1020A-05-	2798/PRINCIPALS/SUPERVISORS/DIRECTORS	60	195.00	Richard Mangili	11/17/2023	C
<b>Total For Check Number 99084</b>						<b>\$195.00</b>			
99085	24-0993		11-000-240-610-LR-0250E- -	2937/PRO-ED, INC	60	83.00	Inv. 3015688	11/17/2023	C
	24-0908		20-042-100-610-LD- - -	2937/PRO-ED, INC	60	1,574.10	Inv. 3012441	11/17/2023	C
<b>Total For Check Number 99085</b>						<b>\$1,657.10</b>			
99086	24-0354		11-000-240-500-BC- - -	2881/READY REFRESH BY NESTLE	60	63.82	AC 0015576978 10/13-11/12/23	11/17/2023	C
	24-0580		11-000-251-500-AD- - -	2881/READY REFRESH BY NESTLE	60	134.44	AC 0015629652 10/13-11/12/23	11/17/2023	C
	24-0903		11-190-100-500-HS- - -	2881/READY REFRESH BY NESTLE	60	14.37	AC 0014813828 10/13-11/12/23	11/17/2023	C
<b>Total For Check Number 99086</b>						<b>\$212.63</b>			
99087	24-0896		11-000-240-610-LR-0250E- -	9170/SCHOOL SPECIALTY, LLC	60	50.89	#308104431186	11/17/2023	C
	24-0229		11-190-100-610-WW-0240A-U -	9170/SCHOOL SPECIALTY, LLC	60	1,209.74	(3) Invoices	11/17/2023	C
	24-0216		11-190-100-610-WW-0240A-U -	9170/SCHOOL SPECIALTY, LLC	60	309.00	#308104364007, #208133331120	11/17/2023	C
<b>Total For Check Number 99087</b>						<b>\$1,569.63</b>			
99088	24-0771		11-190-100-610-HS-0240A-F -	9253/SRS, INC.	60	92.84	ID149902 (2) Oct'23 Receipts	11/17/2023	C
<b>Total For Check Number 99088</b>						<b>\$92.84</b>			
99089	24-0907		20-042-100-610-LD- - -	8613/SPEECH CORNER LLC	60	207.92	Inv. 24753	11/17/2023	C
<b>Total For Check Number 99089</b>						<b>\$207.92</b>			
99090	24-0469		11-190-100-610-HS-0240A-G -	7172/STANTON'S SHEET MUSIC, INC	60	1,133.18	Invs. 1951872, 1956690	11/17/2023	C
<b>Total For Check Number 99090</b>						<b>\$1,133.18</b>			
99091	24-1000		11-190-100-610-BC-0730A- -	7945/STAPLES BUSINESS CREDIT	60	439.96	Inv. 8072302940	11/17/2023	C
	24-1010		11-190-100-610-BC-0730A- -	7945/STAPLES BUSINESS CREDIT	60	127.49	Inv. 8072293326	11/17/2023	C
<b>Total For Check Number 99091</b>						<b>\$567.45</b>			
99092	24-0738		11-190-100-610-HS-0240A-G -	5876/SWEETWATER SOUND INC.	60	585.50	Inv. 38327879	11/17/2023	C
<b>Total For Check Number 99092</b>						<b>\$585.50</b>			
99093	24-0900		11-219-100-580-LI-0250 - -	3320/TEACHER	60	65.80	Alana Polanco	11/17/2023	C
<b>Total For Check Number 99093</b>						<b>\$65.80</b>			

# Mountain Lakes Board of Education

## Check Register By Check Number

for Batch 60 and UnPosted Checks : Check Date is from 11/01/2023 to 11/17/2023

Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
<b>UNPOSTED CHECKS</b>								
99094 24-1003		11-219-100-580-LI-0250 - -	3320/TEACHER	60	359.08	Alana Polanco	11/17/2023	C
		<b>Total For Check Number 99094</b>			<b>\$359.08</b>			
99095 24-1004		11-219-100-580-LI-0250 - -	3320/TEACHER	60	238.76	Jennifer Becht	11/17/2023	C
		<b>Total For Check Number 99095</b>			<b>\$238.76</b>			
99096 24-1005		11-219-100-580-LI-0250 - -	3320/TEACHER	60	307.85	Kelly Oravec	11/17/2023	C
		<b>Total For Check Number 99096</b>			<b>\$307.85</b>			
99097 24-1006		11-219-100-530-LI-0641 - -	3320/TEACHER	60	40.00	Jennifer Becht	11/17/2023	C
		<b>Total For Check Number 99097</b>			<b>\$40.00</b>			
99098 24-1007		11-219-100-530-LI-0641 - -	3320/TEACHER	60	40.00	Kelly Oravec	11/17/2023	C
		<b>Total For Check Number 99098</b>			<b>\$40.00</b>			
99099 24-0706		11-000-261-420-DW-0750 - -	5481/TK ELEVATOR CORP.	60	1,435.82	Inv 3007560589 11/1/23-1/31/24	11/17/2023	C
		<b>Total For Check Number 99099</b>			<b>\$1,435.82</b>			
99100 24-0818		11-000-213-330-CS-0431A- -	8630/TRINITAS CHILDREN'S THERAPY SERVICES	60	7,204.75	0923	11/17/2023	C
		<b>Total For Check Number 99100</b>			<b>\$7,204.75</b>			
99101 23-1311		11-190-100-500-TD-0720D- -	7754/UNITED BUSINESS SYSTEMS	60	6,018.01	Inv. 534248 4/1-6/30/23	11/17/2023	C
		<b>Total For Check Number 99101</b>			<b>\$6,018.01</b>			
99102 24-0668		11-000-261-420-DW-0750 - -	6912/UNITED FIRE PROTECTION CORP.	60	2,710.00	Inv. 279676	11/17/2023	C
		<b>Total For Check Number 99102</b>			<b>\$2,710.00</b>			
99103 24-0984		11-000-240-610-WW-0250A- -	6480/W.B. MASON CO., INC.	60	2,006.40	Inv. 242508011	11/17/2023	C
24-0918		11-190-100-610-HS-0240A-L -	6480/W.B. MASON CO., INC.	60	331.88	Inv. 242347510	11/17/2023	C
		<b>Total For Check Number 99103</b>			<b>\$2,338.28</b>			
99104 24-0445		11-000-261-610-DW-0730B- -	8187/WARSHAUER ELECTRIC SUPPLY CO.	60	247.78	SI00679919-001	11/17/2023	C
		<b>Total For Check Number 99104</b>			<b>\$247.78</b>			
99105 24-0298		11-190-100-610-WW-0240A-P -	3644/ZANER-BLOSER, INC	60	2,364.62	INVZB30179	11/17/2023	C
		<b>Total For Check Number 99105</b>			<b>\$2,364.62</b>			
		<b>Total Unposted Checks</b>			<b>\$218,935.53</b>			



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10/23/2023

# Mountain Lakes Board of Education

## Check Register By Check Number

for Batch 60 and UnPosted Checks : Check Date is from 11/01/2023 to 11/17/2023

Vendor No./ Vendor Name/Remit to Vendor							
Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	10		\$260.00			\$260.00
	10	11	\$92,257.65				\$92,257.65
	10	12	\$8,741.28				\$8,741.28
	Fund 10	TOTAL	\$100,998.93	\$260.00			\$101,258.93
	20	20	\$2,659.25				\$2,659.25
	20	P2	\$5,000.00				\$5,000.00
	Fund 20	TOTAL	\$7,659.25				\$7,659.25
	60	60	\$110,017.35				\$110,017.35
	GRAND	TOTAL	\$218,675.53	\$260.00	\$0.00	\$0.00	\$218,935.53

* Total Prior Cycle Checks Voided in selected cycle(s):	\$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s):	\$0.00

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, N.J. 07046

Bus Company: Best Transport

Company Telephone Number: 973 610 1104 Route #: E24073-5

Vehicle Number: \_\_\_\_\_ License Plate # C658-S2

Name of Bus Driver assisting in Drill: Ghmar, Gulsoom

Bus Driver's cell phone #: 973 610 9331

CDL Driver's Lic.#: A3541 30800 59902

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sharon Wendler Title: Nurse

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☐ No ☒

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10-26-23 Time of Day: 2:40

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 5 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: \_\_\_\_\_

School Year: 2023-2024  
**CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS**

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT MOUNTAIN LAKES HIGH SCHOOL

Address: 96 Powerville Road, Mountain Lakes, N.J. 07046

Bus Company: Lamasica LLC Piscataway, NJ

Company Telephone Number: 848-218-9456 Route #: X

Vehicle Number: 17 License Plate # C717 S2

Name of Bus Driver assisting in Drill: Minerva V. Hernandez

Bus Driver's cell phone #: 908-220-6938

CDL Driver's Lic. #: 12718 55585 53782

Name of Bus Aide assisting in Drill: X

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Marga Lottore Title: School Counselor

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 11/02/23 Time of Day: 2:47p

Time it Took To Exit Bus: 1 Minutes 15 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: \_\_\_\_\_

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, N.J. 07046

Bus Company: Bright Star

Company Telephone Number: 732 925 7376

Route #: En24A735

Vehicle Number:                     

License Plate # D979-S2

Name of Bus Driver assisting in Drill: Plasencia, Gleni

Bus Driver's cell phone #: 732 589 9191

CDL Driver's Lic.#: P5093 29261 52821

Name of Bus Aide assisting in Drill: ~~Plasencia, Gleni~~  
\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Shaaron Wendler Title: Nurse

Was bus company name displayed on the side of the vehicle? Yes ✓ No           

Was there a Fire Extinguisher on the vehicle? Yes ✓ No           

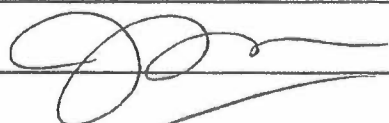
Did the Driver know where all the emergency equipment was? Yes ✓ No           

Did the Driver have Emergency #'s for all Students? Yes ✓ No           

Date Drill Conducted: 10.26.23 Time of Day: 240

Time it Took To Exit Bus:            Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #:

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, N.J. 07046

Bus Company: A + M Transport

Company Telephone Number: 732-515-0367 Route #: SDBMLVT

Vehicle Number: \_\_\_\_\_ License Plate # B389-52

Name of Bus Driver assisting in Drill: Milagros Ciraco

Bus Driver's cell phone #: 347-785-1367

CDL Driver's Lic.#: 04601 54700 55912

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sharon Wendler Title: Nurse

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 10.26.23 Time of Day: 2:20

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 6 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: \_\_\_\_\_

School Year: 2023-2024  
**CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS**

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Sheperd Tran.

Company Telephone Number: 588-384-3261 Route #: 1786

Vehicle Number: \_\_\_\_\_ License Plate # DL13-52

Name of Bus Driver assisting in Drill: Salwa Folly-Basidig

Bus Driver's cell phone #: 732 781 5145

CDL Driver's Lic. #: FL283 68700 62712

Name of Bus Aide assisting in Drill: Salwa Folly-Basidig

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Elba Batista Title: Par

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☐ No ☒

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10-10-23 Time of Day: 8:40

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 45 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: 161

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Shepard Transportation

Company Telephone Number: 508-389-3261 Route #: 1803

Vehicle Number: 05 License Plate # D557.S2

Name of Bus Driver assisting in Drill: Ebrahim, Ingi E

Bus Driver's cell phone #: 732-585-2215

CDL Driver's Lic.#: E1063 36365 62872

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Tanya Milone Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

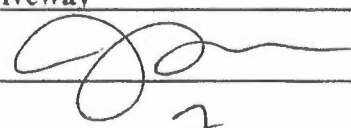
Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/10/23 Time of Day: 8:40

Time it Took To Exit Bus: 1 Minutes — Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: 7

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT MOUNTAIN LAKES HIGH SCHOOL

Address: 96 Powerville Road, Mountain Lakes, N.J. 07046

Bus Company: Garcas Trans, LLC

Company Telephone Number: 732-585-0403

Route #: 23189

Vehicle Number: 24

License Plate # 52-8325

Name of Bus Driver assisting in Drill: Katherine

Bus Driver's cell phone #: 732-789-6322

CDL Driver's Lic. #: H26474276559952

Name of Bus Aide assisting in Drill: Lynn Lister  
\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Margo Catrone

Title: School Counselor

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/19/23 Time of Day: 7:49 am

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 20 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: \_\_\_\_\_



5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT MOUNTAIN LAKES HIGH SCHOOL

Address: 96 Powerville Road, Mountain Lakes, N.J. 07046

Bus Company: K: S Trans private

Company Telephone Number: 973 279 4200 Route #: CS25

Vehicle Number: 3 License Plate # B915-52

Name of Bus Driver assisting in Drill: Sandra A Cevallos

Bus Driver's cell phone #: 908-425-6771

CDL Driver's Lic.#: C2913 b8961 55642 class C

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Amelia Domenech Title: Principal

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/19/2023 Time of Day: 8:00 am

Time it Took To Exit Bus: — Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: [Signature]

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, N.J. 07046

Bus Company: Safe guard

Company Telephone Number: 973-615-5822 Route #: 3011

Vehicle Number: 52 License Plate # B488.52

Name of Bus Driver assisting in Drill: Ahmad, Sajida

Bus Driver's cell phone #: 973-914-5530

CDL Driver's Lic.#: A 3561 68400 51682

Name of Bus Aide assisting in Drill: Rula Tamini

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Julie Lazeration Title: Principal

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/26/23 Time of Day: 2:35 pm

Time it Took To Exit Bus: — Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: —

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT MOUNTAIN LAKES HIGH SCHOOL

Address: 96 Powerville Road, Mountain Lakes, N.J. 07046

Bus Company: Aldin Transportation Paterson

Company Telephone Number: 973-925-5000 Route #: MLKHS1

Vehicle Number: 74 License Plate # 52Y692

Name of Bus Driver assisting in Drill: Naeema

Bus Driver's cell phone #: 973-294-1097

CDL Driver's Lic. #: Y68235770058741

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Margo Cottone Title: School Counselor

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/14/23 GOOOP Time of Day: 7:24am

Time it Took To Exit Bus: 000 Minutes 0 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: \_\_\_\_\_

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT MOUNTAIN LAKES HIGH SCHOOL

Address: 96 Powerville Road, Mountain Lakes, N.J. 07046

Bus Company: SAS School Transport

Company Telephone Number: 862-754-4267 Route #: MTLH02Q

Vehicle Number: \_\_\_\_\_ License Plate # 52-5278

Name of Bus Driver assisting in Drill: Jennings, Nelson

Bus Driver's cell phone #: 908-403-1359

CDL Driver's Lic.#: J 2565 58700 03411

Name of Bus Aide assisting in Drill: Angelo Stubbs  
\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Julie Laceration Title: Principal

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/19/23 Time of Day: 7:44

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 15 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: \_\_\_\_\_

School Year: 2023-2024  
**CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS**

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Wayne Township

Company Telephone Number: 973 633 0085 Route #: Lake Drive

Vehicle Number: \_\_\_\_\_ License Plate # 51 5550

Name of Bus Driver assisting in Drill: Crisostomo, Yamira

Bus Driver's cell phone #: 973-392 7735

CDL Driver's Lic.#: C7447 78900 55612

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Rebecca Dorner Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 10-10-23 Time of Day: 8:50

Time it Took To Exit Bus: 0 Minutes 15 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: 18

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: AKA Transportation LLC

Company Telephone Number: 973-588-4807 Route #: LAKE 1

Vehicle Number: 49 License Plate # 52-T565

Name of Bus Driver assisting in Drill: Rodriguez, Julio

Bus Driver's cell phone #: 973-563-8650

CDL Driver's Lic.#: R6094 42079 11512

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Elva Batista Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/10/23 Time of Day: 8:35

Time it Took To Exit Bus: 2 Minutes — Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: #1

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, N.J. 07046

Bus Company: OTD2

Company Telephone Number: ~~908~~ 908-481 6139 Route #: C5357

Vehicle Number: \_\_\_\_\_ License Plate # D853-S2

Name of Bus Driver assisting in Drill: Montague Shonda

Bus Driver's cell phone #: 973 558 4105

CDL Driver's Lic.#: M6436 70974 57692

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sharon Wendler Title: Nurse

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☐ No ☒

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☒

Date Drill Conducted: 10.26.23 Time of Day: 2:20

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 5 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: \_\_\_\_\_

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: QFM

Company Telephone Number: 973 262 1312 Route #: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ License Plate # 52-N937

Name of Bus Driver assisting in Drill: Yaghona Naibzada

Bus Driver's cell phone #: 973-722 7303

CDL Driver's Lic.#: N01757890D 52752

Name of Bus Aide assisting in Drill: \_\_\_\_\_  
\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sharon Wendler Title: PD

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_  
Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_  
Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_  
Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 10-23-23 Time of Day: 2:45

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 15 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: 15



**Address: 96 Powerville Road, Mountain Lakes, N.J. 07046**

X Bus Company: United Car

X Company Telephone Number: 973-980-1332 X Route #:           

X Vehicle Number: 16 X License Plate # 52.2584

X Name of Bus Driver assisting in Drill: Bu Suto, Luz Elena

✓ Bus Driver's cell phone #: 973-723-7599

✓ CDL Driver's Lic.#: 56773 49665 51632

**Name of Bus Aide assisting in Drill:** \_\_\_\_\_

**Name and title of person conducting the Drill:**

Name: Julie Lazeration Title: Principal

Was bus company name displayed on the side of the vehicle? Yes ✓ No       

Was there a Fire Extinguisher on the vehicle? Yes   /   No       

Did the Driver know where all the emergency equipment was? Yes   /   No       

**Did the Driver have Emergency #'s for all Students?** Yes   /   No       

Date Drill Conducted: 10/19/23 Time of Day: 7:55am

Time it Took To Exit Bus: — Minutes 15 Seconds

**Location of Drill:** School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: \_\_\_\_\_

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT MOUNTAIN LAKES HIGH SCHOOL

Address: 96 Powerville Road, Mountain Lakes, N.J. 07046

Bus Company: Cris Transportation Inc

Company Telephone Number: 862-571-8772 Route #: E23061

Vehicle Number: 38 License Plate # A495-S2

Name of Bus Driver assisting in Drill: Juan

Bus Driver's cell phone #: 201-207-4865

CDL Driver's Lic.#: C05704150002642

Name of Bus Aide assisting in Drill: Kiana Lillian Lister  
\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Margo Cottone Title: School Counselor

- X Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐
- X Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐
- X Did the Driver know where all the emergency equipment was? Yes ☒ No ☐
- X Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/19/23 Time of Day: 7:50am

Time it Took To Exit Bus: — Minutes 15 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #:

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: NS School Trans

Company Telephone Number: ? 973-980-1332 Route #: CS366

Vehicle Number:                      License Plate # D738.S2

Name of Bus Driver assisting in Drill: 973-244-8125

Bus Driver's cell phone #: Zeris, Stamatis Christopher

CDL Driver's Lic.#: Z2694 72063 04762

Name of Bus Aide assisting in Drill:                     

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Julie Leventon Title: Principal

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/10/23 Time of Day: 8:25

Time it Took To Exit Bus: — Minutes 45 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: 27

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, N.J. 07046

Bus Company: D-5 Transportation

Company Telephone Number: 973-838-3048 Route #: \_\_\_\_\_

Vehicle Number: 73 License Plate # 52-X602

Name of Bus Driver assisting in Drill: Pellington, Louis Ann

Bus Driver's cell phone #: 973-879-5749

CDL Driver's Lic.#: P2401 48161 52575

Name of Bus Aide assisting in Drill: Ronne Burke

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Julie Lazaraton Title: Principal

Was bus company name displayed on the side of the vehicle? Yes / No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes / No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes / No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes / No \_\_\_\_\_

Date Drill Conducted: 10/26/23 Time of Day: 2:30pm

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: \_\_\_\_\_

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT MOUNTAIN LAKES HIGH SCHOOL

Address: 96 Powerville Road, Mountain Lakes, N.J. 07046

Bus Company: 347 210 7374

Company Telephone Number: K+D Bus Service Route #: 1884

Vehicle Number: 03 License Plate # B83752

Name of Bus Driver assisting in Drill: Stephanie Bernard

Bus Driver's cell phone #: 646 953-1627

CDL Driver's Lic.#: B2719 72200 51892

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Margo Cottone Title: Counselor

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/19/23 Time of Day: 750

Time it Took To Exit Bus: 0 Minutes 15 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: \_\_\_\_\_

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, N.J. 07046

Bus Company: Cassidy

Company Telephone Number: (201) 874 7900 Route #: 1062

Vehicle Number: 174 License Plate # 52 X211

Name of Bus Driver assisting in Drill: \_\_\_\_\_

Bus Driver's cell phone #: 484 358 0454 606

CDL Driver's Lic. #: C7890 49461 10774

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Julie Lazeratin Title: Principal

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10-26 Time of Day: 2:15

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 15 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: Cameron

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT MOUNTAIN LAKES HIGH SCHOOL

Address: 96 Powerville Road, Mountain Lakes, N.J. 07046

Bus Company: PBUH LLC North Brunswick, NJ

Company Telephone Number: 551-998-6271

Route #: ✓

Vehicle Number: 7

License Plate #

9406 52

Name of Bus Driver assisting in Drill: Sidi Abderrazak El Jorissi Azzouzi

Bus Driver's cell phone #: 856-408-8929

CDL Driver's Lic. #: E5346 71061 07592

Name of Bus Aide assisting in Drill: X

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Margo Lottore

Title: School Counselor

Was bus company name displayed on the side of the vehicle? Yes ✓ No    

Was there a Fire Extinguisher on the vehicle? Yes ✓ No    

Did the Driver know where all the emergency equipment was? Yes ✓ No    

Did the Driver have Emergency #'s for all Students? Yes ✓ No    

Date Drill Conducted: 10/30/23 Time of Day: 2:35

Time it Took To Exit Bus: 1 Minutes 15 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #:

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT MOUNTAIN LAKES HIGH SCHOOL

Address: 96 Powerville Road, Mountain Lakes, N.J. 07046

Bus Company: Bus Kohn

Company Telephone Number: 973-729-1278

Mountain Lakes  
Morris Tech to  
Route #: HS

Vehicle Number: 178

License Plate # E495.52

Name of Bus Driver assisting in Drill: McConnell, Bruce

Bus Driver's cell phone #: 201-841-3242

CDL Driver's Lic.#: M1169 10067 04572

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*  
Name and title of person conducting the Drill:

Name: Julie Lasection Title: Principal

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/19/23 Time of Day: 7:45am

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: \_\_\_\_\_



**School Year: 2023-2024**  
**CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS**

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, N.J. 07046

Bus Company: Charris

Company Telephone Number: 201-494-7000 Route #: 652

Vehicle Number: 63 License Plate # C299, S2

Name of Bus Driver assisting in Drill: Khan, Mohammad Kamran

Bus Driver's cell phone #: 973-874-3929

CDL Driver's Lic.#: K3175 56072 10712

Name of Bus Aide assisting in Drill: Fiza Bakht

Name and title of person conducting the Drill:

Name: Julie Czeration Title: Principal

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/26/23 Time of Day: 2:34

Time it Took To Exit Bus:        Minutes 9 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #:

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT MOUNTAIN LAKES HIGH SCHOOL

Address: 96 Powerville Road, Mountain Lakes, N.J. 07046

Bus Company: MOVE ME

Company Telephone Number: 973 624 6303 Route #:       

Vehicle Number:        License Plate # E32052

Name of Bus Driver assisting in Drill: Rasha Salama

Bus Driver's cell phone #: 201-920-6202

CDL Driver's Lic.#: SO233 64267 59872

Name of Bus Aide assisting in Drill:       

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Margo Cottone Title: Counselor

Was bus company name displayed on the side of the vehicle? Yes ✓ No       

Was there a Fire Extinguisher on the vehicle? Yes ✓ No       

Did the Driver know where all the emergency equipment was? Yes ✓ No       

Did the Driver have Emergency #'s for all Students? Yes ✓ No       

Date Drill Conducted: 10-20-23 Time of Day: 2:40 pm

Time it Took To Exit Bus:        Minutes 13 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #:

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT MOUNTAIN LAKES HIGH SCHOOL

Address: 96 Powerville Road, Mountain Lakes, N.J. 07046

Bus Company: A & M Transportation

Company Telephone Number: 732-815-6428

Route #: FBML/FBMLVT

Vehicle Number: 85

License Plate # D 631-S2

Name of Bus Driver assisting in Drill: Reyes, Miguel

Bus Driver's cell phone #: 732-887-2302

CDL Driver's Lic.#: R2983 76774 10832

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Margo Cottone Title: Counselor

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☐ No ☒

Date Drill Conducted: 10/19/23 Time of Day: 2:45

Time it Took To Exit Bus: — Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: —

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: M. N. Bus

Company Telephone Number: 732-621-9130 / 732-789-2589 Route #: SR23053

Vehicle Number: 2 License Plate # 82, U517

Name of Bus Driver assisting in Drill: Deleon, Juan J

Bus Driver's cell phone #: 732-331-5788

CDL Driver's Lic. #: D 2367 41571 10612

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sharon Wondra Title: RW

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☐ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10.10.23 Time of Day: 8:45

Time it Took To Exit Bus: — Minutes 45 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: 11

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: 4 Kids Team

Company Telephone Number: 732 379 2482 Route #: 1885

Vehicle Number: \_\_\_\_\_ License Plate # C708-52

Name of Bus Driver assisting in Drill: Abdon Sman

Bus Driver's cell phone #: 732-208 9117

CDL Driver's Lic.#: A1017 22200 57642

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Sandra Ross Title: Prnc

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 10-10-23 Time of Day: 8:45

Time it Took To Exit Bus: 0 Minutes 15 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: 9

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT MOUNTAIN LAKES HIGH SCHOOL

Address: 96 Powerville Road, Mountain Lakes, N.J. 07046

Bus Company: Safe Guard Transit

Company Telephone Number: 973-615-5822

Route #: MLTH01

Vehicle Number: 76

License Plate # D453-S2

Name of Bus Driver assisting in Drill: Infante-Renas, Maria

Bus Driver's cell phone #: 973-342-0511

CDL Driver's Lic.#: I 5910 51974 52791

Name of Bus Aide assisting in Drill: Karina Infante

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Julie La Zebian Title: Principal

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/19/23 Time of Day: 7:20

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: [Signature]

Lake Drive School Bus #: \_\_\_\_\_

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT BRIARCLIFF MIDDLE SCHOOL

Address: 93 Briarcliff Road, Mountain Lakes, N.J. 07046

Bus Company: B P Limco

Company Telephone Number: 973-373-5157 Route #: E0129

Vehicle Number: 20 License Plate # S20M580

Name of Bus Driver assisting in Drill: Manuel, Keisha

Bus Driver's cell phone #: 862-213-2722

CDL Driver's Lic.#: M094 42900 54732

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Julie Laceration Title: Principal

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/26/23 Time of Day: 2:33pm

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: \_\_\_\_\_

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN AT MOUNTAIN LAKES HIGH SCHOOL

Address: 96 Powerville Road, Mountain Lakes, N.J. 07046

Bus Company: Joy TRANSPORTATION INC.

Company Telephone Number: 201-4486018 Route #: 23156

Vehicle Number: S2 U 623 License Plate # \_\_\_\_\_

Name of Bus Driver assisting in Drill: HANY KOLONY

Bus Driver's cell phone #: 201-9938143

CDL Driver's Lic.#: K24013146110642

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Kristin Gates Title: \_\_\_\_\_

Was bus company name displayed on the side of the vehicle? Yes J No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes J No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes J No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes J No \_\_\_\_\_

Date Drill Conducted: Kristin 10/19/20 Time of Day: 7:45

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 5 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: \_\_\_\_\_



# 5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Limosine Serv of BP Corp

Company Telephone Number: \_\_\_\_\_ Route #: EP129

Vehicle Number: 32 License Plate # S2-8509

Name of Bus Driver assisting in Drill: Diof, Modou

Bus Driver's cell phone #: 347-488-2644

CDL Driver's Lic.#: D4546 56 00 00 95 72

Name of Bus Aide assisting in Drill: \_\_\_\_\_

\*\*\*\*\*

Name and title of person conducting the Drill:

Name: Tanya Milone Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/10/2023 Time of Day: 8:43am

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 40 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: 2

475

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Move Me

Company Telephone Number: 973-626-6303 Route #: 030A

Vehicle Number: \_\_\_\_\_ License Plate # D960.52

Name of Bus Driver assisting in Drill: Beshai, Shehata Habib

Bus Driver's cell phone #: 201 723-5567

CDL Driver's Lic.#: B2803 70468 07651

Name of Bus Aide assisting in Drill: \_\_\_\_\_

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Name and title of person conducting the Drill:

Name: Sandra Boss! Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 10/10/23 Time of Day: 8:43 a.m.

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: 42

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: EZ Bell Transit LLC

Company Telephone Number: 862-846-8390

Route #: E653

Vehicle Number: 05

License Plate # DY00.52

Name of Bus Driver assisting in Drill: Rodriguez, Cecilia

Bus Driver's cell phone #: 201-892-2962

CDL Driver's Lic. #: R6094 11600 55767

Name of Bus Aide assisting in Drill: \_\_\_\_\_

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Name and title of person conducting the Drill:

Name: Megan Thorsen Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

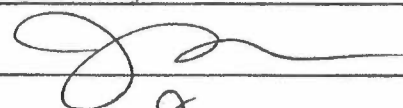
Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/10/23 Time of Day: 8:45

Time it Took To Exit Bus: — Minutes 15 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: 8

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Berkshire Tran

Company Telephone Number: 973 799 1278 Route #: E168

Vehicle Number: \_\_\_\_\_ License Plate # E494 S2

Name of Bus Driver assisting in Drill: Ed EPP. Keegan

Bus Driver's cell phone #: 973. 722 1410

CDL Driver's Lic.#: JA 2174 19271 05452

Name of Bus Aide assisting in Drill: \_\_\_\_\_

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Name and title of person conducting the Drill:

Name: Sandra Rossi Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No \_\_\_\_\_

Was there a Fire Extinguisher on the vehicle? Yes ☒ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ☒ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ☒ No \_\_\_\_\_

Date Drill Conducted: 10-10-23 Time of Day: 8:45

Time it Took To Exit Bus: 1 Minutes — Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: 14

School Year: 2023-2024  
 CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Joshera Tours

Company Telephone Number: 862-899-8333 Route #: MLHSØ1

Vehicle Number: C1 License Plate # B167.52

Name of Bus Driver assisting in Drill: Areche, Tomasina

Bus Driver's cell phone #: 973-513-2342

CDL Driver's Lic.#: A7291 74600 53692

Name of Bus Aide assisting in Drill: \_\_\_\_\_

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Name and title of person conducting the Drill:

Name: Melissa Matyiku Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

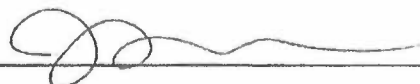
Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/10/23 Time of Day: 8:45

Time it Took To Exit Bus: 2 Minutes — Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: 4

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Joy Trans  
Company Telephone Number: 732-207 1934 Route #: 24026

Vehicle Number: 24 License Plate # 52 K778

Name of Bus Driver assisting in Drill: Allen Derrick

Bus Driver's cell phone #: 732-343 5676

CDL Driver's Lic.#: A5438 16473 04541

Name of Bus Aide assisting in Drill: \_\_\_\_\_

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Name and title of person conducting the Drill:

Name: S. Rossi Title: para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10-10-23 Time of Day: 8150

Time it Took To Exit Bus: — Minutes 20 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: 24

School Year: 2023-2024  
 CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
 Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Amarish

Company Telephone Number: 973 666 8212 Route #: ET3158

Vehicle Number: \_\_\_\_\_ License Plate # B611-52

Name of Bus Driver assisting in Drill: Alzaïrod, Salim

Bus Driver's cell phone #: 201 649 9133

CDL Driver's Lic.#: A 5697 L8474 02852

Name of Bus Aide assisting in Drill: \_\_\_\_\_

Name and title of person conducting the Drill:

Name: Sharon Wendlen Title: PR

Was bus company name displayed on the side of the vehicle? Yes \_\_\_\_\_ No ✓

Was there a Fire Extinguisher on the vehicle? Yes ✓ No \_\_\_\_\_

Did the Driver know where all the emergency equipment was? Yes ✓ No \_\_\_\_\_

Did the Driver have Emergency #'s for all Students? Yes ✓ No \_\_\_\_\_

Date Drill Conducted: 10-10-23 Time of Day: 8:42

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 45 Seconds

Location of Drill: School Driveway

Signature of Principal: \_\_\_\_\_

Lake Drive School Bus #: 17

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: K & S Transport

Company Telephone Number: 973 583 0891 <sup>Bus Driver</sup> Route #: CS92

Vehicle Number: \* 973 2794208 <sup>Company #</sup> License Plate # 52 T202

Name of Bus Driver assisting in Drill: Diaz, Antonio

Bus Driver's cell phone #: 646 641 6028

CDL Driver's Lic.#: D4028 05400 07712

Name of Bus Aide assisting in Drill: \_\_\_\_\_

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Name and title of person conducting the Drill:

Name: Nicole Borie Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/10/23 Time of Day: 8:45

Time it Took To Exit Bus: — Minutes 15 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: 28



5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN  
Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Garas

Company Telephone Number: 732-585-0403 Route #: 23189

Vehicle Number: 24 License Plate # 52-5325

Name of Bus Driver assisting in Drill: Heras - Arevalo, Katherine Elia

Bus Driver's cell phone #: 732-789-6322

CDL Driver's Lic.#: H 2647 42765 59952

Name of Bus Aide assisting in Drill: \_\_\_\_\_

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Name and title of person conducting the Drill:

Name: Rebecca Dörner Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/10/2023 Time of Day: 8:36 am

Time it Took To Exit Bus: — Minutes 10 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: 12

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Jaris Transportation Co

Company Telephone Number: 973-794-3808 Route #: CS194

Vehicle Number: 57 License Plate # S2.V793

Name of Bus Driver assisting in Drill: INayatullah, Knurshid

Bus Driver's cell phone #: 973-452-7865

CDL Driver's Lic.#: I5864 43400 01551

Name of Bus Aide assisting in Drill: \_\_\_\_\_

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Name and title of person conducting the Drill:

Name: Sandra Rossi Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/10/2023 Time of Day: 8:40am

Time it Took To Exit Bus: \_\_\_\_\_ Minutes 5 Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: 29

5

School Year: 2023-2024  
CONFIRMATION OF SCHOOL BUS EMERGENCY EXIT DRILLS

School: LAKE DRIVE PROGRAM FOR DEAF & HARD OF HEARING CHILDREN

Address: 10 Lake Drive, Mountain Lakes, New Jersey 07046

Bus Company: Scott Bus

Company Telephone Number: 908-319-0925 Route #: 1703

Vehicle Number: 3 License Plate # B619-S2

Name of Bus Driver assisting in Drill: Ackerman Ruth 12-2023exp.

Bus Driver's cell phone #: 473903 0652

CDL Driver's Lic. #: A162268163 62474

Name of Bus Aide assisting in Drill: \_\_\_\_\_

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Name and title of person conducting the Drill:

Name: Megan Thorson Title: Para

Was bus company name displayed on the side of the vehicle? Yes ☒ No ☐

Was there a Fire Extinguisher on the vehicle? Yes ☒ No ☐

Did the Driver know where all the emergency equipment was? Yes ☒ No ☐

Did the Driver have Emergency #'s for all Students? Yes ☒ No ☐

Date Drill Conducted: 10/10/23 Time of Day: 8:45

Time it Took To Exit Bus: 2 Minutes — Seconds

Location of Drill: School Driveway

Signature of Principal: 

Lake Drive School Bus #: 19

# Alana Polanco

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## Education

### **Hunter College, City University of New York**

Master of Science in Education,

Childhood Education and Deaf and Hard of Hearing Education, degree awarded June 2023

### **Hunter College, City University of New York**

Bachelor of Arts in Early Childhood Education and Sociology, degree awarded January 2020

Dean's List: Fall 2016 and Spring 2017

### **LaGuardia Community College, City University of New York**

Associate of Arts in Liberal Arts: Social Science and Humanities: Deaf Studies, degree awarded June 2016

## Certifications

- New Jersey Certificate of Eligibility with Advanced Standing  
Deaf and Hard of Hearing: Oral/Aural Communication, anticipated September 2023  
Deaf and Hard of Hearing: Sign Language Communication, anticipated September 2023
- New York State Initial Teaching Certification,  
Special Education: Deaf and Hard of Hearing Education, issued July 7, 2023
- New York State Initial Teaching Certification,  
Childhood Education, anticipated September 2023
- New York State Initial Teaching Certification,  
Early Childhood Education Birth-2<sup>nd</sup> grade, anticipated September 2023

## Teaching Experience

### **Student Teacher at St. Joseph's School for the Deaf at 1000 Hutchinson River Pkwy Jan. 2023 – May.2023**

- A 60-day graduate program requirement to complete student teaching practicum Monday-Friday
- Placed in a combined 6th, 7th and 8th grade classroom.
- Work closely with cooperating teacher, collaborate on lesson plans and receive feedback from my teaching.
- Instruct students and learn to adapt, modify, accommodate lessons to their learning needs and strengths.

### **Paraprofessional at NYCDOE District 2 Pre-K Center on 252 E 57<sup>th</sup> St. Feb. 2020 – Present**

- Guiding and assisting students in small group and whole class instruction settings
- Support students with class routines and in transitioning from one activity to the next
- Teaching daily living skills to encourage independence in eating, dressing and toileting

### **Student Teacher at NYCDOE District 2 Pre-K Center on 1683 3<sup>rd</sup> Ave. Sept. 2019- Dec.2019**

- Completed fifteen-week student teaching placement in Pre-K classroom by Hunter College
- Created and taught lesson plans on different content areas while respecting the creative curriculum
- Collected data and worked with teacher on developing lessons to differentiate and support each student needs

### **College Assistant at CUNY LaGuardia Community College Jan. 2016 – Aug. 2016**

- Language lab instructor for American Sign Language in where I led the lab portion of ASL 1 and ASL 2
- Assist students with individual tutoring hours in the Education and Language Acquisition Department

## Experience

### **Assistant Manager of Student Resource Center at CUNY Hunter College**

Aug. 2018– June 2020

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- Utilize leadership skills to educate, motivate, and train staff to service the students' needs
- Coordinate staff and ensure efficient workflow
- Supervise and assist club members in reserving SRC rooms for events

**Supervisor of Student Resource Center at CUNY Hunter College****June 2017- Aug. 2018**

- Maintain accountability for staff and lab equipment.
- Ensure staff punctuality and communicate closely and cooperate with faculty to address their needs.
- Assist in assuring compliance with the college's acceptable use of the lab setting.

**Front Desk Receptionist of Student Resource Center at CUNY Hunter College****Feb. 2017- June 2017**

- Using Microsoft Suite, Pharos and other relevant programs
- Maintaining order, cleanliness and respectful environment in the lab
- Assisting students and helping them with any computer, web browsing or CUNY website inquiries

**Technical Support Assistant at CUNY LaGuardia Community College****Jan. 2015 – July 2015**

- Assisted LaGuardia Community College students who had trouble with their Blackboard and CUNY accounts.
- Dealt with password/account reset, multiple accounts in existence or students who are new users and needed a tour.

**Skills**

- Strong organizational skills, ability to multitask effectively, fluent trilingual: English, Spanish, and American Sign Language, computer skills, proficiency in Microsoft Suite, SPSS

**Volunteer****American Sign Language Club Treasurer****March 2016 – June 2016**

- Responsible for the management of funds and events for this club at LaGuardia Community College.

**ASL Interpreter Internship at 47 ASL and English Secondary High School****Jan. 2016 – March 2016**

- In classes with a group of Deaf students to build my receptive, interpretation skills and taking part in the Deaf community.