

Mountain Lakes Board of Education

Check Register By Check Number

for Batches 0,50,51 and Posted Checks : Current Cycle : May

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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
POSTED CHECKS								
98056 23-0393		11-190-100-500-HS- - -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	0	75.00	Inv #4716	05/18/2023	C
98057 23-1255		11-000-261-420-DW-0750 - -	4813/AC DAUGHTRY, INC	0	119.85	Inv 3567880	05/18/2023	C
98058 23-0861		11-190-100-610-HS-0240A-F -	8624/ALBERTSON/SAFEWAY	0	180.65	AC#187342 Mar-Apr receipts	05/18/2023	C
98059 23-1229		11-000-261-420-DW-0750 - -	1068/ADAMS FIRE PROTECTION INC.	0	400.50	Inv# 0063932 & 0063935	05/18/2023	C
98060 23-1192		11-000-261-610-DW-0730B- -	1123/MORRIS COUNTY HARDWARE & PAINT	0	562.04	April Invoices	05/18/2023	C
98061 23-0778		11-000-230-339-AD-0120D- -	7916/BAKER TILLY VANTAGEN, LLC	0	101.75	Inv. 45568 Apr'23	05/18/2023	C
98062 23-1425		11-190-100-500-TD-0720C- -	8745/CABLEVISION LIGHTPATH, INC.	0	5,855.06	Inv. #101029674 May 2023	05/18/2023	C
98063 23-1463		11-000-263-610-DW- - -	1252/CAPITAL SUPPLY COMPANY	0	517.85	Inv. 801855	05/18/2023	C
98064 23-0928		11-000-240-500-WW- - -	9302/CREATURE COMFORT PET THERAPY	0	35.00	Inv # 4596	05/18/2023	C
98065 23-1422		11-000-263-580-DW- - -	1361/CUSTODIAN & MAINT. REIMB	0	155.95	Gilbert Snowden	05/18/2023	C
98066 23-1423		11-000-263-580-DW- - -	1361/CUSTODIAN & MAINT. REIMB	0	155.95	Corey Mazzucco	05/18/2023	C
98067 23-1035		11-000-270-517-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	0	11,897.24	May Inv. #202302079	05/18/2023	C
23-1035		11-000-270-518-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	0	2,570.40	May Inv. #202302079	05/18/2023	C
23-1212		20-507-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	0	736.75	Inv. #202300825 Oct'23	05/18/2023	C
23-1212		20-507-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	0	1,234.06	Inv. #202301047 Nov'23	05/18/2023	C
23-1212		20-507-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	0	1,612.96	Inv. #202301239 Dec'23	05/18/2023	C
23-1212		20-507-200-320-DW-A - -	2500/EDUC SVCS COMM. MORRIS CNTY *	0	190.00	Inv. #202301047 Nov'23	05/18/2023	C
23-1212		20-507-200-320-DW-A - -	2500/EDUC SVCS COMM. MORRIS CNTY *	0	678.61	Inv. #202301239 Dec'23	05/18/2023	C
23-1212		20-508-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	0	1,953.00	Inv. #202300496 Sept'23	05/18/2023	C
23-1212		20-508-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	0	2,046.00	Inv. #202300825 Oct'23	05/18/2023	C
23-1212		20-508-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	0	2,325.00	Inv. #202301047 Nov'23	05/18/2023	C
23-1212		20-508-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	0	2,790.00	Inv. #202301239 Dec'23	05/18/2023	C

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POSTED CHECKS									
Total For Check Number 98067						\$28,034.02			
98068	23-1204		11-000-261-610-DW-0730B- -	4312/FERGUSON ENTERPRISES, INC. #501	0	421.78	Inv. #8983535 & 9046683	05/18/2023	C
98069	23-0237		11-190-100-610-HS-0240A-C -	1885/FLINN SCIENTIFIC, INC.	0	1,507.17	multiple Invoices	05/18/2023	C
98070	23-1457		20-272-200-600-CS- - -	2037/HEINEMANN	0	84.00	Inv # 9300409	05/18/2023	C
98071	23-0302		11-000-263-420-DW-0720A- -	6240/KENVIL POWER MOWER	0	193.68	Inv. # 218391	05/18/2023	C
98072	23-1476		11-000-263-420-DW-0720A- -	6727/KIMBALL LANDSCAPE ASSOC.	0	5,985.00	Inv. 3887	05/18/2023	C
98073	23-1420		11-219-100-320-CS- - -	8777/EI US, LLC	0	940.32	Inv. # 139906	05/18/2023	C
98074	23-0719		11-000-213-330-LR-0430A- -	4428/MARY OSBORNE	0	7,290.00	April Invoice	05/18/2023	C
98075	23-1473		11-402-100-890-HS-1020A-21-	8398/MCSSADA	0	80.00	April 26, 2023 Tournament	05/18/2023	C
98076	23-1460		11-000-263-610-DW- - -	8551/METRO SUPPLY & SERVICE	0	39.50	Inv. # 0053878-00	05/18/2023	C
98077	23-0129		11-190-100-500-BC- - -	6636/SCOTT MONETTI	0	200.00	Invoice dated 5/10/23	05/18/2023	C
98078	23-1462		11-000-263-420-DW-0720A- -	9052/MOORE CONTROL EXTERMINATING CO	0	189.20	Inv. # 80182	05/18/2023	C
98079	23-1328		11-000-240-610-HS-0250D-BA-	7019/MOUNTAIN LAKES BD-CAFE ACCT	0	183.75	Inv. #574-4468; 574-4469	05/18/2023	C
98080	23-1365		11-000-251-890-AD-0130L- -	9327/NEW JERSEY HILLS MEDIA GROUP, INC	0	65.85	Inv. 343286	05/18/2023	C
98081	23-1468		11-000-223-890-BC-0130B- -	8549/NJAMLE	0	125.00	Inv. dated 5/9/23	05/18/2023	C
98082	23-0800		11-000-270-511-DW-0520A- -	8993/O'DOWD TRANSPORTATION	0	9,080.00	May 2023	05/18/2023	C
98083	23-1375		11-190-100-610-CS-0730B- -	4359/OTICON INC.	0	599.99	Inv. # INV9659608	05/18/2023	C
98084	23-1378		11-000-230-610-AD-0730B- -	4892/PITNEY BOWES INC.	0	173.98	Inv. # 1022821634	05/18/2023	C
98085	23-0876		11-000-240-500-HS- - -	4835/PITNEY BOWES INC	0	526.41	Inv. #3317394455	05/18/2023	C
98086	23-1395		11-000-213-330-CS-0431A- -	8564/PLATT PSYCHIATRIC ASSOCIATES, LLC	0	1,600.00	Inv. #ML030723JS	05/18/2023	C
98087	23-0823		60-910-310-870-DW-000 - -	6640/POMPTONIAN FOOD SERVICE	0	69,306.37	April Invoices	05/18/2023	C
98088	23-1327		11-402-100-890-HS-1020A-21-	9333/ROXBURY WRESTLING FANS ASSOCIATES, INC	0	250.00	Quadfest 2/11/23	05/18/2023	C
98089	23-1197		11-190-100-320-DW-0120A- -	6766/SAGE THRIVE INC	0	5,666.00	Inv. #2075 April 2023	05/18/2023	C
	23-1197		20-491-200-300-DW- - -	6766/SAGE THRIVE INC	0	263.00	Inv. #2075 April 2023	05/18/2023	C
Total For Check Number 98089						\$5,929.00			
98090	23-1456		20-272-200-600-CS- - -	5764/SCHOLASTIC INC	0	47.99	Inv. # 49159964	05/18/2023	C
98091	23-1469		11-401-100-610-BC-1020A-A -	9170/SCHOOL SPECIALTY, LLC	0	316.97	Inv. 308104277877	05/18/2023	C
98092	23-0742		11-190-100-610-HS-0240A-F -	9253/SRS, INC.	0	182.92	April Invoices	05/18/2023	C
98093	23-1015		11-190-100-500-TD-0720C- -	9239/T-MOBILE	0	120.00	May Inv# 977316580	05/18/2023	C
98094	23-1401		11-219-100-580-LI-0250 - -	3320/TEACHER	0	346.87	Maria Gonzalez	05/18/2023	C
98095	23-1402		11-219-100-530-LI-0641 - -	3320/TEACHER	0	200.00	Meredith Perkins	05/18/2023	C

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POSTED CHECKS									
98096	23-1402		11-219-100-580-LI-0250 - -	3320/TEACHER	0	299.07	Meredith Perkins	05/18/2023	C
98097	23-1458		20-087-100-610-BC- - -	3320/TEACHER	0	176.53	Kaitlin Platt	05/18/2023	C
98098	23-0618		11-000-261-420-DW-0750 - -	5481/TK ELEVATOR CORP.	0	1,435.82	Inv. # 3007240278	05/18/2023	C
98099	23-0963		11-000-230-530-AD-0130U - -	9144/VERIZON	0	518.92	AC 356-779-984-0001-81 May'23	05/18/2023	C
98100	23-0261		11-190-100-500-TD-0720C - -	9188/VERIZON	0	1,470.67	Inv. Z8886276 May'23	05/18/2023	C
98101	23-0887		11-190-100-610-BC-0250D-BR-	8760/VEX ROBOTICS, INC	0	36.59	Inv. #632207	05/18/2023	C
98102	23-1448		11-000-218-610-HS-0250A-G -	6480/W.B. MASON CO., INC.	0	300.00	Inv. #238063266	05/18/2023	C
	23-1448		11-190-100-610-HS-0240A-U -	6480/W.B. MASON CO., INC.	0	2,333.58	Inv. #238063266	05/18/2023	C
Total For Check Number 98102						\$2,633.58			
98103	23-1150		11-000-213-330-CS-0431A- -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	50	25.00	Inv. # 4715 Special Services	05/24/2023	C
	23-0127		11-000-240-500-BC- - -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	50	25.00	Inv. #4750 Briarcliff	05/24/2023	C
Total For Check Number 98103						\$50.00			
98104	23-1398		11-402-100-610-HS-1020A-54-	1342/BSN SPORTS, LLC	50	62.00	Inv. # 921591891	05/24/2023	C
98105	23-1494		11-000-262-610-DW-0620C- -	1252/CAPITAL SUPPLY COMPANY	50	264.39	Inv. #802133; 802134	05/24/2023	C
98106	23-1497		11-000-262-890-DW-0660A-14-	5357/COMMISSIONER OF LWD	50	160.00	LP-135100 J. Colangelo Renew	05/24/2023	C
98107	23-1317		20-272-200-500-CS- - -	9330/NANCY SCHULTZ	50	510.00	Inv. #230331-01	05/24/2023	C
98108	23-1502		11-000-230-530-AD-0640D- -	1361/CUSTODIAN & MAINT. REIMB	50	400.00	Ryan Dunn	05/24/2023	C
98109	23-1519		11-000-251-890-AD-0130L- -	5595/DAILY RECORD - NJ PRESS MEDIA SOLUTIONS	50	57.62	Order# 0005693610	05/24/2023	C
	23-1519		11-000-251-890-AD-0130L- -	5595/DAILY RECORD - NJ PRESS MEDIA SOLUTIONS	50	49.04	Order# 0005700615	05/24/2023	C
Total For Check Number 98109						\$106.66			
98110	23-1110		11-000-213-330-CS-0431A- -	2500/EDUC SVCS COMM. MORRIS CNTY *	50	1,689.00	Inv.# 202302115	05/24/2023	C
	23-1230		20-250-200-300-CS- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	50	6,372.00	Inv.# 202302152	05/24/2023	C
Total For Check Number 98110						\$8,061.00			
98111	23-1407		11-000-261-420-DW-0750 - -	9030/GENERATIONS SERVICES INC.	50	3,800.00	Inv.# 10241	05/24/2023	C
98112	23-0359		11-190-100-500-TD-0720D- -	9227/GENESIS EDUCATIONAL SERVICES, INC	50	350.00	Inv. # 22-405	05/24/2023	C
	23-0324		11-190-100-500-TD-0720D- -	9227/GENESIS EDUCATIONAL SERVICES, INC	50	11,220.00	#22-003 Jan-June 2023	05/24/2023	C
	23-0566		11-190-100-500-TD-0720D- -	9227/GENESIS EDUCATIONAL SERVICES, INC	50	1,050.00	Inv. 23-352	05/24/2023	C
Total For Check Number 98112						\$12,620.00			

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POSTED CHECKS								
98113 23-1471		11-190-100-610-TD-0730E- -	9350/GO-BOX, LLC	50	1,315.64	Inv.# 6860	05/24/2023	C
98114 23-1341		11-190-100-610-CS-0730B- -	8038/INSTITUTE FOR MULTI-SENSORY EDUCATION	50	130.95	Inv.# 220965	05/24/2023	C
98115 23-1467		11-401-100-500-HS- - -	8791/KRISTA SWEER	50	200.00	Inv. 4/29/23 Spring Caberet	05/24/2023	C
98116 23-1509		11-219-100-320-CS- - -	8777/EI US, LLC	50	940.32	INV144298 April	05/24/2023	C
98117 23-1489		11-000-251-600-AD-0130I- -	2453/MGL PRINTING SOLUTIONS	50	2,241.00	Inv. # 197529	05/24/2023	C
98118 23-1492		11-402-100-890-HS-1020A-21-	8941/MORRIS COUNTY SOFTBALL COACHES ASSOC.	50	75.00	Inv. #23 dated 4/26/23	05/24/2023	C
98119 23-0924		11-000-230-590-DW-0820D- -	7019/MOUNTAIN LAKES BD-CAFE ACCT	50	78.00	Inv.# 574-4455; 3/6/23	05/24/2023	C
23-0924		11-000-230-590-DW-0820D- -	7019/MOUNTAIN LAKES BD-CAFE ACCT	50	78.00	Inv.# 574-4475; 4/3/23	05/24/2023	C
Total For Check Number 98119					\$156.00			
98120 23-1415		11-000-262-621-BC-0640C- -	2592/N.J. NATURAL GAS CO.	50	2,150.37	4/12 - 5/10 Briarcliff	05/24/2023	C
23-1415		11-000-262-621-HS-0630 - -	2592/N.J. NATURAL GAS CO.	50	4,168.96	4/13 - 5/15 MLHS	05/24/2023	C
23-1415		11-000-262-621-HS-0630 - -	2592/N.J. NATURAL GAS CO.	50	573.28	4/13 - 5/15 MLHS	05/24/2023	C
23-1415		11-000-262-621-LR-0640C- -	2592/N.J. NATURAL GAS CO.	50	1,333.26	4/12 - 5/10 Lake Drive	05/24/2023	C
23-1415		11-000-262-621-WW-0640C- -	2592/N.J. NATURAL GAS CO.	50	3,649.37	4/12 - 5/15 Wildwood	05/24/2023	C
Total For Check Number 98120					\$11,875.24			
98121 23-1437		11-190-100-610-TD-0730A- -	8608/NEWEGG BUSINESS INC.	50	131.96	Inv.#1304469060;1304470709	05/24/2023	C
98122 23-1507		13-423-100-890-SA- - -	8600/PAYSCHOOLS	50	1,490.00	Inv.# 244134	05/24/2023	C
98123 23-1500		11-000-261-420-DW-0750 - -	8888/ROBERT GRIGGS PLUMBING & HEATING LLC	50	2,346.79	Inv. #10385	05/24/2023	C
23-1435		11-000-261-420-DW-0750 - -	8888/ROBERT GRIGGS PLUMBING & HEATING LLC	50	3,500.00	Inv. # 10475	05/24/2023	C
23-0386		12-000-400-450-DW-0720B- -	8888/ROBERT GRIGGS PLUMBING & HEATING LLC	50	72,500.00	Inv. # 10474	05/24/2023	C
Total For Check Number 98123					\$78,346.79			
98124 23-1388		11-000-251-600-AD-0130I- -	6166/STAPLES CREDIT PLAN	50	234.94	Inv.# 3250238231, 5/9 state.	05/24/2023	C
23-1353		11-000-262-610-DW-0620C- -	6166/STAPLES CREDIT PLAN	50	205.33	Inv. #3245288641, 5/9 state	05/24/2023	C
23-1353		11-000-263-610-DW- - -	6166/STAPLES CREDIT PLAN	50	246.27	Inv. #3244671471, 5/9 state	05/24/2023	C
Total For Check Number 98124					\$686.54			
98125 23-1459		11-190-100-610-HS-0240A-F -	3320/TEACHER	50	32.14	Teresa Fiorina	05/24/2023	C
98126 23-1464		11-190-100-610-HS-0240A-S -	3320/TEACHER	50	114.98	Ken White	05/24/2023	C
98127 23-1488		11-000-223-580-BC-0250B- -	3320/TEACHER	50	2,085.67	Bethany Dewalt	05/24/2023	C
98128 23-0675		11-000-230-610-LR-0130H- -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	51	125.00	Inv. 4637	05/31/2023	C

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05/12/2023

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POSTED CHECKS								
98129 23-1255		11-000-261-420-DW-0750 - -	4813/AC DAUGHTRY, INC	51	119.85	Inv. 3575664	05/31/2023	C
98130 23-0990		11-000-251-500-AD- - -	6086/ACCESS	51	873.65	Inv. 10259158 May'23	05/31/2023	C
98131 23-1192		11-000-261-610-DW-0730B- -	1123/MORRIS COUNTY HARDWARE & PAINT	51	324.54	May Invoices	05/31/2023	C
98132 23-0108		11-000-261-420-DW-0750 - -	5261/ARROW ELEVATOR INC.	51	410.00	Inv. 112237 Jun'23	05/31/2023	C
23-0108		11-000-261-420-DW-0750 - -	5261/ARROW ELEVATOR INC.	51	410.00	Inv. 111798 May'23	05/31/2023	C
Total For Check Number 98132					\$820.00			
98133 23-1383		20-042-100-610-LD- - -	6282/B&H PHOTO	51	738.00	Inv. 213512098	05/31/2023	C
98134 23-1427		20-041-100-610-HS- - -	1273/BLICK ART MATERIALS	51	225.34	Invs. 725164, 794064	05/31/2023	C
98135 23-1070		11-000-262-441-DW- - -	6140/BOROUGH OF MOUNTAIN LAKES	51	3,750.00	Jun'23	05/31/2023	C
98136 23-1067		11-000-262-420-DW-0620A- -	1293/BOROUGH MOUNTAIN LAKES	51	8,335.00	Jun'23	05/31/2023	C
98137 23-0991		11-000-252-500-DW- - -	8659/CANON FINANCIAL SERVICES, INC	51	929.18	Inv. 30607758 5/20-6/19/23	05/31/2023	C
23-0991		11-190-100-440-DW-0250A- -	8659/CANON FINANCIAL SERVICES, INC	51	2,168.08	Inv. 30607758 5/20-6/19/23	05/31/2023	C
Total For Check Number 98137					\$3,097.26			
98138 23-0402		11-000-100-566-CS-0870F- -	8377/CELEBRATE THE CHILDREN	51	3,150.00	Inv. 2306054 Jun'23	05/31/2023	C
23-0404		11-000-100-566-CS-0870F- -	8377/CELEBRATE THE CHILDREN	51	3,150.00	Inv. 2306054 Jun'23	05/31/2023	C
23-0402		20-250-100-560-CS-1411T- -	8377/CELEBRATE THE CHILDREN	51	7,758.00	Inv. 2306054 Jun'23	05/31/2023	C
23-0404		20-250-100-560-CS-1411T- -	8377/CELEBRATE THE CHILDREN	51	7,758.00	Inv. 2306054 Jun'23	05/31/2023	C
Total For Check Number 98138					\$21,816.00			
98139 23-1498		11-000-261-420-DW-0750 - -	5011/COMBUSTION SERVICE CORP.	51	699.00	Inv. 9275	05/31/2023	C
98140 23-0407		11-000-100-566-CS-0870F- -	8376/CORNERSTONE DAY SCHOOL, LLC	51	9,344.50	Inv. 1033180 Jun'23	05/31/2023	C
98141 23-1499		11-000-261-420-DW-0750 - -	1612/CY DRAKE LOCKSMITHS, INC.	51	886.25	Invs 258998, 258999	05/31/2023	C
98142 23-1496		11-000-263-610-DW- - -	8158/DAN COMO & SONS, INC.	51	261.00	Invs. 099827, 100197	05/31/2023	C
98143 23-0002		11-000-291-270-DW-0820C- -	4676/DELTA DENTAL OF N J *	51	25,346.95	May'23	05/31/2023	C
98144 23-1453		20-041-100-610-HS- - -	9345/D2G GROUP LLC	51	120.31	Inv. PSI2191931	05/31/2023	C
98145 23-1533		11-000-270-515-DW-0520C- -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	27,889.54	Inv. 202302182 May'23	05/31/2023	C
23-1137		20-501-200-600-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	1,793.55	Inv. 202300221	05/31/2023	C
23-1137		20-501-200-600-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	1,117.34	Inv. 202300221	05/31/2023	C
23-1137		20-501-200-600-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	-79.55	Inv. 202300221 Ovrpmt ck#97563	05/31/2023	C

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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
POSTED CHECKS								
98145 23-1512		20-507-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	2,276.05	Inv. 202301439 Jan'23	05/31/2023	C
23-1512		20-507-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	2,276.05	Inv. 202301627 Feb'23	05/31/2023	C
23-1512		20-507-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	2,276.05	Inv. 202301908 Mar'23	05/31/2023	C
23-1512		20-507-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	2,276.05	Inv. 202302136 Apr'23	05/31/2023	C
23-1512		20-507-200-320-DW-A - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	1,121.92	Inv. 202301439 Jan'23	05/31/2023	C
23-1512		20-507-200-320-DW-A - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	1,653.92	Inv. 202301627 Feb'23	05/31/2023	C
23-1512		20-507-200-320-DW-A - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	2,413.92	Inv. 202301908 Mar'23	05/31/2023	C
23-1512		20-507-200-320-DW-A - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	2,540.59	Inv. 202302136 Apr'23	05/31/2023	C
23-1512		20-508-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	2,790.00	Inv. 202301439 Jan'23	05/31/2023	C
23-1512		20-508-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	3,069.00	Inv. 202301627 Feb'23	05/31/2023	C
23-1512		20-508-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	3,069.00	Inv. 202301908 Mar'23	05/31/2023	C
23-1512		20-508-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	3,069.00	Inv. 202302136 Apr'23	05/31/2023	C
23-1135		20-510-100-610-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	51	4,605.85	Inv. 202300206	05/31/2023	C
Total For Check Number 98145					\$64,158.28			
98146 23-0769		11-000-230-590-DW-0820D- -	9242/ENROLLHAND INC	51	500.00	Jun'23	05/31/2023	C
98147 23-0916		11-000-230-890-AD-0130D- -	6341/FINGERPRINT REIMB	51	78.83	Jenny Lee	05/31/2023	C
98148 23-0916		11-000-230-890-AD-0130D- -	6341/FINGERPRINT REIMB	51	67.38	Heather LeVar	05/31/2023	C
98149 23-0916		11-000-230-890-AD-0130D- -	6341/FINGERPRINT REIMB	51	11.00	Erin McQuillan	05/31/2023	C
98150 23-0916		11-000-230-890-AD-0130D- -	6341/FINGERPRINT REIMB	51	29.75	Maria Mendoza	05/31/2023	C
98151 23-0409		11-000-100-566-CS-0870F- -	9175/GLENVIEW ACADEMY	51	-416.11	GL26305 Mar Snow Day Cr	05/31/2023	C
23-0409		11-000-100-566-CS-0870F- -	9175/GLENVIEW ACADEMY	51	-416.11	GL26353 Cr 5/26/23	05/31/2023	C
23-0409		11-000-100-566-CS-0870F- -	9175/GLENVIEW ACADEMY	51	5,409.43	GL30253 Jun'23	05/31/2023	C
Total For Check Number 98151					\$4,577.21			
98152 23-1404		11-000-261-610-DW-0730B- -	2005/GRAINGER	51	291.26	Inv. 9690745725	05/31/2023	C

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POSTED CHECKS								
98153 23-1019		11-000-213-330-LR-0430A- -	8994/HEATHER LYN BLACKWELL LONG	51	2,760.00	Apr'23	05/31/2023	C
23-1019		11-000-213-330-LR-0430A- -	8994/HEATHER LYN BLACKWELL LONG	51	2,520.00	May'23	05/31/2023	C
Total For Check Number 98153					\$5,280.00			
98154 23-0300		11-000-262-610-DW-0620C- -	2059/HOME DEPOT USA, INC	51	849.00	AC6035 3225 3191 4384	05/31/2023	C
23-1546		20-511-200-500-DW- - -	2059/HOME DEPOT USA, INC	51	1,947.34	AC6035 3225 3191 4384	05/31/2023	C
Total For Check Number 98154					\$2,796.34			
98155 23-1414		11-000-262-622-BC-0640B- -	2181/J C P & L	51	2,920.49	4/28-5/26	05/31/2023	C
23-1414		11-000-262-622-HS-0640B- -	2181/J C P & L	51	7,006.48	4/19-5/18; 4/28-5/26	05/31/2023	C
23-1414		11-000-262-622-LR-0640B- -	2181/J C P & L	51	1,842.36	4/22-5/23	05/31/2023	C
23-1414		11-000-262-622-WW-0640B- -	2181/J C P & L	51	801.24	3/29-4/27	05/31/2023	C
23-1414		11-000-262-622-WW-0640B- -	2181/J C P & L	51	7,687.14	4/28-5/26; 4/28-5/26	05/31/2023	C
Total For Check Number 98155					\$20,257.71			
98156 23-1490		11-402-100-890-HS-1020A-21-	8926/JOEL STEIN	51	228.00	Inv. 2018-868	05/31/2023	C
98157 23-1520		11-000-252-340-TD- - -	9308/JOHN T. BIRCHENOUGH IV	51	175.00	Inv. 115	05/31/2023	C
98158 23-0301		11-000-261-610-DW-0730B- -	8743/JOHNSTONE SUPPLY	51	591.42	Inv. S5723365-001	05/31/2023	C
98159 23-1504		11-000-240-500-HS- - -	2203/JOSTEN'S	51	1,865.00	Inv. 31345274	05/31/2023	C
98160 23-1454		11-401-100-500-HS- - -	9347/KATHRYN WHITAKER	51	200.00	Inv. Spring Choral Concert	05/31/2023	C
98161 23-1245		11-000-263-420-DW-0720A- -	9051/LINCOLN LANDSCAPING INC	51	2,244.07	Inv. 9746	05/31/2023	C
98162 23-0719		11-000-213-330-LR-0430A- -	4428/MARY OSBORNE	51	6,682.50	May'23	05/31/2023	C
23-0719		11-000-213-330-LR-0430A- -	4428/MARY OSBORNE	51	1,215.00	Jun.'23	05/31/2023	C
Total For Check Number 98162					\$7,897.50			
98163 23-1480		11-000-230-890-AD-0130D- -	5728/MORRIS COUNTY ASSN SCHOOL ADMIN	51	675.00	22-23 Academic Achieve Dinner	05/31/2023	C
98164 23-1406		11-000-263-610-DW- - -	8551/METRO SUPPLY & SERVICE	51	158.00	Inv. 0053299-00	05/31/2023	C
98165 23-0557		11-000-100-566-CS-0870F- -	8891/MONTVILLE TWP BOARD OF EDUCATION	51	3,805.40	Jun'23	05/31/2023	C
98166 23-0965		11-402-100-890-HS-1020A-21-	8850/MORRIS COUNTY TRACK COACHES ASSOC.	51	196.00	Inv. 1336250	05/31/2023	C
23-0966		11-402-100-890-HS-1020A-21-	8850/MORRIS COUNTY TRACK COACHES ASSOC.	51	189.00	Inv. 1199318	05/31/2023	C
23-1090		11-402-100-890-HS-1020A-21-	8850/MORRIS COUNTY TRACK COACHES ASSOC.	51	552.00	Inv. 1369760	05/31/2023	C
23-1487		11-402-100-890-HS-1020A-21-	8850/MORRIS COUNTY TRACK COACHES ASSOC.	51	621.00	Inv. 1500787	05/31/2023	C
23-1493		11-402-100-890-HS-1020A-21-	8850/MORRIS COUNTY TRACK	51	656.00	Inv. 1511843	05/31/2023	C

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POSTED CHECKS									
98166				COACHES ASSOC.					
Total For Check Number 98166						\$2,214.00			
98167	23-1056		11-000-100-563-DW-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	51	9,068.20	Inv. 3V0666 Jun'23	05/31/2023	C
	23-1056		11-000-100-563-LR-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	51	5,967.90	Inv. 3V0666 Jun'23	05/31/2023	C
Total For Check Number 98167						\$15,036.10			
98168	23-0375		11-000-291-260-DW-0820B- -	7204/MORRIS ESSEX INSURANCE GROUP	51	90,166.00	2nd Installment 22-23	05/31/2023	C
98169	23-0924		11-000-230-590-DW-0820D- -	7019/MOUNTAIN LAKES BD-CAFE ACCT	51	216.00	May'23 Invoices	05/31/2023	C
98170	23-0800		11-000-270-511-DW-0520A- -	8993/O'DOWD TRANSPORTATION	51	9,080.00	Jun'23	05/31/2023	C
98171	23-1515		11-000-251-600-AD-0130I- -	9101/PAR CODE SYMBOLOGY, INC.	51	383.00	Inv. 83965	05/31/2023	C
98172	23-1483		11-000-213-330-LR-0430A- -	9290/PATRICIA FILIACI	51	4,200.00	Evals 2223-7,9,15,17,22&23	05/31/2023	C
98173	23-0110		11-000-261-420-DW-0750 - -	7934/PDM GROUP	51	4,000.00	Inv. 10000559	05/31/2023	C
	23-0111		11-000-261-420-DW-0750 - -	7934/PDM GROUP	51	9,154.50	Inv. 10000545	05/31/2023	C
Total For Check Number 98173						\$13,154.50			
98174	23-0823		60-910-310-870-DW-000 - -	6640/POMPTONIAN FOOD SERVICE	51	64,475.78	(4) May Invoices	05/31/2023	C
98175	23-1475		11-401-100-610-BC-1020A-A -	5723/QUILL CORPORATION	51	313.18	#32334541,#32337703,#32384269	05/31/2023	C
	23-1430		20-041-100-610-HS- - -	5723/QUILL CORPORATION	51	423.16	#32024848,#32031633,#32048730	05/31/2023	C
Total For Check Number 98175						\$736.34			
98176	23-0438		11-000-261-420-DW-0750 - -	5696/R&J CONTROL, INC.	51	335.88	Inv. 22301513	05/31/2023	C
98177	23-0128		11-000-240-500-BC- - -	2881/READY REFRESH BY NESTLE	51	48.33	AC#0015576978 4/13-5/12/23	05/31/2023	C
	23-0801		11-000-251-500-AD- - -	2881/READY REFRESH BY NESTLE	51	61.92	AC#0015629652 4/13-5/12/23	05/31/2023	C
	23-0390		11-190-100-500-HS- - -	2881/READY REFRESH BY NESTLE	51	160.98	AC#0014813828 4/13-5/12/23	05/31/2023	C
Total For Check Number 98177						\$271.23			
98178	23-1477		11-000-261-420-DW-0750 - -	8888/ROBERT GRIGGS PLUMBING & HEATING LLC	51	4,000.00	Inv. 10535	05/31/2023	C
98179	23-0406		11-000-100-566-CS-0870F- -	9005/SAGE ALLIANCE	51	3,444.93	INV57828 Jun'23, Snow Day Cr	05/31/2023	C
98180	23-1503		11-000-240-610-HS-0250D-BA-	9243/SANDIES SPECIALTIES INC.	51	516.00	Inv. 2115	05/31/2023	C
98181	23-1505		11-000-100-566-CS-0870F- -	9353/SANJEEV MUNJAL & SONA MURGAI	51	9,823.00	Reimb. for A.M	05/31/2023	C
98182	23-1193		11-000-262-610-DW-0620C- -	9073/SCOLES FLOORSHINE INDUSTRIES, LLC	51	358.89	Inv. 449591	05/31/2023	C
98183	23-0742		11-190-100-610-HS-0240A-F -	9253/SRS, INC.	51	218.49	May'23 Receipts	05/31/2023	C
98184	23-1465		11-000-263-610-DW- - -	6165/SITEONE LANDSCAPE SUPPLY, LLC	51	363.57	Inv. 129371791-001	05/31/2023	C

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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
POSTED CHECKS								
98185 23-1399		11-219-100-530-LI-0641 - -	3320/TEACHER	51	200.00	Jennifer Becht	05/31/2023	C
98186 23-1399		11-219-100-580-LI-0250 - -	3320/TEACHER	51	180.48	Jennifer Becht	05/31/2023	C
98187 23-1481		11-219-100-580-LI-0250 - -	3320/TEACHER	51	135.83	Jennifer Becht	05/31/2023	C
98188 23-1482		11-219-100-530-LI-0641 - -	3320/TEACHER	51	200.00	Kelly Oravec	05/31/2023	C
98189 23-1482		11-219-100-580-LI-0250 - -	3320/TEACHER	51	1,987.16	Kelly Oravec	05/31/2023	C
98190 23-1527		11-000-223-580-BC-0250B- -	3320/TEACHER	51	184.07	James Mendello	05/31/2023	C
98191 23-1416		11-000-262-622-HS-0640B- -	8054/TIOGA SOLAR MORRIS COUNTY 1, LLC	51	2,141.09	Apr'23	05/31/2023	C
	23-1416	11-000-262-622-HS-0640B- -	8054/TIOGA SOLAR MORRIS COUNTY 1, LLC	51	2,906.86	May'23	05/31/2023	C
Total For Check Number 98191					\$5,047.95			
98192 23-0505		11-000-230-530-CS-0130U- -	4483/VERIZON WIRELESS	51	35.01	AC#882304441 Apr 20-May 19	05/31/2023	C
98193 23-1479		11-401-100-610-BC-1020A-A -	8760/VEX ROBOTICS, INC	51	456.20	Inv. 659748	05/31/2023	C
98194 23-0303		11-000-261-610-DW-0730B- -	8187/WARSHAUER ELECTRIC SUPPLY CO.	51	629.01	Inv. S100598465-001	05/31/2023	C
Total Posted Checks					\$695,426.05			

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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	\$411,395.11				\$411,395.11
	10	12	\$72,500.00				\$72,500.00
	10	13	\$1,490.00				\$1,490.00
	Fund 10	TOTAL	\$485,385.11				\$485,385.11
	20	20	\$76,258.79				\$76,258.79
	60	60	\$133,782.15				\$133,782.15
	GRAND	TOTAL	\$695,426.05	\$0.00	\$0.00	\$0.00	\$695,426.05

* 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

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1

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
POSTED CHECKS									
908619	Non A/P Chk		DB10-141- , CR10-101-	3688/PAYROLL AGENCY ACCOUNT	54	66,723.63	FICA	05/15/2023	H
	23-0008		11-000-291-220-DW-0810B- -	3688/PAYROLL AGENCY ACCOUNT	54	18,795.06	EMP BENEFITS-SS/FICA/MED	05/15/2023	H
	23-0003		11-000-291-249-LR-0822B- -	3688/PAYROLL AGENCY ACCOUNT	54	1,734.31	EMP BENEFITS-DCRP	05/15/2023	H
						5/1-5/15/23			
Total For Check Number 908619						\$87,253.00			
*	921871	Non A/P Chk	DB10-141- , CR10-101-	3688/PAYROLL AGENCY ACCOUNT	54	66,327.27	FICA	05/31/2023	H
	23-0008		11-000-291-220-DW-0810B- -	3688/PAYROLL AGENCY ACCOUNT	54	24,894.95	EMP BENEFITS-SS/FICA/MED	05/31/2023	H
	23-0003		11-000-291-249-LR-0822B- -	3688/PAYROLL AGENCY ACCOUNT	54	1,683.69	EMP BENEFITS-DCRP	05/31/2023	H
						5/16-5/31/23			
Total For Check Number 921871						\$92,905.91			
*	5042023	23-1369	11-402-100-890-HS-1020A-85-	9097/VANTAGESPORTZ, LLC	54	4,172.50	Ref Pay 5-4-23	05/04/2023	H
*	5192023	23-1369	11-402-100-890-HS-1020A-85-	9097/VANTAGESPORTZ, LLC	54	3,168.75	Ref Pay 5-19-23	05/19/2023	H
*	13775868	23-1066	11-000-291-270-DW-0820C- -	8877/NJSHBP	54	188,510.05	Medical Ins Premium May'23	05/19/2023	H
	23-0001		11-000-291-270-DW-0820C- -	8877/NJSHBP	54	280,213.15	Medical Ins. Premium May'23	05/19/2023	H
Total For Check Number 13775868						\$468,723.20			
Total Posted Checks						\$656,223.36			

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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				\$133,050.90	\$133,050.90
	10	11			\$523,172.46		\$523,172.46
	Fund 10	TOTAL			\$523,172.46	\$133,050.90	\$656,223.36
	GRAND	TOTAL	\$0.00	\$0.00	\$523,172.46	\$133,050.90	\$656,223.36

* 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

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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
POSTED CHECKS									
908615	23-2223		11-000-213-104-BC-0410C- -	2813/PAYROLL ACCOUNT	79	4,225.25	HEALTH-SAL	05/15/2023	H
	23-2223		11-000-213-104-DW-0001 - -	2813/PAYROLL ACCOUNT	79	1,200.00	HEALTH-SAL NON PENS	05/15/2023	H
	23-2223		11-000-213-104-HS-0410C- -	2813/PAYROLL ACCOUNT	79	5,434.40	HEALTH-SAL	05/15/2023	H
	23-2223		11-000-213-104-LR-0410 - -	2813/PAYROLL ACCOUNT	79	21,602.40	HEALTH-SAL	05/15/2023	H
	23-2223		11-000-213-104-WW-0410C- -	2813/PAYROLL ACCOUNT	79	3,625.25	HEALTH-SAL	05/15/2023	H
	23-2223		11-000-216-101-CS-1101A-67-	2813/PAYROLL ACCOUNT	79	7,879.88	SPEECH/OT/PT-SAL	05/15/2023	H
	23-2223		11-000-217-100-CS-0216A- -	2813/PAYROLL ACCOUNT	79	13,732.08	EXTRA SRV-SAL	05/15/2023	H
	23-2223		11-000-218-104-BC-0214B- -	2813/PAYROLL ACCOUNT	79	2,315.10	GUIDANCE-SAL	05/15/2023	H
	23-2223		11-000-218-104-HS-0214B- -	2813/PAYROLL ACCOUNT	79	30,028.08	GUIDANCE-SAL	05/15/2023	H
	23-2223		11-000-218-104-LR-0214B- -	2813/PAYROLL ACCOUNT	79	943.75	GUIDANCE-SAL	05/15/2023	H
	23-2223		11-000-218-104-WW-0214B- -	2813/PAYROLL ACCOUNT	79	3,568.00	GUIDANCE-SAL	05/15/2023	H
	23-2223		11-000-218-105-HS-0215B- -	2813/PAYROLL ACCOUNT	79	4,399.91	GUIDANCE-SAL CLERICAL	05/15/2023	H
	23-2223		11-000-219-104-CS-0001 - -	2813/PAYROLL ACCOUNT	79	632.00	CST-SAL NON PENS	05/15/2023	H
	23-2223		11-000-219-104-CS-0214C- -	2813/PAYROLL ACCOUNT	79	37,519.30	CST-SAL	05/15/2023	H
	23-2223		11-000-219-105-CS-0215C- -	2813/PAYROLL ACCOUNT	79	4,318.80	CST-SAL CLERICAL	05/15/2023	H
	23-2223		11-000-221-102-HS-0212 - -	2813/PAYROLL ACCOUNT	79	25,676.82	IMPROV INSTR-SAL SUPERV	05/15/2023	H
	23-2223		11-000-222-100-BC-0214A- -	2813/PAYROLL ACCOUNT	79	4,946.00	MEDIA-SAL	05/15/2023	H
	23-2223		11-000-222-100-WW-0214A- -	2813/PAYROLL ACCOUNT	79	2,635.56	MEDIA-SAL	05/15/2023	H
	23-2223		11-000-222-110-HS-0215D- -	2813/PAYROLL ACCOUNT	79	1,973.43	MEDIA-SAL OTH	05/15/2023	H
	23-2223		11-000-230-100-AD-0110C- -	2813/PAYROLL ACCOUNT	79	144.92	GEN ADMIN-SAL	05/15/2023	H
	23-2223		11-000-230-100-AD-0110D- -	2813/PAYROLL ACCOUNT	79	6,990.19	GEN ADMIN-SAL	05/15/2023	H
	23-2223		11-000-230-100-AD-0110E- -	2813/PAYROLL ACCOUNT	79	5,469.42	GEN ADMIN-SAL	05/15/2023	H
	23-2223		11-000-230-100-LR-0000 - -	2813/PAYROLL ACCOUNT	79	1,823.15	GEN ADMIN-SAL	05/15/2023	H
	23-2223		11-000-230-100-LR-0110 - -	2813/PAYROLL ACCOUNT	79	68.20	GEN ADMIN-SAL	05/15/2023	H
	23-2223		11-000-230-100-LR-0110D- -	2813/PAYROLL ACCOUNT	79	2,330.06	GEN ADMIN-SAL	05/15/2023	H
	23-2223		11-000-240-103-BC-0211 - -	2813/PAYROLL ACCOUNT	79	6,227.54	SCH ADMIN-SAL	05/15/2023	H
	23-2223		11-000-240-103-HS-0211 - -	2813/PAYROLL ACCOUNT	79	13,110.41	SCH ADMIN-SAL	05/15/2023	H
	23-2223		11-000-240-103-LR-0211 - -	2813/PAYROLL ACCOUNT	79	7,754.87	SCH ADMIN-SAL	05/15/2023	H
	23-2223		11-000-240-103-WW-0211 - -	2813/PAYROLL ACCOUNT	79	7,154.87	SCH ADMIN-SAL	05/15/2023	H
	23-2223		11-000-240-104-HS-0212 - -	2813/PAYROLL ACCOUNT	79	5,687.50	SCH ADMIN-SAL OTH PROF	05/15/2023	H
	23-2223		11-000-240-105-BC-0215A- -	2813/PAYROLL ACCOUNT	79	5,304.25	SCH ADMIN-SAL CLERICAL	05/15/2023	H
	23-2223		11-000-240-105-HS-0215A- -	2813/PAYROLL ACCOUNT	79	5,818.33	SCH ADMIN-SAL CLERICAL	05/15/2023	H
	23-2223		11-000-240-105-LR-0215A- -	2813/PAYROLL ACCOUNT	79	2,940.41	SCH ADMIN-SAL CLERICAL	05/15/2023	H
	23-2223		11-000-240-105-WW-0215A- -	2813/PAYROLL ACCOUNT	79	5,630.04	SCH ADMIN-SAL CLERICAL	05/15/2023	H
	23-2223		11-000-251-100-AD-0110A- -	2813/PAYROLL ACCOUNT	79	5,171.25	CENTRAL SERV-SAL	05/15/2023	H
	23-2223		11-000-251-100-AD-0110B- -	2813/PAYROLL ACCOUNT	79	8,617.74	CENTRAL SERV-SAL	05/15/2023	H
	23-2223		11-000-251-100-LR-0110A- -	2813/PAYROLL ACCOUNT	79	4,089.00	CENTRAL SERV-SAL	05/15/2023	H

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Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount Multi Remit To Check Name	Check Description or Check Name	Check Date	Check Type
POSTED CHECKS								
908615 23-2223		11-000-252-100-DW- - -	2813/PAYROLL ACCOUNT	79	6,008.33	IT-SAL	05/15/2023	H
23-2223		11-000-261-100-DW-0710A- -	2813/PAYROLL ACCOUNT	79	10,676.56	REQ MAINT-SAL	05/15/2023	H
23-2223		11-000-262-100-DW- - -	2813/PAYROLL ACCOUNT	79	45,268.66	CUSTODIAL-SAL	05/15/2023	H
23-2223		11-000-262-100-DW-00000-A -	2813/PAYROLL ACCOUNT	79	1,814.30	CUSTODIAL-SAL LUNCH AIDE	05/15/2023	H
23-2223		11-000-262-100-DW-00000-S -	2813/PAYROLL ACCOUNT	79	2,589.40	CUSTODIAL-SAL SUBS	05/15/2023	H
23-2223		11-000-263-100-DW- - -	2813/PAYROLL ACCOUNT	79	3,691.81	GROUNDS-SAL	05/15/2023	H
23-2223		11-000-263-100-DW-00000-O -	2813/PAYROLL ACCOUNT	79	97.47	GROUNDS-SAL OTHER	05/15/2023	H
23-2223		11-110-100-101-WW-0213D- -	2813/PAYROLL ACCOUNT	79	14,648.95	KINDERG-SAL	05/15/2023	H
23-2223		11-120-100-101-WW-0213A- -	2813/PAYROLL ACCOUNT	79	120,611.99	GR1-5-SAL	05/15/2023	H
23-2223		11-120-100-101-WW-0213B- -	2813/PAYROLL ACCOUNT	79	5,850.00	GR1-5-SAL	05/15/2023	H
23-2223		11-120-100-101-WW-0213B-LT-	2813/PAYROLL ACCOUNT	79	3,059.50	GR1-5-SAL	05/15/2023	H
23-2223		11-130-100-101-BC-0213A- -	2813/PAYROLL ACCOUNT	79	104,687.79	GR6-8-SAL	05/15/2023	H
23-2223		11-130-100-101-BC-0213B- -	2813/PAYROLL ACCOUNT	79	1,425.00	GR6-8-SAL	05/15/2023	H
23-2223		11-130-100-101-BC-0213B-LT-	2813/PAYROLL ACCOUNT	79	6,524.00	GR6-8-SAL	05/15/2023	H
23-2223		11-130-100-101-BC-0213C- -	2813/PAYROLL ACCOUNT	79	150.00	GR6-8-SAL	05/15/2023	H
23-2223		11-140-100-101-HS-0213A- -	2813/PAYROLL ACCOUNT	79	217,329.31	GR9-12-SAL	05/15/2023	H
23-2223		11-140-100-101-HS-0213B- -	2813/PAYROLL ACCOUNT	79	3,825.00	GR9-12-SAL	05/15/2023	H
23-2223		11-140-100-101-HS-0213C- -	2813/PAYROLL ACCOUNT	79	5,100.00	GR9-12-SAL	05/15/2023	H
23-2223		11-190-100-106-TD-0216A- -	2813/PAYROLL ACCOUNT	79	8,939.07	REG PROG UND-SAL OTH INS	05/15/2023	H
23-2223		11-207-100-101-LR-0213A- -	2813/PAYROLL ACCOUNT	79	124,795.73	AUD IMP-SAL	05/15/2023	H
23-2223		11-207-100-101-LR-0213B- -	2813/PAYROLL ACCOUNT	79	1,655.00	AUD IMP-SAL	05/15/2023	H
23-2223		11-207-100-101-LR-0213B-LT-	2813/PAYROLL ACCOUNT	79	2,771.60	AUD IMP-SAL	05/15/2023	H
23-2223		11-207-100-101-LR-0213C- -	2813/PAYROLL ACCOUNT	79	18,584.85	AUD IMP-SAL	05/15/2023	H
23-2223		11-207-100-101-LR-0213E- -	2813/PAYROLL ACCOUNT	79	3,999.79	AUD IMP-SAL	05/15/2023	H
23-2223		11-207-100-101-LR-0214 - -	2813/PAYROLL ACCOUNT	79	8,936.95	AUD IMP-SAL	05/15/2023	H
23-2223		11-207-100-106-LR-0216A- -	2813/PAYROLL ACCOUNT	79	27,012.06	AUD IMP-SAL OTH INSTR	05/15/2023	H
23-2223		11-209-100-101-CS- - -	2813/PAYROLL ACCOUNT	79	7,464.75	EMOTIONAL-SAL	05/15/2023	H
23-2223		11-213-100-101-CS-1101A-64-	2813/PAYROLL ACCOUNT	79	89,066.00	RESOURCE RM-SAL	05/15/2023	H
23-2223		11-219-100-101-LI-0213 - -	2813/PAYROLL ACCOUNT	79	24,305.40	SP ED HOME INSTR-SAL	05/15/2023	H
23-2223		11-401-100-100-DW-1010B- -	2813/PAYROLL ACCOUNT	79	2,250.00	EXTRA-CURR-SAL	05/15/2023	H
23-2223		11-402-100-100-HS-1010A-19-	2813/PAYROLL ACCOUNT	79	1,515.00	ATHLETICS-SAL	05/15/2023	H
23-2223		11-402-100-100-HS-1010A-20-	2813/PAYROLL ACCOUNT	79	2,877.91	ATHLETICS-SAL	05/15/2023	H
23-2223		11-402-100-100-HS-1010A-46-	2813/PAYROLL ACCOUNT	79	4,541.00	ATHLETICS-SAL	05/15/2023	H
23-2223		13-424-100-101-WW- - -	2813/PAYROLL ACCOUNT	79	8,646.14	BEFORE/AFTER PROG SALARY	05/15/2023	H
23-2223		20-075-100-101-DW- - -	2813/PAYROLL ACCOUNT	79	4,846.20	LORE GIFT-ENTREPRE SAL	05/15/2023	H
Total For Check Number 908615					\$1,166,553.68			
* 921867 23-2223		11-000-213-104-BC-0410C- -	2813/PAYROLL ACCOUNT	79	4,225.25	HEALTH-SAL	05/31/2023	H

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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
POSTED CHECKS								
921867 23-2223		11-000-213-104-HS-0410C- -	2813/PAYROLL ACCOUNT	79	5,434.40	HEALTH-SAL	05/31/2023	H
23-2223		11-000-213-104-LR-0410 - -	2813/PAYROLL ACCOUNT	79	18,967.40	HEALTH-SAL	05/31/2023	H
23-2223		11-000-213-104-WW-0410C- -	2813/PAYROLL ACCOUNT	79	3,625.25	HEALTH-SAL	05/31/2023	H
23-2223		11-000-213-110-DW-0410B- -	2813/PAYROLL ACCOUNT	79	320.00	HEALTH-SAL OTHER	05/31/2023	H
23-2223		11-000-216-101-CS-1101A-67-	2813/PAYROLL ACCOUNT	79	8,151.60	SPEECH/OT/PT-SAL	05/31/2023	H
23-2223		11-000-217-100-CS-0216A- -	2813/PAYROLL ACCOUNT	79	13,396.60	EXTRA SRV-SAL	05/31/2023	H
23-2223		11-000-217-106-DW-0219A- -	2813/PAYROLL ACCOUNT	79	510.00	EXTRA SRV-SAL	05/31/2023	H
23-2223		11-000-218-104-HS-0214B- -	2813/PAYROLL ACCOUNT	79	30,028.08	GUIDANCE-SAL	05/31/2023	H
23-2223		11-000-218-104-LR-0214B- -	2813/PAYROLL ACCOUNT	79	943.75	GUIDANCE-SAL	05/31/2023	H
23-2223		11-000-218-104-WW-0214B- -	2813/PAYROLL ACCOUNT	79	3,568.00	GUIDANCE-SAL	05/31/2023	H
23-2223		11-000-218-105-HS-0215B- -	2813/PAYROLL ACCOUNT	79	4,399.91	GUIDANCE-SAL CLERICAL	05/31/2023	H
23-2223		11-000-219-104-CS-0001 - -	2813/PAYROLL ACCOUNT	79	965.25	CST-SAL NON PENS	05/31/2023	H
23-2223		11-000-219-104-CS-0214C- -	2813/PAYROLL ACCOUNT	79	37,519.30	CST-SAL	05/31/2023	H
23-2223		11-000-219-105-CS-0215C- -	2813/PAYROLL ACCOUNT	79	4,318.80	CST-SAL CLERICAL	05/31/2023	H
23-2223		11-000-221-102-HS-0212 - -	2813/PAYROLL ACCOUNT	79	25,676.82	IMPROV INSTR-SAL SUPERV	05/31/2023	H
23-2223		11-000-222-100-BC-0214A- -	2813/PAYROLL ACCOUNT	79	4,946.00	MEDIA-SAL	05/31/2023	H
23-2223		11-000-222-100-WW-0214A- -	2813/PAYROLL ACCOUNT	79	2,635.56	MEDIA-SAL	05/31/2023	H
23-2223		11-000-222-110-HS-0215D- -	2813/PAYROLL ACCOUNT	79	1,973.43	MEDIA-SAL OTH	05/31/2023	H
23-2223		11-000-230-100-AD-0110C- -	2813/PAYROLL ACCOUNT	79	144.92	GEN ADMIN-SAL	05/31/2023	H
23-2223		11-000-230-100-AD-0110D- -	2813/PAYROLL ACCOUNT	79	6,990.19	GEN ADMIN-SAL	05/31/2023	H
23-2223		11-000-230-100-AD-0110E- -	2813/PAYROLL ACCOUNT	79	5,469.42	GEN ADMIN-SAL	05/31/2023	H
23-2223		11-000-230-100-LR-0000 - -	2813/PAYROLL ACCOUNT	79	1,823.15	GEN ADMIN-SAL	05/31/2023	H
23-2223		11-000-230-100-LR-0110 - -	2813/PAYROLL ACCOUNT	79	68.20	GEN ADMIN-SAL	05/31/2023	H
23-2223		11-000-230-100-LR-0110D- -	2813/PAYROLL ACCOUNT	79	2,330.06	GEN ADMIN-SAL	05/31/2023	H
23-2223		11-000-240-103-BC-0211 - -	2813/PAYROLL ACCOUNT	79	6,227.54	SCH ADMIN-SAL	05/31/2023	H
23-2223		11-000-240-103-HS-0211 - -	2813/PAYROLL ACCOUNT	79	13,110.41	SCH ADMIN-SAL	05/31/2023	H
23-2223		11-000-240-103-LR-0211 - -	2813/PAYROLL ACCOUNT	79	7,754.87	SCH ADMIN-SAL	05/31/2023	H
23-2223		11-000-240-103-WW-0211 - -	2813/PAYROLL ACCOUNT	79	7,154.87	SCH ADMIN-SAL	05/31/2023	H
23-2223		11-000-240-104-HS-0212 - -	2813/PAYROLL ACCOUNT	79	5,687.50	SCH ADMIN-SAL OTH PROF	05/31/2023	H
23-2223		11-000-240-105-BC-0215A- -	2813/PAYROLL ACCOUNT	79	5,304.25	SCH ADMIN-SAL CLERICAL	05/31/2023	H
23-2223		11-000-240-105-HS-0215A- -	2813/PAYROLL ACCOUNT	79	5,818.33	SCH ADMIN-SAL CLERICAL	05/31/2023	H
23-2223		11-000-240-105-LR-0215A- -	2813/PAYROLL ACCOUNT	79	2,940.41	SCH ADMIN-SAL CLERICAL	05/31/2023	H
23-2223		11-000-240-105-WW-0215A- -	2813/PAYROLL ACCOUNT	79	5,630.04	SCH ADMIN-SAL CLERICAL	05/31/2023	H
23-2223		11-000-251-100-AD-0110A- -	2813/PAYROLL ACCOUNT	79	5,171.25	CENTRAL SERV-SAL	05/31/2023	H
23-2223		11-000-251-100-AD-0110B- -	2813/PAYROLL ACCOUNT	79	8,702.11	CENTRAL SERV-SAL	05/31/2023	H
23-2223		11-000-251-100-LR-0110A- -	2813/PAYROLL ACCOUNT	79	4,117.13	CENTRAL SERV-SAL	05/31/2023	H
23-2223		11-000-252-100-DW- - -	2813/PAYROLL ACCOUNT	79	6,008.33	IT-SAL	05/31/2023	H

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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
POSTED CHECKS									
921867	23-2223		11-000-261-100-DW-0710A- -	2813/PAYROLL ACCOUNT	79	10,676.56	REQ MAINT-SAL	05/31/2023	H
	23-2223		11-000-262-100-DW- - -	2813/PAYROLL ACCOUNT	79	45,268.66	CUSTODIAL-SAL	05/31/2023	H
	23-2223		11-000-262-100-DW-00000-A -	2813/PAYROLL ACCOUNT	79	1,814.30	CUSTODIAL-SAL LUNCH AIDE	05/31/2023	H
	23-2223		11-000-262-100-DW-00000-O -	2813/PAYROLL ACCOUNT	79	277.21	CUSTODIAL-SAL OTHER	05/31/2023	H
	23-2223		11-000-262-100-DW-00000-S -	2813/PAYROLL ACCOUNT	79	2,563.50	CUSTODIAL-SAL SUBS	05/31/2023	H
	23-2223		11-000-263-100-DW- - -	2813/PAYROLL ACCOUNT	79	3,691.81	GROUNDS-SAL	05/31/2023	H
	23-2223		11-110-100-101-WW-0213D- -	2813/PAYROLL ACCOUNT	79	14,648.95	KINDERG-SAL	05/31/2023	H
	23-2223		11-120-100-101-WW-0213A- -	2813/PAYROLL ACCOUNT	79	120,611.99	GR1-5-SAL	05/31/2023	H
	23-2223		11-120-100-101-WW-0213B- -	2813/PAYROLL ACCOUNT	79	5,775.00	GR1-5-SAL	05/31/2023	H
	23-2223		11-120-100-101-WW-0213B-LT-	2813/PAYROLL ACCOUNT	79	3,059.50	GR1-5-SAL	05/31/2023	H
	23-2223		11-130-100-101-BC-0213A- -	2813/PAYROLL ACCOUNT	79	101,290.29	GR6-8-SAL	05/31/2023	H
	23-2223		11-130-100-101-BC-0213B- -	2813/PAYROLL ACCOUNT	79	2,250.00	GR6-8-SAL	05/31/2023	H
	23-2223		11-130-100-101-BC-0213B-LT-	2813/PAYROLL ACCOUNT	79	6,524.00	GR6-8-SAL	05/31/2023	H
	23-2223		11-130-100-101-BC-0213C- -	2813/PAYROLL ACCOUNT	79	400.00	GR6-8-SAL	05/31/2023	H
	23-2223		11-140-100-101-HS-0213A- -	2813/PAYROLL ACCOUNT	79	217,329.31	GR9-12-SAL	05/31/2023	H
	23-2223		11-140-100-101-HS-0213B- -	2813/PAYROLL ACCOUNT	79	4,350.00	GR9-12-SAL	05/31/2023	H
	23-2223		11-140-100-101-HS-0213C- -	2813/PAYROLL ACCOUNT	79	6,550.00	GR9-12-SAL	05/31/2023	H
	23-2223		11-190-100-106-TD-0216A- -	2813/PAYROLL ACCOUNT	79	8,939.07	REG PROG UND-SAL OTH INS	05/31/2023	H
	23-2223		11-206-100-101-CS-1101A-64-	2813/PAYROLL ACCOUNT	79	585.00	VISUAL IMP-SAL	05/31/2023	H
	23-2223		11-207-100-101-LR-0213A- -	2813/PAYROLL ACCOUNT	79	124,795.73	AUD IMP-SAL	05/31/2023	H
	23-2223		11-207-100-101-LR-0213B- -	2813/PAYROLL ACCOUNT	79	1,889.63	AUD IMP-SAL	05/31/2023	H
	23-2223		11-207-100-101-LR-0213B-LT-	2813/PAYROLL ACCOUNT	79	3,118.05	AUD IMP-SAL	05/31/2023	H
	23-2223		11-207-100-101-LR-0213C- -	2813/PAYROLL ACCOUNT	79	18,426.92	AUD IMP-SAL	05/31/2023	H
	23-2223		11-207-100-101-LR-0214 - -	2813/PAYROLL ACCOUNT	79	8,936.95	AUD IMP-SAL	05/31/2023	H
	23-2223		11-207-100-106-LR-0216A- -	2813/PAYROLL ACCOUNT	79	27,012.06	AUD IMP-SAL OTH INSTR	05/31/2023	H
	23-2223		11-209-100-101-CS- - -	2813/PAYROLL ACCOUNT	79	7,620.00	EMOTIONAL-SAL	05/31/2023	H
	23-2223		11-213-100-101-CS-1101A-64-	2813/PAYROLL ACCOUNT	79	89,066.00	RESOURCE RM-SAL	05/31/2023	H
	23-2223		11-219-100-101-LI-0213 - -	2813/PAYROLL ACCOUNT	79	24,305.40	SP ED HOME INSTR-SAL	05/31/2023	H
	23-2223		11-401-100-100-BC-1010A-2 -	2813/PAYROLL ACCOUNT	79	100.00	EXTRA-CURR-SAL	05/31/2023	H
	23-2223		11-401-100-100-DW-1010A- -	2813/PAYROLL ACCOUNT	79	2,325.00	EXTRA-CURR-SAL	05/31/2023	H
	23-2223		11-401-100-100-HS-1010A-2 -	2813/PAYROLL ACCOUNT	79	3,825.00	EXTRA-CURR-SAL	05/31/2023	H
	23-2223		11-401-100-100-WW-1010A-2 -	2813/PAYROLL ACCOUNT	79	4,827.00	EXTRA-CURR-SAL	05/31/2023	H
	23-2223		11-402-100-100-HS-1010A-1 -	2813/PAYROLL ACCOUNT	79	76,490.50	ATHLETICS-SAL	05/31/2023	H
	23-2223		11-402-100-100-HS-1010A-20-	2813/PAYROLL ACCOUNT	79	2,877.91	ATHLETICS-SAL	05/31/2023	H
	23-2223		11-402-100-100-HS-1010A-46-	2813/PAYROLL ACCOUNT	79	4,541.00	ATHLETICS-SAL	05/31/2023	H
	23-2223		13-424-100-101-WW- - -	2813/PAYROLL ACCOUNT	79	7,392.15	BEFORE/AFTER PROG SALARY	05/31/2023	H
	23-2223		20-075-100-101-DW- - -	2813/PAYROLL ACCOUNT	79	4,846.20	LORE GIFT-ENTREPRE SAL	05/31/2023	H

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Vendor No./ Vendor Name/Remit to Vendor	
Total For Check Number 921867	\$1,241,059.03
Total Posted Checks	\$2,407,612.71

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Mountain Lakes Board of Education
Check Register By Check Number
for Batch 79 and Posted Checks : Current Cycle : May

1

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			\$2,381,882.02		\$2,381,882.02
	10	13			\$16,038.29		\$16,038.29
	Fund 10	TOTAL			\$2,397,920.31		\$2,397,920.31
	20	20			\$9,692.40		\$9,692.40
	GRAND	TOTAL	\$0.00	\$0.00	\$2,407,612.71	\$0.00	\$2,407,612.71

* 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

1

for Batch 60 and UnPosted Checks : Check Date is from 06/01/2023 to 06/13/2023

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
UNPOSTED CHECKS								
98195 23-1522		11-000-261-420-DW-0750 - -	5299/ABS ENVIRONMENTAL SVCS, LLC	60	1,800.00	Inv. 8527	06/13/2023	C
98196 23-0410		20-250-100-560-CS-1411T- -	5202/BANYAN SCHOOL	60	5,328.90	M.J. 6/23	06/13/2023	C
98197 23-1550		11-000-262-890-DW-0660A-14-	5357/COMMISSIONER OF LWD	60	160.00	License Renewal - A.A.	06/13/2023	C
98198 23-1551		11-000-261-420-DW-0750 - -	1612/CY DRAKE LOCKSMITHS, INC.	60	274.39	Inv. 259305	06/13/2023	C
98199 23-1035		11-000-270-517-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	60	11,897.24	Inv. 202302318 Jun'23	06/13/2023	C
23-1035		11-000-270-518-DW- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	60	2,570.40	Inv. 202302318 Jun'23	06/13/2023	C
Total For Check Number 98199					\$14,467.64			
98200 23-1052		11-000-261-420-DW-0750 - -	8764/HONEYWELL INTERNATIONAL INC	60	57,142.00	Invs 5263028724; 5263034884	06/13/2023	C
23-1129		11-000-261-420-DW-0750 - -	8764/HONEYWELL INTERNATIONAL INC	60	11,625.00	Invs 5262781333; 5262883207	06/13/2023	C
Total For Check Number 98200					\$68,767.00			
98201 23-1528		11-000-263-610-DW- - -	6240/KENVIL POWER MOWER	60	202.36	Inv. 221711	06/13/2023	C
98202 23-1545		11-000-263-420-DW-0720A- -	9051/LINCOLN LANDSCAPING INC	60	1,260.00	Invs 9743, 9744, 9745	06/13/2023	C
98203 23-1534		11-000-230-331-AD-0120B- -	2702/N.J. SCHOOL BOARDS ASSOCIATION	60	1,500.00	INV-17775-R7F8N6	06/13/2023	C
23-1534		11-000-230-331-AD-0120B- -	2702/N.J. SCHOOL BOARDS ASSOCIATION	60	925.00	INV-17510-Q2N7B7	06/13/2023	C
Total For Check Number 98203					\$2,425.00			
98204 23-1365		11-000-251-890-AD-0130L- -	9327/NEW JERSEY HILLS MEDIA GROUP, INC	60	477.99	Inv. 343148	06/13/2023	C
98205 23-1535		11-000-230-339-AD-0120D- -	8453/PHOENIX ADVISORS, LLC	60	1,100.00	Inv. 10687	06/13/2023	C
98206 23-1525		11-000-263-610-DW- - -	2911/POWER PLACE, INC	60	923.88	Inv. 1134867	06/13/2023	C
98207 23-1544		11-000-261-420-DW-0750 - -	5696/R&J CONTROL, INC.	60	326.09	Inv. 22301514	06/13/2023	C
98208 23-1112		11-000-100-566-CS-0870F- -	9298/REED ACADEMY	60	8,365.50	INV6429 Jun'23	06/13/2023	C
98209 Non A/P Chk		DB20-499- , CR20-101-	9111/SOUND START BABIES PROGRAM	60	43,282.18	May'23 EDI & Tuition	06/13/2023	C
98210 23-1508		11-401-100-500-BC- - -	8972/STAINLESS PRODUCTIONS LLC	60	3,420.00	Inv. 0715	06/13/2023	C
98211 23-1536		11-000-230-331-AD-0120B- -	9254/UTICA MUTUAL INSURANCE COMPANY	60	1,050.00	Inv. 1069911	06/13/2023	C
98212 23-0261		11-190-100-500-TD-0720C- -	9188/VERIZON	60	1,470.67	Inv. Z8945951 Jun'23	06/13/2023	C
98213 23-1054		11-000-100-566-CS-0870F- -	5189/WINDSOR LEARNING CENTER, INC.	60	7,678.80	Inv. 17973 Jun'23	06/13/2023	C

va_chkr3.040423
05/12/2023

Mountain Lakes Board of Education

Check Register By Check Number

1

for Batch 60 and UnPosted Checks : Check Date is from 06/01/2023 to 06/13/2023

Vendor No./

Vendor Name/Remit to Vendor

Total Unposted Checks

\$162,780.40

va_chkr3.040423
05/12/2023

Mountain Lakes Board of Education

Check Register By Check Number

1

for Batch 60 and UnPosted Checks : Check Date is from 06/01/2023 to 06/13/2023

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	11	\$114,169.32				\$114,169.32
	20	20	\$5,328.90	\$43,282.18			\$48,611.08
	GRAND	TOTAL	\$119,498.22	\$43,282.18	\$0.00	\$0.00	\$162,780.40

* 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
Outstanding Check List
April 30, 2023**

Date Issued	AMOUNT	CHECK #
12/29/21	599.00	95735
10/14/21	2,800.00	95240
10/14/21	567.90	95270
04/13/22	25.38	96183
04/27/22	25.38	96248
08/28/22	249.00	96755
01/18/22	25.38	95778
01/18/22	11.00	95780
01/18/22	25.38	95784
01/18/22	25.38	95785
01/18/22	25.38	95786
01/18/22	36.38	95787
01/18/22	36.38	95790
01/18/22	36.38	95792
01/18/22	25.38	95800
01/18/22	25.38	95802
01/18/22	25.38	95808
01/18/22	67.38	95813
01/18/22	36.38	95814
01/18/22	78.38	95822
01/18/22	25.38	95824
01/18/22	36.38	95825
02/14/22	121.77	95946
02/24/22	500.00	96001
02/24/22	500.00	96018
6/13/2022	1,795.80	96429
6/20/2022	75.00	96476
6/20/2022	129.96	96483
7/31/2022	26.00	96668
7/31/2022	562.00	96701
7/31/2022	173.00	96731
3/31/2020	74.46	150691
5/31/2021	166.47	150863
12/31/2021	694.72	150981
TOTAL:	9,627.54	



MOUNTAIN LAKES EDUCATION ASSOCIATION

22

June 12, 2023

MEMORANDUM OF AGREEMENT

This document serves as a Memorandum of Agreement between the Mountain Lakes Education Association (MLEA) and the Mountain Lakes Board of Education (The Board).

It is agreed by both parties that the following changes will be made to the Collective Bargaining Agreement:

Add **Wingman Trainer & Wingman Champion positions** page 60 of our CBA as follows:

Wingman Trainer (2) – Districtwide - \$4,500 each

This is the point person in each building

Responsibilities for this position are:

- Training staff, as needed, to participate in and to understand the Wingman program
- Training Student Leaders each year
- Developing a Wingman “curriculum” for use in respective buildings
- Coordinating with other Wingman Trainers to ensure the comprehensibility of the program throughout the district
- Working with building principal to create a master schedule
- Distributing & Evaluating applications for Student Leaders
- Selecting the Student Leaders in coordination with building principal and Wingman Champion
- Creating Wingman groups
- Meeting & Coordinating with Student Leaders throughout the year
- Developing, Sourcing, & Creating various supplies needed for activities
- Providing guidance and support during activities

Wingman Trainer (6) - \$500 each

This staff member will act in a supporting manner to the Wingman Trainer and building principal. There will be two Champions in the buildings that do not have a trainer located in the building.

Responsibilities for this position are:

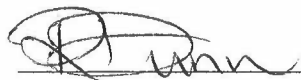
- Supporting the Wingman Trainer throughout the year
- Assisting Wingman Trainer in creation of a master schedule
- Evaluating applications for Student Leaders
- Selecting the Student Leaders in coordination with building principal and Wingman Trainer
- Helping in creation of Wingman Groups
- Assisting in the creation and distribution of supplies needed for activities
- Providing guidance and support during activities

MLEA Executive Board

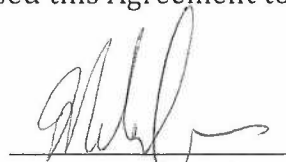
Co-President: Mike Alves
Treasurer: Deirdre Lombardi

Co-President: Rose Dunn
Secretary: Corlee Sorocco

It is witness thereof, the MLEA and The Board have caused this Agreement to be signed by their respective Presidents.

 6/13/23

Rose Dunn
MLEA Co-President

 6/13/23

Mike Alves
MLEA Co-President

_____/____/____

Joanne Barkauskas
MLBOE President

_____/____/____

Michael J. Fetherman
Superintendent of Schools

MLEA Executive Board

Co-President: Mike Alves
Treasurer: Deirdre Lombardi

Co-President: Rose Dunn
Secretary: Corlee Sorocco



MOUNTAIN LAKES EDUCATION ASSOCIATION

22

June 12, 2023

MEMORANDUM OF AGREEMENT

This document serves as a Memorandum of Agreement between the Mountain Lakes Education Association (MLEA) and the Mountain Lakes Board of Education (The Board).

The following is agreed to by both parties:

This stipend will not be added to the Collective Bargaining Agreement as it is a once off occurrence:

Movement of Curriculum to Atlas

Stipend amount: \$300 per curriculum

Timeframe: July 1 2023 – June 30, 2024

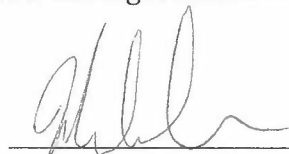
Responsibilities for this stipend are:

- Copy and paste existing curriculum into atlas as is. No revisions, corrections will be made during this process.

It is witness thereof, the MLEA and The Board have caused this Agreement to be signed by their respective Presidents.

 6/13/23

Rose Dunn
MLEA Co-President

 6/13/23

Mike Alves
MLEA Co-President

_____/____/____

Joanne Barkauskas
MLBOE President

_____/____/____

Michael J. Fetherman
Superintendent of Schools

MLEA Executive Board

Co-President: Mike Alves
Treasurer: Deirdre Lombardi

Co-President: Rose Dunn
Secretary: Corlee Sorocco



MOUNTAIN LAKES EDUCATION ASSOCIATION

22

June 12, 2023

MEMORANDUM OF AGREEMENT

This document serves as a Memorandum of Agreement between the Mountain Lakes Education Association (MLEA) and the Mountain Lakes Board of Education (The Board).

It is agreed by both parties that the following changes will be made to the Collective Bargaining Agreement:

ARTICLE I: RECOGNITION

I. All gender specific references shall be deemed to include all ~~both~~ genders

Article VII D 3 c:


D 3 c: Said vacation days shall be scheduled by mutual agreement of the custodial/maintenance/groundskeeper employee and his/her immediate ~~superior~~ supervisor

ARTICLE XVI: EXTENDED LEAVES OF ABSENCES

A. Pregnancy Disability

1. As soon as is practicable an employee should report ~~her~~ their pregnancy to ~~her~~ their principal or immediate supervisor and submit a physician's certification to ~~him~~ their principal or immediate supervisor stating the expected date of delivery.
2. When such employee is physically unable to continue to perform ~~her~~ their normal duties on account of pregnancy, ~~she~~ they shall submit a physician's certificate to ~~her~~ their immediate supervisor attesting to that fact and the date of disability. In the absence of extenuating circumstances, the period of normal disability shall be defined as twenty (20) working days before and twenty (20) working days after the birth of the child not to exceed a total of forty (40) working days.

It is witness thereof, the MLEA and The Board have caused this Agreement to be signed by their respective Presidents.

 6/13/2023

Mike Alves
MLEA Co-President

 6/13/23

Rose Dunn
MLEA Co-President

_____/____/____
Joanne Barkauskas
MLBOE President

_____/____/____
Michael J. Fetherman
Superintendent of Schools

MLEA Executive Board

Co-President: Mike Alves
Treasurer: Deirdre Lombardi

Co-President: Rose Dunn
Secretary: Corlee Sorocco



MOUNTAIN LAKES EDUCATION ASSOCIATION

22

May 18, 2023

MEMORANDUM OF AGREEMENT

This document serves as a Memorandum of Agreement between the Mountain Lakes Education Association (MLEA) and the Mountain Lakes Board of Education (The Board).

It is agreed by both parties that the following changes will be made to the Collective Bargaining Agreement:

1. Update the following language:

ARTICLE XIII.

C. PARAPROFESSIONALS

1. Paraprofessionals shall be evaluated ~~bi-annually~~ by the Director of Special Services or Building Principal ~~with input by the classroom teacher, following an observation done by the Building Principal or his designee.~~

3. Mandatory Evaluations

a. Paraprofessionals shall receive their first observation no later than ~~December 1~~ March 15th and,

b. Shall receive at least two ~~(2)~~ written evaluations throughout the school year.

2. Update stipend for Debate Club:


Forensics - ~~Drama~~ Debate

Year 1: ~~\$3,116~~ \$6,116


Year 2: ~~\$3,422~~ \$6,422

Year 3: ~~\$3,825~~ \$6,825

It is witness thereof, the MLEA and The Board have caused this Agreement to be signed by their respective Presidents.

 5/23/23

Mike Alves
MLEA Co-President

 5/23/23

Rose Dunn
MLEA Co-President

_____/____/____

Joanne Barkauskas
MLBOE President

 5/23/23

Michael J. Fetherman
Superintendent of Schools

MLEA Executive Board

Co-President: Mike Alves
Treasurer: Deirdre Lombardi

Co-President: Rose Dunn
Secretary: Corlee Soracco



MOUNTAIN LAKES EDUCATION ASSOCIATION

22

May 18, 2023

MEMORANDUM OF AGREEMENT

This document serves as a Memorandum of Agreement between the Mountain Lakes Education Association (MLEA) and the Mountain Lakes Board of Education (The Board).

It is agreed by both parties that the following changes will be made to the Collective Bargaining Agreement:

1. Add phone stipend

ARTICLE XXII: MISCELLANEOUS PROVISIONS

A. Teachers

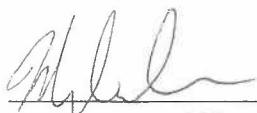
3. Itinerant teachers and out-of-district case managers will receive a monthly stipend of \$40 for cell phone use.

2. Update the following language:

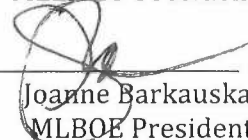
Article VII D 1 e:

Each day, all custodial/maintenance/groundskeeper employees shall ~~sign a time sheet in the office-
utilize their key fob to access their assigned building indicating the time of arrival and departure from
the building.~~utilize a time management system to indicate the time of arrival and departure from
his/her assignment.

It is witness thereof, the MLEA and The Board have caused this Agreement to be signed by their respective Presidents.


 5/23/23

Mike Alves
MLEA Co-President

 6/12/23
Joanne Barkauskas
MLBOE President

 5/23/23

Rose Dunn
MLEA Co-President

 5/23/23
Michael J. Fetherman
Superintendent of Schools

MLEA Executive Board

Co-President: Mike Alves
Treasurer: Deirdre Lombardi

Co-President: Rose Dunn
Secretary: Corlee Soracco

BOE Office

Name	Action	UPC	Location	Job Title	FTE	STEP	Rate of Pay	Start Date	Term Date
Dunn, Ryan	Appointment	ADM-DIST-BG-01	DW	Supv Bldg & Grounds	1.0		\$119,370	7/1/23	6/30/24
Ferris, Danielle	Appointment	SEC-CO-BUS-05	DW	Confidential	1.0		\$63,122	7/1/23	6/30/24
Graham, Kim	Appointment	SEC-CO-BUS-04	DW	Confidential	1.0		\$84,060	7/1/23	6/30/24
Hogan, Lisa	Appointment	SEC-CO-ADM-02	DW	Confidential	1.0		\$87,135	7/1/23	6/30/24
Levine, Julie	Appointment	SEC-CO-ADM-01	DW	Confidential	1.0		\$94,538	7/1/23	6/30/24
O'Melia, John	Appointment	SEC-CO-BUS-02	DW	Secretary-Admin/Aud	1.0	13	\$73,620	7/1/23	6/30/24
Roberts, D. Timothy	Appointment	ADM-DIST-TR-01	DW	Treasurer	1.0		\$5,004	7/1/23	6/30/24
Santos, David	Appointment	SUPV-DIST-TECH-01	DW	District IT Director	1.0		\$149,680	7/1/23	6/30/24
Snowden, Mark	Appointment	CUST-DIST-SUPV-01	DW	Supv Bldg. & Grounds	1.0		\$80,287	7/1/23	6/30/24

CST

Name	Action	UPC	Location	Position	FTE	STEP	Rate of Pay	Start Date	Term Date
Defilippo, Michael	Appointment	SPS-CST-ABA-02	CST	Teacher	1.0	MA/15	\$98,105.00	8/28/23	6/30/24
Dunn, Rose	Appointment	SEC-CST-SPS-01	CST	Secretary-Admin/Aud	1.0	13	\$74,120.00	7/1/23	6/30/24
Joy, Melba	Appointment	SPS-CST-PSYC-02	CST	Teacher	1.0	MA+30/15	\$102,424.00	8/28/23	6/30/24
Joyce, Stacey	Appointment	SEC-CST-SPS-02	CST	Secretary-10 Month	0.5	13	\$30,272.03	8/28/23	6/30/24
Landwehrle, Amanda	Appointment	SPS-CST-PSYC-03	CST	Teacher	1.0	MA+60/15	\$107,873.00	8/28/23	6/30/24
Slootmaker, Leeann	Appointment	SPS-CST-ABA-01	CST	Teacher	1.0	BA/2	\$63,885.00	8/28/23	6/30/24
Spence-Reid, Patricia	Appointment	SPS-CST-LDTC-02	CST	Teacher	1.0	MA+60/15	\$114,188.00	8/28/23	6/30/24

Facilities

Name	Action	UPC	Location	Position	FTE	STEP	Rate of Pay	Start Date	Term Date
Arico, Charles	Appointment	MAIN-DIST-GR-04	DW	Maintenance: a 7/94	0.50	2	\$31,542.50	7/1/23	6/30/24
Arroyo, Andrew	Appointment	CUST-DW-CUST-18	DW	Custodian: aft 7/94	1.00	10	\$59,820.00	7/1/23	6/30/24
Baker, Robert	Appointment	CUST-DW-CUST-17	DW	Custodian: aft 7/94	1.00	6	\$54,845.00	7/1/23	6/30/24
Colangelo, Joseph	Appointment	CUST-DW-CUST-05	DW	Custodian: aft 7/94	1.00	10 (OG)	\$62,885.00	7/1/23	6/30/24
Durkin, Richard	Appointment	MAIN-DIST-GR-01	DW	Grounds	0.75	15 (OG)	\$42,686.25	7/1/23	6/30/24
Durkin, Richard	Appointment	MNT-DIST-GR-01	DW	Maintenance: a 7/94	0.25	10 (OG)	\$24,883.75	7/1/23	6/30/24
Francisco, Luisa	Appointment	CUST-DW-CUST-19	DW	Custodian: aft 7/94	1.00	5	\$54,350.00	7/1/23	6/30/24
Gray, Shemar	Appointment	CUST-DW-CUST-07	DW	Custodian: aft 7/94	1.00	2	\$52,850.00	7/1/23	6/30/24
Herrera, Wilson	Appointment	CUST-DW-CUST-09	DW	Custodian: aft 7/94	1.00	6	\$54,845.00	7/1/23	6/30/24
Lee, Chung Wai	Appointment	CUST-DW-CUST-04	DW	Custodian: aft 7/94	1.00	10 (OG)	\$63,870.00	7/1/23	6/30/24
Mazzucco, Corey	Appointment	MAIN-DST-GR-05	DW	Grounds	0.75	4	\$15,896.25	7/1/23	6/30/24
Mazzucco, Corey	Appointment	MNT-DIST-GR-02	DW	Maintenance: a 7/94	0.25	4	\$34,046.25	7/1/23	6/30/24
Morgan, Damion	Appointment	CUST-DW-CUST-03	DW	Custodian: aft 7/94	1.00	10	\$59,820.00	7/1/23	6/30/24
Morgan, Shenika	Appointment	CUST-DW-CUST-13	DW	Custodian: aft 7/94	1.00	2	\$52,850.00	7/1/23	6/30/24
Pietraszewski, Krzysztof	Appointment	MAIN-DIST-GR-02	DW	Maintenance: a 7/94	1.00	10 (OG)	\$68,470.00	7/1/23	6/30/24
Plasencia Sanchez, Luis	Appointment	CUST-DW-CUST-16	DW	Custodian: aft 7/94	1.00	10	\$59,820.00	7/1/23	6/30/24
Prisco, Richard	Appointment	CUST-DW-CUST-10	DW	Custodian: aft 7/94	1.00	10	\$59,820.00	7/1/23	6/30/24
Reid, Denroy	Appointment	CUST-DIST-SUPV-02	DW	Custodian: aft 7/94	0.25	9	\$14,535.00	7/1/23	6/30/24
Reid, Denroy	Appointment	CUST-DW-CUST-06	DW	Custodian: aft 7/94	0.75	9	\$47,767.50	7/1/23	6/30/24
Rodriguez, Francisco	Appointment	CUST-DW-CUST-02	DW	Custodian: aft 7/94	0.69	2	\$36,466.50	7/1/23	6/30/24
Silva, Percy	Appointment	CUST-DW-CUST-12	DW	Custodian: aft 7/94	0.63	4	\$33,925.50	7/1/23	6/30/24
Smith, Alfred	Appointment	CUST-DW-CUST-11	DW	Custodian: aft 7/94	1.00	5	\$54,350.00	7/1/23	6/30/24
Snowden, Gilbert	Appointment	MAIN-DIST-GR-03	DW	Custodian: aft 7/94	0.75	10	\$44,865.00	7/1/23	6/30/24
Snowden, Gilbert	Appointment	CUST-DW-CUST-01	DW	Maintenance: a 7/94	0.25	10	\$17,513.75	7/1/23	6/30/24
Stritch, Mark	Appointment	CUST-DW-CUST-14	DW	Custodian: aft 7/94	1.00	10	\$60,320.00	7/1/23	6/30/24
Vlashi, Imihan	Appointment	CUST-DW-CUST-15	DW	Custodian: aft 7/94	1.00	10	\$59,820.00	7/1/23	6/30/24

Technology

Name	Action	UPC	Location	Job Title	FTE	STEP	Rate of Pay	Start Date	Term Date
Birchenough, Reno	Appointment	SUP-DIST-TECH-02	DW	IT Technician	1.0	12	\$81,753.00	7/1/23	6/30/24
Ruth, Michael	Appointment	SUP-DIST-JRTECH-01	DW	Jr. IT Technician	1.0	10	\$64,890.00	7/1/23	6/30/24

MLHS

Name	Action	UPC	Location	Position	FTE	STEP	Rate of Pay	Start Date	Term Date
Adams, Sarah	Appointment	TCH-HS-ART-02	MLHS	Teacher	1.0	MA/15	\$98,105.00	8/28/23	6/30/24
Alcott, Zorica	Appointment	SEC-HS-GUID-01	MLHS	Secretary-Admin/Aud	1.0	13	\$73,620.00	7/1/23	6/30/24
Alfano, Jessica	Appointment	TCH-HS-MATH-08	MLHS	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Anderson-Urriola, Alexis	Appointment	TCH-HS-ENG-06	MLHS	Teacher	1.0	MA/15	\$98,105.00	8/28/23	6/30/24
Ayhan, Aaron	Appointment	TCH-HS-MATH-05	MLHS	Teacher	1.0	MA/15	\$98,105.00	8/28/23	6/30/24
Baier, Stephanie	Appointment	TCH-HS-TECH-01	MLHS	Teacher	1.0	MA+30/15	\$102,424.00	8/28/23	6/30/24
Banks, Kathleen	Appointment	TCH-HS-CST-01	MLHS	Teacher	1.0	BA/15	\$96,320.00	8/28/23	6/30/24
Blood, Dara	Appointment	TCH-HS-MATH-03	MLHS	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Bongiorno, Paul	Appointment	SPT-HS-AT-01	MLHS	Teacher	1.0	BA/15	\$96,320.00	8/28/23	6/30/24
Boyan, Meredith	Appointment	TCH-HS-MUS-02	MLHS	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Britton, Katina	Appointment	SEC-HS-AD-01	MLHS	Secretary-Admin/Aud	1.0	13	\$73,620.00	8/28/23	6/30/24
Butler, Patrick	Appointment	TCH-HS-ENG-07	MLHS	Teacher	1.0	MA+30/15	\$102,424.00	8/28/23	6/30/24
Caprara, Theresa	Appointment	SEC-HS-PRIN-01	MLHS	Secretary-Admin/Aud	1.0	13	\$74,620.00	7/1/23	6/30/24
Carozza, Louis	Appointment	TCH-HS-SCI-01	MLHS	Teacher	1.0	MA/15	\$98,105.00	8/28/23	6/30/24
Cesaro, Melissa	Appointment	TCH-HS-ENG-02	MLHS	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Chandra, Mukta	Appointment	TCH-HS-CST-02	MLHS	Teacher	1.0	MA/9	\$81,250.00	8/28/23	6/30/24
Concepcion, Angel	Appointment	TCH-HS-WL-02	MLHS	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Degenars, Gioia	Appointment	TCH-HS-SCI-04	MLHS	Teacher	1.0	BA/15	\$90,005.00	8/28/23	6/30/24
Doniloski, Jason	Appointment	TCH-HS-PE-04	MLHS	Teacher	1.0	MA/14	\$94,440.00	8/28/23	6/30/24
Dorney, Bridgett	Appointment	TCH-HS-CST-03	MLHS	Teacher	1.0	BA/15	\$96,320.00	8/28/23	6/30/24
Durkin, Dawn	Appointment	TCH-HS-CST-04	MLHS	Teacher	1.0	MA+30/15	\$108,739.00	8/28/23	6/30/24
Eklund, Keriann	Appointment	TCH-HS-ENG-04	MLHS	Teacher	1.0	MA/15	\$98,105.00	8/28/23	6/30/24
Feltmann, Steven	Appointment	TCH-HS-PE-02	MLHS	Teacher	1.0	BA/15	\$96,320.00	8/28/23	6/30/24
Fiorina, Teresa	Appointment	TCH-HS-21CS-02	MLHS	Teacher	1.0	MA/11	\$85,245.00	8/28/23	6/30/24
Garate-Gomez, Pia	Appointment	TCH-HS-WL-01	MLHS	Teacher	1.0	MA+30/15	\$102,424.00	8/28/23	6/30/24
Geveke, Diane	Appointment	TCH-HS-CST-05	MLHS	Teacher	1.0	MA+30/15	\$108,739.00	8/28/23	6/30/24
Gillespie, Sarah	Appointment	TCH-HS-SS-05	MLHS	Teacher	1.0	MA/13	\$91,075.00	8/28/23	6/30/24
Hittinger, Francis	Appointment	TCH-HS-WL-05	MLHS	Teacher	1.0	PhD/DC/10	\$90,880.00	8/28/23	6/30/24
Hoffman, Mark	Appointment	TCH-HS-SS-03	MLHS	Teacher	1.0	BA+30/15	\$93,327.00	8/28/23	6/30/24
Kelly, Christine	Appointment	TCH-HS-CST-10	MLHS	Teacher	1.0	MA+30/14	\$98,400.00	8/28/23	6/30/24

MLHS

Name	Action	UPC	Location	Position	FTE	STEP	Rate of Pay	Start Date	Term Date
Kovar, Debra	Appointment	SEC-HS-PRIN-02	MLHS	Secretary-Admin/Aud	1.0	13	\$74,120.00	7/1/23	6/30/24
Larkin, Jennifer	Appointment	TCH-HS-WL-03	MLHS	Teacher	1.0	MA+60/15	\$114,188.00	8/28/23	6/30/24
Lindsay, Maria	Appointment	SPT-HS-GUD-02	MLHS	Teacher	1.0	MA/10	\$82,780.00	8/28/23	6/30/24
Macko, Lauren	Appointment	SPT-HS-GUD-04	MLHS	Teacher	1.0	MA/9	\$81,250.00	8/28/23	6/30/24
Mc Naboe, Tara	Appointment	TCH-HS-CST-06	MLHS	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Merritt, Douglas	Appointment	TCH-HS-SCI-05	MLHS	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Pagan, Cara	Appointment	SPT-HS-SAC-01	MLHS	Teacher	1.0	MA/12	\$88,010.00	8/28/23	6/30/24
Pelchat, Cara	Appointment	SPT-HS-GUD-01	MLHS	Teacher	1.0	MA/15	\$98,105.00	8/28/23	6/30/24
Petrucelli, Michael	Appointment	TCH-HS-MATH-02	MLHS	Teacher	1.0	BA/15	\$90,005.00	8/28/23	6/30/24
Piasecki, Mary	Appointment	TCH-HS-SS-02	MLHS	Teacher	1.0	BA/8	\$71,670.00	8/28/23	6/30/24
Preston, Alison	Appointment	TCH-HS-PE-03	MLHS	Teacher	1.0	BA/15	\$96,320.00	8/28/23	6/30/24
Price, Ryan	Appointment	TCH-HS-MUS-01	MLHS	Teacher	1.0	BA/6	\$68,865.00	8/28/23	6/30/24
Reid, Jeffrey	Appointment	TCH-HS-CST-07	MLHS	Teacher	1.0	MA+30/15	\$108,739.00	8/28/23	6/30/24
Rigby Krause, Effie	Appointment	TCH-HS-MATH-09	MLHS	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Rodriguez, Begona	Appointment	TCH-HS-WL-06	MLHS	Teacher	1.0	MA+30/15	\$102,424.00	8/28/23	6/30/24
Rose, Gordana	Appointment	SPS-CST-AID-U29-18	MLHS	Paraprofessional PT	0.97	9	\$25,804.90	8/28/23	6/30/24
Scancarella, John	Appointment	TCH-HS-SCI-03	MLHS	Teacher	1.0	MA/11	\$85,245.00	8/28/23	6/30/24
Schutz, Michael	Appointment	TCH-HS-SS-04	MLHS	Teacher	1.0	MA+30/13	\$94,322.00	8/28/23	6/30/24
Seibert, Tania	Appointment	TCH-HS-ENG-03	MLHS	Teacher	1.0	MA/8	\$79,770.00	8/28/23	6/30/24
Serheev, Anisa	Appointment	TCH-HS-CST-08	MLHS	Teacher	1.0	MA/15	\$98,105.00	8/28/23	6/30/24
Sica, David	Appointment	TCH-HS-SCI-02	MLHS	Teacher	1.0	MA+30/15	\$102,424.00	8/28/23	6/30/24
Sidhu, Herpaul	Appointment	TCH-HS-BUS-01	MLHS	Teacher	1.0	MA+30/15	\$102,424.00	8/28/23	6/30/24
Suarez, Jennifer	Appointment	TCH-HS-PE-01	MLHS	Teacher	1.0	BA/5	\$67,545.00	8/28/23	6/30/24
Sullivan, Elizabeth	Appointment	SPT-HS-GUD-03	MLHS	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Terzis, Michael	Appointment	TCH-HS-ENG-05	MLHS	Teacher	1.0	MA/15	\$98,105.00	8/28/23	6/30/24
Vallies, Austin	Appointment	TCH-HS-MUS-03	MLHS	Teacher	1.0	BA/15	\$90,005.00	8/28/23	6/30/24
Vecchio, Christine	Appointment	TCH-HS-CST-09	MLHS	Teacher	1.0	MA+30/15	\$102,424.00	8/28/23	6/30/24
Wallace, Christopher	Appointment	TCH-HS-SCI-08	MLHS	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Walter, Dana	Appointment	SEC-HS-LIB-01	MLHS	Secretary-10 Month	0.7	13	\$42,068.70	8/28/23	6/30/24

MLHS

Name	Action	UPC	Location	Position	FTE	STEP	Rate of Pay	Start Date	Term Date
White, Kenneth	Appointment	TCH-HS-21CS-03	MLHS	Teacher	1.0	BA/15	\$97,045.00	8/28/23	6/30/24
Wojcik, Lu Ann	Appointment	SPT-HS-NRS-01	MLHS	Teacher	1.0	MA+60/15	\$114,188.00	8/28/23	6/30/24
Ziccardi, Richard	Appointment	TCH-HS-SS-06	MLHS	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24

LD

Name	Action	UPC	Location	Position	FTE	STEP	Rate of Pay	Start Date	Term Date
Alese, Suzanne	Appointment	TCH-LR-TCH-16	LD	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Alshazly, Zohra	Appointment	SPS-LR-AID-U29-07	LD	Paraprofessional PT	0.97	3	\$21,376.02	8/28/23	6/30/24
Batista, Elba	Appointment	SPS-LR-AID-U29-04	LD	Paraprofessional PT	0.97	7	\$23,958.64	8/28/23	6/30/24
Becht, Jennifer	Appointment	TCH-LR-ITCH-02	LD	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Boneberg, Julia	Appointment	SPS-LR-AID-U29-05	LD	Paraprofessional PT	0.97	8	\$24,855.09	8/28/23	6/30/24
Borie, Nicole	Appointment	SPS-LR-AID-U29-29	LD	Paraprofessional PT	0.97	8	\$24,855.09	8/28/23	6/30/24
Buckley, Coleen	Appointment	TCH-LR-TCH-18	LD	Teacher	1.0	MA/15	\$105,145.00	8/28/23	6/30/24
Buriak, Makaila	Appointment	TCH-LR-TCH-15	LD	Teacher	1.0	MA/11	\$85,245.00	8/28/23	6/30/24
Caniglia, Francine	Appointment	SPS-LR-AID-U29-01	LD	Paraprofessional PT	0.97	9	\$25,804.90	8/28/23	6/30/24
Carangelo, Anthony	Appointment	TCH-LR-TCH-05	LD	Teacher	1.0	BA/8	\$71,670.00	8/28/23	6/30/24
Carranza Johnson Depapado, Rossana	Appointment	SPS-LR-AID-U29-19	LD	Paraprofessional PT	0.97	7	\$23,958.64	8/28/23	6/30/24
Ciasulli, Keri	Appointment	TCH-LR-TCH-09	LD	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Cohen, Ilana	Appointment	SPS-LR-AID-U29-06	LD	Paraprofessional PT	0.97	9	\$26,304.90	8/28/23	6/30/24
Conte, Rosemarie	Appointment	SPS-LR-AID-O30-08	LD	Paraprofessional FT	1.0	9	\$27,694.72	8/28/23	6/30/24
Cottone, Margo	Appointment	SPT-LR-TC-01	LD	Teacher	1.0	MA/5	\$45,279.00	8/28/23	6/30/24
Crimmins, Catherine	Appointment	TCH-LR-ITCH-03	LD	Teacher	1.0	MA+30/15	\$108,739.00	8/28/23	6/30/24
Daly, Lauren	Appointment	TCH-LR-TCH-04	LD	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
De Groot, Lorraine	Appointment	SPS-LR-AID-O30-09	LD	Paraprofessional FT	1.0	9	\$27,194.72	8/28/23	6/30/24
De Muth, Jennifer	Appointment	SPS-LR-PSY-02	LD	Teacher	1.0	MA+30/15	\$108,739.00	8/28/23	6/30/24
Devore, Pamela	Appointment	SPS-LR-AID-U29-22	LD	Paraprofessional PT	0.97	8	\$24,855.09	8/28/23	6/30/24
Domenech, Amalia	Appointment	SPS-LR-AID-U29-21	LD	Paraprofessional PT	0.97	9	\$25,804.90	8/28/23	6/30/24
Dorner, Rebecca	Appointment	SPS-LR-AID-U29-17	LD	Paraprofessional PT	0.97	8	\$24,855.09	8/28/23	6/30/24
Duffy, Anastascia	Appointment	TCH-LR-TCH-14	LD	Teacher	1.0	MA/2	\$71,985.00	8/28/23	6/30/24
Eis, Lindsay	Appointment	TCH-LR-TCH-11	LD	Teacher	1.0	MA/15	\$98,105.00	8/28/23	6/30/24
Franklin, Kim	Appointment	TCH-LR-TCH-19	LD	Teacher	1.0	MA/15	\$105,145.00	8/28/23	6/30/24
Friedrich, Rebecca	Appointment	SPT-LR-INT-02	LD	Interpreter-Standard	1.0	10	\$67,119.00	8/28/23	6/30/24
Fucarino, Samantha	Appointment	TCH-LR-TCH-12	LD	Teacher	1.0	MA/7	\$78,340.00	8/28/23	6/30/24
Gates, Kristin	Appointment	TCH-LR-TCH-20	LD	Teacher	1.0	MA/15	\$105,145.00	8/28/23	6/30/24
Gonzalez, Maria	Appointment	TCH-LR-TCH-02	LD	Teacher	1.0	BA+30/14	\$89,576.00	8/28/23	6/30/24
Hamming, Ashley	Appointment	SPS-LR-AID-U29-26	LD	Paraprofessional PT	0.97	4	\$21,642.82	8/28/23	6/30/24
Hewitt, Diane	Appointment	TCH-LR-TCH-21	LD	Teacher	1.0	MA+60/15	\$114,188.00	8/28/23	6/30/24
Jorgenson, Kyle	Appointment	SPS-LR-AID-U29-28	LD	Paraprofessional PT	0.97	6	\$23,115.55	8/28/23	6/30/24
Kaplan, Samantha	Appointment	SPT-LR-SLS-02	LD	Teacher	1.0	MA+30/15	\$108,739.00	8/28/23	6/30/24
Kasper, Karin	Appointment	SPT-LR-INT-03	LD	Interpreter-Standard	1.0	10	\$67,619.00	8/28/23	6/30/24
Kassel-Petrocco, Janice	Appointment	SPT-LR-SLS-01	LD	Teacher	1.0	MA+30/15	\$109,464.00	8/28/23	6/30/24
Kessler, Barry	Appointment	SPS-LR-AID-U29-16	LD	Paraprofessional PT	0.97	9	\$26,304.90	8/28/23	6/30/24
Lawrey, Michele	Appointment	TCH-LR-TCH-01	LD	Teacher	1.0	MA/5	\$75,645.00	8/28/23	6/30/24

LD

Name	Action	UPC	Location	Position	FTE	STEP	Rate of Pay	Start Date	Term Date
Listner, Vivian	Appointment	SPS-LR-AID-U29-02	LD	Paraprofessional PT	0.97	6	\$23,115.55	8/28/23	6/30/24
Mackey, Jeannette	Appointment	TCH-LR-TCH-22	LD	Teacher	1.0	BA/15	\$96,320.00	8/28/23	6/30/24
Malatesta, Rita	Appointment	SPS-LR-AID-U29-03	LD	Paraprofessional PT	0.97	8	\$24,855.09	8/28/23	6/30/24
Marino, Carla	Appointment	SPT-LR-SLS-03	LD	Teacher	1.0	MA+60/15	\$114,188.00	8/28/23	6/30/24
Martini, Danielle	Appointment	TCH-LR-TCH-26	LD	Teacher	1.0	MA/7	\$78,340.00	8/28/23	6/30/24
Melfi, Nicole	Appointment	TCH-LR-TCH-13	LD	Teacher	1.0	MA/7	\$78,340.00	8/28/23	6/30/24
Minick, Casey	Appointment	SPS-LR-AID-U29-27	LD	Paraprofessional PT	0.97	9	\$25,804.90	8/28/23	6/30/24
Moncada, Kayley	Appointment	SPS-LR-AID-U29-13	LD	Paraprofessional PT	0.97	3	\$21,376.02	8/28/23	6/30/24
Mores-Silva, Maria	Appointment	SPT-LR-SW-01	LD	Teacher	1.0	MA/9	\$81,250.00	8/28/23	6/30/24
Niewood, Elizabeth	Appointment	SPT-LR-SLS-04	LD	Teacher	1.0	MA/6	\$76,965.00	8/28/23	6/30/24
Oakes, Catherine	Appointment	SPT-LR-SLS-09	LD	Teacher	1.0	MA+60/15	\$114,188.00	8/28/23	6/30/24
Olearchik, Nicole	Appointment	TCH-LR-TCH-03	LD	Teacher	1.0	MA/6	\$76,965.00	8/28/23	6/30/24
Oravec, Mary Kelly	Appointment	TCH-LR-ITCH-01	LD	Teacher	1.0	MA/15	\$105,145.00	8/28/23	6/30/24
Park, Isabel	Appointment	SPT-LR-OT-01	LD	Teacher	1.0	PhD/DC/4	\$82,475.00	8/28/23	6/30/24
Patrucker, Danielle	Appointment	SPS-LR-AID-U29-10	LD	Paraprofessional PT	0.97	8	\$24,855.09	8/28/23	6/30/24
Perkins, Meredith	Appointment	TCH-LR-ITCH-04	LD	Teacher	1.0	MA+30/15	\$108,739.00	8/28/23	6/30/24
Perry, Deanna	Appointment	TCH-LR-TCH-07	LD	Teacher	1.0	MA+30/15	\$108,739.00	8/28/23	6/30/24
Petruzzi, Michelle	Appointment	SPS-LR-AID-U29-14	LD	Paraprofessional PT	0.97	9	\$25,804.90	8/28/23	6/30/24
Rehner, Rose	Appointment	SPT-LR-INT-04	LD	Interpreter-RID/ST	1.0	10	\$68,119.00	8/28/23	6/30/24
Restrepo, Carly	Appointment	SPT-LR-INT-05	LD	Interpreter-Standard	1.0	10	\$67,119.00	8/28/23	6/30/24
Rodriguez Williams, Otilia	Appointment	SPT-LR-SLS-08	LD	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Rossi, Sandra	Appointment	SPS-LR-AID-O30-23	LD	Paraprofessional FT	1.0	9	\$27,194.72	8/28/23	6/30/24
Sabato, Pamela	Appointment	SPT-LR-SLS-07	LD	Teacher	1.0	BA+30/15	\$100,367.00	8/28/23	6/30/24
Schwartz, Pamela	Appointment	SPT-LR-INT-07	LD	Interpreter-RID/ST	1.0	10	\$68,119.00	8/28/23	6/30/24
Schwartz, Jobi	Appointment	SPT-LR-AUG-01	LD	Teacher	1.0	PhD/DC/15	\$108,873.00	8/28/23	6/30/24
Supple, Barbara	Appointment	TCH-LR-TCH-29	LD	Teacher	1.0	MA+60/15	\$114,188.00	8/28/23	6/30/24
Tierney, Diane	Appointment	SPS-LR-AID-U29-11	LD	Paraprofessional PT	0.97	5	\$22,325.82	8/28/23	6/30/24
Vukotic-Milone, Tatjana	Appointment	SPS-LR-AID-U29-30	LD	Paraprofessional PT	0.97	9	\$26,304.90	8/28/23	6/30/24
Wendler, Sharon	Appointment	SPT-LR-NRS-01	LD	Teacher	1.0	BA+30/15	\$93,327.00	8/28/23	6/30/24
Worden, Maureen	Appointment	SPT-LR-OT-02	LD	Teacher	1.0	MA+60/15	\$114,188.00	8/28/23	6/30/24
Zanziper, Tamar	Appointment	SPT-LR-INT-06	LD	Interpreter-Standard	1.0	10	\$67,119.00	8/28/23	6/30/24

IVY H

Name	Action	UPC	Location	Position	FTE	STEP	Rate of Pay	Start Date	Term Date
Valvano, Sarah	Appointment	TCH-IH-PS-01	IVY H	Teacher	1.0	BA/8	\$71,670.00	8/28/23	6/30/24
Veneziano, Dalyn	Appointment	TCH-IH-PS-02	IVY H	Teacher	1.0	BA/7	\$70,240.00	8/28/23	6/30/24

WW

Name	Action	UPC	Location	Position	FTE	STEP	Rate of Pay	Start Date	Term Date
Allison, Vicki	Appointment	SPS-CST-AID-U29-11	WW	Paraprofessional PT	0.97	9	\$26,304.90	8/28/23	6/30/24
Amin, Soneya	Appointment	SPS-CST-AID-U29-16	WW	Paraprofessional PT	0.97	9	\$25,804.90	8/28/23	6/30/24
Aporta, Emily	Appointment	TCH-WW-CST-01	WW	Teacher	1.0	MA/9	\$81,250.00	8/28/23	6/30/24
Berardi, Lindsay	Appointment	TCH-WW-TCH-01	WW	Teacher	1.0	BA/15	\$96,320.00	8/28/23	6/30/24
Chara, Susan	Appointment	SPS-CST-AID-U29-02	WW	Paraprofessional PT	0.97	9	\$25,804.90	8/28/23	6/30/24
Ciulla, Kristina	Appointment	TCH-WW-TCH-09	WW	Teacher	1.0	BA/11	\$77,145.00	8/28/23	6/30/24
Coleman, Gretchen	Appointment	TCH-WW-TCH-06	WW	Teacher	1.0	BA/15	\$96,320.00	8/28/23	6/30/24
D'Addezio, Dominique	Appointment	SPT-WW-GUD-01	WW	Teacher	1.0	MA/4	\$74,375.00	8/28/23	6/30/24
Daly, Ceri	Appointment	TCH-WW-CST-03	WW	Teacher	1.0	MA+30/15	\$102,424.00	8/28/23	6/30/24
Diesso, Amanda	Appointment	TCH-WW-TCH-16	WW	Teacher	1.0	BA/4	\$66,275.00	8/28/23	6/30/24
Distell, Jennifer	Appointment	SPT-CST-SLS-01	WW	Teacher	1.0	MA+60/15	\$114,188.00	8/28/23	6/30/24
Dunn, Melissa	Appointment	TCH-WW-TCH-34	WW	Teacher	1.0	BA/15	\$90,005.00	8/28/23	6/30/24
Elko, Kimberly	Appointment	TCH-WW-CST-04	WW	Teacher	1.0	MA/15	\$98,105.00	8/28/23	6/30/24
Fagan, Trisha	Appointment	SPT-WW-LIB-01	WW	Teacher	0.6	MA+30/15	\$61,454.50	8/28/23	6/30/24
Falk, Sara	Appointment	SPT-WW-NRS-01	WW	Teacher	1.0	BA/13	\$82,975.00	8/28/23	6/30/24
Ficara, Janet	Appointment	SPS-CST-AID-U29-13	WW	Paraprofessional PT	0.97	8	\$24,855.09	8/28/23	6/30/24
Ginigaddarage Dona, Uthpali	Appointment	SPS-WW-CAFAID-03	WW	Paraprofessional PT	0.4	1	\$8,983.80	8/28/23	6/30/24
Goldstein, Debra	Appointment	SPS-CST-SW-01	WW	Teacher	1.0	MA+30/15	\$108,739.00	8/28/23	6/30/24
Goncalves, Joao	Appointment	TCH-WW-TCH-12	WW	Teacher	1.0	BA/15	\$96,320.00	8/28/23	6/30/24
Gonzalez, Elizabeth	Appointment	SPS-CST-LDTC-01	WW	Teacher	1.0	MA+60/15	\$114,188.00	8/28/23	6/30/24
Holeczko, Taylor	Appointment	SPS-CST-AID-O30-01	WW	Paraprofessional FT	1.0	9	\$28,919.28	8/28/23	6/30/24
Hussein, Amal	Appointment	TCH-WW-TCH-15	WW	Teacher	1.0	MA+60/15	\$114,913.00	8/28/23	6/30/24
Infante, Christopher	Appointment	TCH-WW-TCH-02	WW	Teacher	1.0	BA/10	\$74,680.00	8/28/23	6/30/24
Klein, Lauren	Appointment	TCH-WW-TCH-05	WW	Teacher	1.0	MA+60/15	\$107,873.00	8/28/23	6/30/24
Lederman, Lainie	Appointment	TCH-WW-TCH-18	WW	Teacher	1.0	MA+30/15	\$109,464.00	8/28/23	6/30/24
Lorber, Amy	Appointment	TCH-WW-TCH-19	WW	Teacher	1.0	MA/15	\$105,145.00	8/28/23	6/30/24
Marangi, Elizabeth	Appointment	TCH-WW-TCH-20	WW	Teacher	1.0	BA/15	\$96,320.00	8/28/23	6/30/24
Mason, Pamela	Appointment	TCH-WW-TCH-22	WW	Teacher	1.0	MA+60/15	\$114,913.00	8/28/23	6/30/24
Maute, Neisa	Appointment	SPS-CST-AID-U29-10	WW	Paraprofessional PT	0.97	4	\$21,642.82	8/28/23	6/30/24
McCarthy, Megan	Appointment	TCH-WW-TCH-29	WW	Teacher	1.0	MA+30/15	\$102,424.00	8/28/23	6/30/24

WW

Name	Action	UPC	Location	Position	FTE	STEP	Rate of Pay	Start Date	Term Date
Meyer-Devincenzo, Jeanette	Appointment	TCH-WW-TCH-23	WW	Teacher	1.0	MA+60/15	\$114,913.00	8/28/23	6/30/24
Miniter, Kelly	Appointment	SPS-CST-AID-U29-15	WW	Paraprofessional PT	0.97	9	\$25,804.90	8/28/23	6/30/24
Misko, Rebecca	Appointment	TCH-WW-TCH-04	WW	Teacher	1.0	MA/12	\$88,010.00	8/28/23	6/30/24
Morris, Jill	Appointment	SEC-WW-PRIN-01	WW	Secretary-Admin/Aud	1.0	13	\$74,120.00	7/1/23	6/30/24
Murphy, Allison	Appointment	TCH-WW-TCH-26	WW	Teacher	1.0	MA+60/15	\$114,913.00	8/28/23	6/30/24
Mustachio, Judy	Appointment	SPS-WW-CAFAID-02	WW	Paraprofessional PT	0.75	9	\$21,021.04	8/28/23	6/30/24
Nakashian, Cheryl	Appointment	TCH-WW-CST-06	WW	Teacher	1.0	MA+60/15	\$114,188.00	8/28/23	6/30/24
Ng, Edward	Appointment	SPS-CST-AID-U29-01	WW	Paraprofessional PT	0.97	7	\$23,958.64	8/28/23	6/30/24
Nyman, Suzanne	Appointment	SEC-WW-PRIN-02	WW	Secretary-10 Month	1.0	13	\$59,395.00	8/28/23	6/30/24
O' Boyle, Christa	Appointment	TCH-WW-TCH-27	WW	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Palazzolo, Lindsay	Appointment	TCH-WW-TCH-24	WW	Teacher	1.0	BA+30/8	\$74,370.00	8/28/23	6/30/24
Paolazzi, Christopher	Appointment	TCH-WW-TCH-31	WW	Teacher	1.0	MA/8	\$79,770.00	8/28/23	6/30/24
Perez, Ryan	Appointment	TCH-WW-CST-05	WW	Teacher	1.0	MA/3	\$73,155.00	8/28/23	6/30/24
Pruser, Danielle	Appointment	TCH-WW-TCH-25	WW	Teacher	1.0	BA/8	\$71,670.00	8/28/23	6/30/24
Roth, Brianna	Appointment	TCH-WW-TCH-07	WW	Teacher	1.0	MA/11	\$85,245.00	8/28/23	6/30/24
Russell, Linda	Appointment	TCH-WW-TCH-35	WW	Teacher	1.0	MA/15	\$105,145.00	8/28/23	6/30/24
Santana, Rebecca	Appointment	TCH-WW-TCH-30	WW	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Schmidt, Tammy	Appointment	TCH-WW-TCH-11	WW	Teacher	1.0	MA+60/15	\$114,188.00	8/28/23	6/30/24
Shaffer, Deliriz	Appointment	TCH-WW-TCH-28	WW	Teacher	1.0	MA+30/13	\$94,322.00	8/28/23	6/30/24
Soracco, Corlee	Appointment	TCH-WW-TCH-21	WW	Teacher	1.0	BA+30/13	\$85,989.00	8/28/23	6/30/24
Suarez, Elisa	Appointment	SPS-CST-AID-O30-09	WW	Paraprofessional FT	1.0	9	\$26,694.72	8/28/23	6/30/24
Topakas, Jennifer	Appointment	TCH-WW-TCH-13	WW	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Watson, Gigi	Appointment	TCH-WW-TCH-17	WW	Teacher	1.0	MA+30/15	\$109,464.00	8/28/23	6/30/24
Winget, Abbey	Appointment	TCH-WW-CST-02	WW	Teacher	1.0	MA/3	\$73,155.00	8/28/23	6/30/24
Winter, William	Appointment	SPS-CST-AID-U29-03	WW	Paraprofessional PT	0.97	8	\$24,855.09	8/28/23	6/30/24
Ziegler, Robin	Appointment	SPS-WW-CAFAID-01	WW	Paraprofessional PT	0.58	2	\$12,738.32	8/28/23	6/30/24
Zielinski, Staci	Appointment	TCH-WW-TCH-32	WW	Teacher	1.0	MA+30/12	\$90,728.00	8/28/23	6/30/24

BC

Name	Action	UPC	Location	Position	FTE	STEP	Rate of Pay	Start Date	Term Date
Alves, Michael	Appointment	TCH-BC-TCH-09	BC	Teacher	1.0	MA/13	\$91,075.00	8/28/23	6/30/24
Boehm, Brianna	Appointment	TCH-BC-CST-06	BC	Teacher	1.0	MA/7	\$78,340.00	8/28/23	6/30/24
Bogucz, Kelly	Appointment	TCH-BC-TCH-03	BC	Teacher	1.0	BA/8	\$71,670.00	8/28/23	6/30/24
Chapman, Andrea	Appointment	SPS-CST-SW-02	BC	Teacher	1.0	MA/12	\$88,010.00	8/28/23	6/30/24
Comora, Mary	Appointment	TCH-BC-CST-02	BC	Teacher	1.0	MA+30/15	\$108,739.00	8/28/23	6/30/24
Dewalt, Bethany	Appointment	TCH-BC-TCH-05	BC	Teacher	1.0	MA/6	\$76,965.00	8/28/23	6/30/24
Doolittle, Christina	Appointment	TCH-BC-CST-03	BC	Teacher	1.0	MA/14	\$94,440.00	8/28/23	6/30/24
Ebersole, Erica	Appointment	TCH-BC-TCH-06	BC	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Fisher, Kathleen	Appointment	SEC-BC-PRIN-02	BC	Secretary-10 Month	1.0	8	\$53,345.00	8/28/23	6/30/24
Fleming, Marissa	Appointment	SPT-BC-GUD-01	BC	Teacher	1.0	MA/15	\$98,105.00	8/28/23	6/30/24
Foster, Joseph	Appointment	TCH-BC-TCH-07	BC	Teacher	1.0	MA+30	\$106,739.00	8/28/23	6/30/24
Gleeson, William	Appointment	TCH-BC-TCH-08	BC	Teacher	1.0	MA+60/15	\$114,188.00	8/28/23	6/30/24
Hill, Theresa	Appointment	TCH-BC-MUS-01	BC	Teacher	1.0	BA/12	\$79,910.00	8/28/23	6/30/24
Karcher, Dana	Appointment	TCH-BC-TCH-04	BC	Teacher	1.0	MA/9	\$81,250.00	8/28/23	6/30/24
Kolek, Judy	Appointment	TCH-BC-MUS-02	BC	Teacher	1.0	BA/8	\$71,670.00	8/28/23	6/30/24
Leshnower, David	Appointment	TCH-BC-TCH-10	BC	Teacher	1.0	BA/15	\$97,045.00	8/28/23	6/30/24
Lih, Erik	Appointment	TCH-BC-TCH-02	BC	Teacher	1.0	BA/9	\$73,150.00	8/28/23	6/30/24
Lombardi, Deirdre	Appointment	TCH-BC-TCH-11	BC	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Ludlow, Amy	Appointment	SPT-BC-NRS-01	BC	Teacher	1.0	BA/15	\$90,005.00	8/28/23	6/30/24
Major, Michelle	Appointment	TCH-BC-TCH-22	BC	Teacher	1.0	MA+30/15	\$102,424.00	8/28/23	6/30/24
Mattoon, Douglas	Appointment	TCH-BC-TCH-12	BC	Teacher	1.0	MA/15	\$105,145.00	8/28/23	6/30/24
Mendello, James	Appointment	TCH-BC-TCH-13	BC	Teacher	1.0	MA+60/15	\$114,188.00	8/28/23	6/30/24
Merian, Debra	Appointment	SPS-CST-AID-O30-08	BC	Paraprofessional PT	0.5	9	\$13,847.36	8/28/23	6/30/24
Merian, Debra	Appointment	TCH-BC-SPS-06	BC	Teacher	0.5	BA/15	\$48,522.50	8/28/23	6/30/24
Miele-Motyka, Susan	Appointment	TCH-BC-TCH-18	BC	Teacher	1.0	MA+30/15	\$102,424.00	8/28/23	6/30/24
Mijanovic, Tracy	Appointment	TCH-BC-CST-05	BC	Teacher	1.0	BA/9	\$73,150.00	8/28/23	6/30/24
Olear, Jacquelyn	Appointment	SPS-CST-AID-U29-07	BC	Paraprofessional PT	0.97	7	\$23,958.64	8/28/23	6/30/24
Pecarific, Melissa	Appointment	TCH-BC-TCH-01	BC	Teacher	1.0	BA/15	\$96,320.00	8/28/23	6/30/24
Peifly, Jennifer	Appointment	TCH-BC-TCH-14	BC	Teacher	1.0	MA/15	\$105,145.00	8/28/23	6/30/24
Pelliconi, Deborah	Appointment	TCH-BC-TCH-15	BC	Teacher	1.0	MA/15	\$105,145.00	8/28/23	6/30/24

BC

Name	Action	UPC	Location	Position	FTE	STEP	Rate of Pay	Start Date	Term Date
Peterson, Danielle	Appointment	TCH-BC-TCH-17	BC	Teacher	1.0	BA/10	\$74,680.00	8/28/23	6/30/24
Platt, Kaitlin	Appointment	TCH-BC-CST-01	BC	Teacher	1.0	MA/10	\$82,780.00	8/28/23	6/30/24
Posner, Dennis	Appointment	SPT-BC-LIB-01	BC	Teacher	1.0	MA/15	\$104,420.00	8/28/23	6/30/24
Ramirez, Justin	Appointment	TCH-BC-TCH-19	BC	Teacher	1.0	BA/2	\$63,885.00	8/28/23	6/30/24
Shortt, Sharon	Appointment	SEC-BC-PRIN-01	BC	Secretary-Admin/Aud	1.0	13	\$74,120.00	7/1/23	6/30/24
Walters, Mark	Appointment	TCH-BC-TCH-21	BC	Teacher	1.0	MA+30/15	\$108,739.00	8/28/23	6/30/24

Summary of Qualifications

Skillful and dedicated Administrative Assistant with extensive experience in the coordination, planning, and support of daily operational and administrative functions.

- ❖ Demonstrated capacity to provide comprehensive support including scheduling meetings, coordinating travel, and effectively managing essential tasks.
- ❖ Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.
- ❖ Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.
- ❖ Ability to motivate and direct personnel and effectively interact with diverse populations at a variety of management levels.
- ❖ Proficient in Microsoft Office, Microsoft Outlook, Microsoft Windows operating system, and Google Suite applications, Genesis, Frontline; type 70 wpm with accuracy.
- ❖ Familiar with Systems 3000, NJDOE state reporting, HIB regulations and reporting.

Professional Experience

ASSISTANT TO PRINCIPAL | ROLLING HILLS PRIMARY SCHOOL | 2010 TO PRESENT

Provide a high-level of administrative support with confidentiality and decorum to the Principal of Rolling Hills Primary School and work efficiently in a professional manner under stressful situations and constant interruption.

- Communicate daily with parents, staff, and students using discretion and judgement, answering questions, directing individuals to appropriate administrator.
- Direct contact for faculty and staff matters.
- Perform and organize a variety of duties for principal, teachers, and support staff.
- Maintain and compile multiple calendars not limited to annual leave, school activities/events, and school facilities use.
- Scheduling and coordination of meetings for the Principal, Guidance Counselor, and Child Study Team.
- Maintain and update student, faculty, and staff files
- Coordinate interviews, conduct onboarding of new hires and substitute faculty and staff.
- Assist Principal in maintaining and scheduling observations, evaluations, student growth objectives, and end of year summative.
- Assist the Principal in building faculty and staff schedules, as well as, scheduling students for standardized testing including PARCC and NJ ASK.

SECRETARY TO PRINCIPAL | HARDYSTON ELEMENTARY SCHOOL | 2009 – 2010 – LONG TERM TEMPORARY

Provided high-level administrative support with confidentiality and decorum to the Principal of Hardyston Elementary School and worked efficiently with a positive attitude under stressful situations and constant interruption.

SECRETARY MAIN OFFICE | HARDYSTON ELEMENTARY SCHOOL | 2005 – 2009 - SUBSTITUTE

Provided administrative support to faculty and staff of Hardyston Elementary school in a professional and courteous manner while maintaining cooperative working relationship with students, staff, parents, and community members.

SUBSTITUTE TEACHER | WALLKILL VALLEY SCHOOL DISTRICT | 2004 – 2010

Served as a Sussex County certified substitute teacher for grades K – 8 for the Wallkill Valley area sending districts. Provided instruction and encouraged student progress while developing and maintaining a positive learning environment. Followed professional practices consistent with school and district policies. Complied with building procedures and schedules. Have interacted professionally and cooperatively with students, parents, and staff.

UNION CAMP CORPORATION | WAYNE, NEW JERSEY | 1989 - 1998

Provided administrative support for a successful fortune 500 paper and chemical manufacturer.

- COMMUNICATIONS ASSISTANT
- HUMAN RESOURCES ASSISTANT
- SECRETARY - MANAGEMENT INFORMATION SYSTEMS DEPARTMENT
- SECRETARY - CHEMICAL SALES

Education

BERKELY COLLEGE | WEST PATERSON, NEW JERSEY |
ASSOCIATE IN APPLIED SCIENCE
DEAN'S LIST

UNIVERSITY OF PHOENIX | PHOENIX, AZ - ON-LINE STUDENT | 60 CREDITS EARNED
CANDIDATE FOR BACHELOR OF SCIENCE IN EDUCATION
GPA: 3.44

Licenses

NEW JERSEY REAL ESTATE SALES PERSON'S LICENCE

Certifications

SUBSTITUTE TEACHER CERTIFICATION K-12 - SUSSEX COUNTY, NJ
CPR/AED CERTIFICATION - AMERICAN HEART ASSOCIATION
UNIVERSAL LIFE CHURCH MONASTERY - MINISTER

Professional Memberships and Associations

NEW JERSEY EDUCATION ASSOCIATION
NORTH CENTRAL JERSEY ASSOCIATION BOARD OF REALTORS
OGDENSBURG RECREATION ASSOCIATION (2001- 2012)

References

Education

University of Missouri Kansas City – Conservatory of Music and Dance May 2019
M.M. – saxophone performance

The College of New Jersey, Ewing NJ May 2017
Bachelor of Music Education K-12 Instrumental – woodwind concentration

Professional Experience

Tinc Road Elementary School, Flanders, NJ Sept 2020 – Current
Elementary General Music

- Prepare a full year curriculum for K-5 including core elements of musicianship.
- Modify lessons to accommodate for approaching and exceeding learners both virtually and in-person.
- Create games for differentiating ability levels with unifying participation
- Poll students on their experience in music class and how their experience could improve.
- Adjust assessment models based on changes from virtual to in-person curriculum.
- Plan units on effective analysis, rhythm, singing, appropriate cultural and world music.
- Collaborate with all grade level teachers to create relevant music lessons with appropriate content.
- Participate in grade level PLC's to understand student abilities and differentiate instruction accordingly.
- Leverage physical/digital instruments and learning tools to deliver quality instruction
- Communicate with parents regarding their child's musical performance in class, celebrating student success.
- Attend all faculty meetings to cooperate with the school community.
- Coordinated bus dismissals and arrivals

Lakeview Elementary School, Denville, NJ January – June 2020
Elementary Instrumental Leave Replacement

- Focused on process-oriented learning model, celebrating small successes.
- Instructed, coached, and conducted 4th and 5th grade band weekly rehearsals.
- Facilitated in-person to virtual transition during the Covid-19 pandemic.
- Managed a pull-out lesson schedule with cooperation of 4th & 5th grade teachers.
- Grouped students in lessons homogenously by instrument, differentiating accordingly.

Relevant Work Experience

- Mount Olive High School Marching Band - Woodwind tech Fall 2022 – current
- Private Teaching Studio Fall 2013-current
- Passaic Arts and Sciences Charter School · Passaic, NJ August – December 2019
- Music House School of Music · Overland Park, KS Winter 2017 – 2018
- Concert Hall Recording/Light Technician · The College of New Jersey Fall 2015 – Spring 2017
- Marching Band Woodwind Technician · Wayne Hills HS, Wayne NJ Summer 2017

Activities and Achievements

Eastern Wind Symphony, principal saxophone chair Winter 2020 - current
2019 North American Saxophone Alliance – Regional Conference, Fayetteville AR
2018 North American Saxophone Alliance
New Jersey Collegiate Music Educators Association – President September 2016–2017
Phi Mu Alpha Sinfonia – Men's National Music Fraternity
National Association for Music Educators (NAfME)
North American Saxophone Alliance (NASA)

Student Teaching

Crossroads North Middle School, South Brunswick, NJ Spring 2017
Keystone Elementary School, Bristol Township, PA Spring 2017
Community Middle School, West-Windsor Plainsboro, NJ Spring 2016

Denis Cook

Teacher of Mathematics

25

MATH COURSES TAUGHT

AP Calculus
Calculus Honors
Honors Algebra II
Geometry
Algebra I
Honors Pre-Algebra
Math 8
Math 7

EDUCATION

Enrolled in

PhD. Mathematics Education

Montclair State University
2022 – Present

Master of Science

Pure and Applied Mathematics

Montclair State University
2015– 2019

Bachelor of Science

Adolescent Education: Mathematics

SUNY College at Oneonta
2006-2010

Bachelor of Science

Mathematics

SUNY College at Oneonta
2006-2010

CERTIFICATION

Standard Certificate

Teacher of Mathematics K-12

PROFILE

As an experienced teacher, I am committed to creating a student-centered learning environment that prioritizes problem-based instruction and encourages student mathematical discourse. With a perspective on mathematics education that emphasizes conceptual understanding and engages students in the process of doing mathematics together, I believe that students develop a deeper understanding of mathematical principles that they can apply in the real-world. My passion for teaching and my dedication to student success make me a valuable addition to any educational team.

PROFESSIONAL EXPERIENCE

TEACHER OF MATHEMATICS

Kittatinny Regional High School, Newton, NJ Sept. 2011 - Present
Currently: AP Calculus AB, Algebra II Honors, ACP Algebra I, Math 8

CONCURRENT INSTRUCTOR

Sussex County Community College, Newton, NJ Sept. 2013 - Present
Calculus

LEAVE REPLACEMENT TEACHER OF MATHEMATICS

Kittatinny Regional High School, Newton, NJ Nov. 2010 - June 2011

SCIENCE SUMMER CAMP INSTRUCTOR

Super Science Programs for Kids, New Jersey, New York June 2005 – Present
Supervise 15 to 25 students of age 7 to 12 during science summer camps
Teach fun and educational science lessons

CURRICULAR EXPERIENCE

- Revised and implemented new curriculum in AP Calculus
- Led the department adoption and implementation of Illustrative Mathematics curriculum
- Wrote and maintained curriculum via Atlas
- Utilized Realtime and Google Classroom for grades, parent contact, notes, etc.

LEADERSHIP EXPERIENCE

- Coached math teachers in adoption of new curriculum and strategies
- Facilitated Math Department PD on implementation of Illustrative Mathematics and Math Instructional Routines
- Resource for colleagues with online math tools like Delta Math

EXTRACURRICULAR ROLES

- Instructor at After School Mathematics Help
- Assistant High School Mock Trial Advisor
- Equity Team Member

SKILLS & STRENGTHS

- Strong analytical reasoning & problem solving
- Perpetual learner
- Mathematics education doctoral student and researcher
- Team-player
- Creative and resourceful
- Experienced at all levels of instruction grades 7-12
- Effective virtual instruction
- Excellent classroom management
- Letters of recommendation for university admissions
- MATLAB
- Desmos Activity Builder with computation layer
- TI-84, TI nSpire, Desmos calculator
- DeltaMath
- Extensive knowledge of NJSLS
- Tutoring
- NCTM member since 2010

LEADERSHIP

- Peer mentoring & coaching in instructional strategies
- PD Facilitator
- Effective communication
- Strong relationships

EXPERIENCE CONTINUED

PEDAGOGY

- Implement student-centered, problem-based learning activities
- Emphasize peer-based learning with group math tasks
- Elicit and incorporate student mathematical discourse
- Relate mathematical concepts to real-world connections
- Approach unit planning via UbD
- Emphasize growth-mindset
- Differentiate instruction to meet unique needs of individual students
- Utilize mathematics instructional routines and language routines
- Emphasize mathematical modeling tasks
- Frame assessment questions to align with state assessments
- Engage in reflective teaching
- Use data to improve instruction
- Incorporate stakeholders for the benefit of each student

PROFESSIONAL REFERENCES



SEAN K MAURIZI

OBJECTIVE

To apply for a position teaching the Biological Sciences

FUNCTIONAL SUMMARY

My diversity of employment, both in and out of the educational field, helped prepare me for the wide range of responsibilities necessary in teaching.

Teacher of Science at Sage Day School Boonton Teacher of Life Science at
Whippany Park HS Teacher of Life Sciences at HCHS HCHS
Representative to the Board of Trustees AVID Coordinator HCHS
Coordinator of The College Process Licensed High School Soccer Coach

EMPLOYMENT

- Present Sage Day School Boonton, NJ
 - Biology, Chemistry, Environmental Science Teacher

- 2016-2018 Whippany Park High School Whippany, NJ
 - 9th Grade CP/Honors Biology Teacher
 - 11/12th Grade Environmental Science Teacher
 - Boys Assistance Track & Field Coach

- 2015-2016 Hoboken Junior/Senior High School Hoboken, NJ
 - 7th /8th Grade Integrated Science Teacher
 - 9th Grade Environmental Science Teacher
 - Boys Assistance Soccer Coach

- 2006-2015 Hoboken Charter School Hoboken, NJ
 - Teacher of Life Sciences (Biology I & II, Anatomy & Physiology, Environmental Science, Urban Agriculture)
 - AVID Teacher / Coordinator
 - High School Representative to the Board of Trustees
 - College and Career Readiness Advisor

- 2010-2015 The Pingry School Martinsville, NJ
 - Boys and girls MS/HS Goalkeeper Coach
 - Girls JV Head Coach

SEAN K MAURIZI

EDUCATION

2005	Montclair State University	Upper Montclair, NJ
	• Bachelor of Science, Biology	
2007	St. Peter's College	Jersey City, NJ
	• Alternate Route Certification	

EDUCATIONAL DEVELOPMENT

2014	NSTA National Conference	Boston, MA
2011	NSTA National Conference	San Francisco, CA
2011	AVID Training (Science II)	Dallas, TX
2010	AVID Training (College Prep/Readiness)	Chicago, IL
2009	AVID Training (College Prep/Readiness)	Chicago, IL
2007	AVID Training	San Diego, CA
2007	NSTA National Conference	Boston, MA
2007	Curriculum Writing	Hoboken Charter School
	• Wrote New Curricula for Biology and Anatomy & Physiology	
	• Updated the Curricula for Chemistry and Physics	
2006	Praxis II: Biology	St. Peter's Prep, NJ

ADDITIONAL EXPERIENCES AND SKILLS

2009-2013	Hoboken Charter School	Hoboken, NJ
	<i>Faculty Board Representative</i>	
	- Nominated by High School Staff and Faculty	
2008/2009	Hoboken Charter School	Hoboken, NJ
	- <i>HCS High School Teacher of The Year</i>	
June 2007	Hoboken Charter School	Hoboken, NJ
	<i>Faculty Speaker</i>	
	- Represented the High School Faculty at the Senior Commencement Ceremony	

Maryrose LaRocca Neri

Professional Summary

Experienced administrative assistant with extensive understanding of customer service and satisfaction, communication, attention to detail, time management, multi-tasking, and problem resolution. Proactive and resourceful with an ability to anticipate the needs of the customer. Broad industry experience including Administration, Education, Insurance, Banking, and Government.

Core Competencies

Customer service	Leadership Skills	Communication skills	Time Management Skills
Organizational Skills	Multi-tasking Skills	Critical thinking skills	Problem Solver

Experience

01/2020 - Present

Don Bosco Preparatory High School – *Administrative Assistant / Transportation Coordinator*

- Performs diverse administrative duties that includes maintaining accurate attendance records for approximately 800 students, scheduling meetings for administrators and staff, coordinating the flow of communication by answering telephone calls, taking messages and responding to emails, completing correspondence for administrators including faxes and mail, completing various projects throughout the year that includes the planning and preparation for graduation, the National Honor Society ceremony, and service and award ceremonies.
- Prepares and submits purchase orders for supplies, work orders, and reimbursement forms as needed
- Acts as a liaison and source of communication between parents, the public, and the Don Bosco Prep community
- Coordinates the transportation of students with the various public school districts
- Manages and coordinates the transportation needs of all students for private busing
- Prepares bus contracts for students and collects transportation fees
- Schedules bus drills and collects state busing forms for each school year

12/ 2018 - 1/2020

Don Bosco Preparatory High School – *Permanent Substitute Teacher*

- Worked with teachers, administrators, and support staff to promote positive student behavior and values consistent with a Roman Catholic, Salesian Institution
- Maintained order in the classroom by following lesson plans left by the teacher
- Activated classroom management by setting rules and limits
- Administered tests and exams as instructed by the primary teacher

02/2011- 12/2018

Neri and Russo Services, LLC – *Independent Business Owner*

- Increased business volume by 125% by following up on leads, and networking
- Analyzed industry trends and compiled market research data to inform planning and strategy
- Met company performance targets through implementation of weekly sales analysis, marketing results, and weekly work performance management of employees
- Maintained exceptional customer service ratings for the company through quarterly audits of technicians
- Maintained relationships with existing accounts through customer service agreements and follow up
- Prospected to obtain new accounts through marketing and advertising strategies
- Managed job workflows and scheduling of customer calls
- Handled and resolved customer complaints and concerns
- Responsible for the hiring and termination of employees and their performance management
- Managed all business finances, including vendor and supplier management and negotiated cost effective rates with vendors

Education

09/1979 - 05/1983

Drew University, Madison, N.J. – *Bachelor of Arts*

Volunteer Activities

- Annual volunteer and fundraiser in the Relay for Life Organization
- Member of the Don Bosco Preparatory High School Mothers Guild
- Religious Education Teacher at St. Pius X in Montville, N.J.

Diana Novachevska

SUMMARY

A classically trained artist with expertise in charcoal, paint, clay, digital photography, Photoshop, and Adobe Illustrator. Experience in teaching students aged K-12 and Post Grad, in Lakeland Regional Highschool, Franklin Borough School, and in a private school with students with special needs. A calm, level-headed person, good at making calculated decisions in stressful situations. Organized, good at improvising, and finding solutions on the spot. Good at communication and always striving to improve, very open to constructive criticism. Confident in the ability to teach and manage a classroom.

PROFESSIONAL EXPERIENCE

Lakeland Regional High School– Wanaque, NJ

Student Teacher, August 2022 – Current

- Taught a variety of classes including Art 2, Sculpture, Ceramics, and Digital photography 1, 2, and 3.
- Instructed students and ensured proper behavior and productivity during an 80-minute block schedule.
- Created unique lesson plans to follow current New Jersey Learning Standards while maintaining student attention and engagement, ensuring students are enjoying the lesson while following the set curriculum.
- Understands how to use the Realtime system and use a variety of assessments to grade students on more than just projects.

Ulta Beauty – Parsippany, NJ

Lead Cashier, October 2020 – Current

- Responsible for providing an exceptional experience for all ULTA guests by engaging each guest to determine their individual needs, keeping fixtures fully stocked with merchandise, maintaining overall store cleanliness, and completing tasks as assigned.
- Served multiple guests at one time while maintaining composure during busy or peak selling times.
- Assisted in the training of new cashiers, the cross-training of other associates, and in driving loyalty results, including credit.

Art ETC – Sparta, NJ

Gallery Manager, July 2018 – May 2019

- Managed various projects on an as-needed basis, including organizing samples, filing, reorganizing the library, and paperwork.
- Taught private art lessons with students aged 6-15.
- Created commissioned artwork. Worked with customers to create custom artwork and ensure their specific ideas and needs were met.

EDUCATION

WILLIAM PATERSON UNIVERSITY – Wayne, NJ

Bachelor of Arts in Secondary Education and Art Studio, Anticipated graduation date: May 2023

West Milford High School – West Milford, NJ

Graduated June 2019

ADDITIONAL SKILLS

- Experienced in Photoshop and Adobe Illustrator
- Bilingual in Russian and English
- Web and tech-savvy, require little to no training
- New Jersey Substitute Certification
- Recieved 2023 New Jersey Distinguished Clinical Intern Award

John Pacifico

EXPERIENCE

PCR Systems, Inc • IT&S Field Service Analyst

(02/2023) – Present

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- Provided technical support to critical areas, hospital staff, and business personnel of Cooperman Barnabas Medical Center.
- Installed and configured software, hardware, and peripheral devices, including desktops, laptops, printers, and scanners.
- Conducted PC imaging and development, migrations, and desk setup for current and new employees.
- Troubleshooted and resolved technical issues with applications, hardware, and network systems, ensuring minimal downtime.
- Responded to service requests and resolved incidents using ServiceNow, ensuring timely resolution and customer satisfaction.
- Collaborated with other IT teams to ensure the optimal service delivery and adherence to IT policies and procedures.
- Provided end-user training on software applications, hardware, and best practices, as needed, following issue resolution.

Best Buy • Geek Squad Consultation Agent

(10/2022) – (03/2023)

- Diagnosed and repaired client issues in a face-to-face setting, ensuring excellent customer service.
- Documented and relayed client issues in a clear and concise manner to Advanced Repair Agents.
- Educated clients on their product, hardware, software, and Geek Squad's services, ensuring their satisfaction, and understanding.
- Set up client's personal computers to meet their standards, including software installation and configuration.
- Collaborated with the Geek Squads team to solve complex client issues, ensuring timely resolution.
- Achieved Quarterly MVP recognition for exceptional performance in diagnosing and resolving client issues, as well as providing exceptional customer service.

Paramus Public School District • Substitute Teacher

(01/2022) – (10/2022)

- Provided instruction and classroom management.
- Performed as an aid for a One-on-One mentorship program.
- Conferred with teachers, counselors, and administrators to resolve student behavior issues.
- Successfully completed Vector Education Training modules and assessment text.
- Adapted teaching methods and instructional materials to meet students' needs.

Little Ivy Academy • Head / Assistant Instructor

(01/2020) – (12/2021)

- Educated students on the fundamentals of programming and robotic architecture.
- Encouraged a collaborative environment for students through teambuilding assignments, projects, and activities.
- Mentored Assistance Instructors in lesson plans and classroom management.
- Guided students in creating and constructing Lego structures with LEGO Mindstorms Ev3.
- Instructed elementary students on using Scratch software.
- Assisted students in adding motion blocks in Scratch software, which enabled LEGO robots to perform various moveable functions.
- Trained Middle school students in HTML and Java coding using Glitch, creating their own business websites.
- Implemented creative teaching methods in the classroom based on lesson plans provided by Little Ivy Academy.

EDUCATION

Montclair State University

(09/2021) – (01/2023)

Major: English

Minor: Public and Professional Writing

School of Humanities and Social Sciences

Bergen Community College

(09/2016) – (08/2021)

Associate's Degree in Science, General Studies

SKILLS

- Technical Support
- Installation
- Troubleshooting
- ServiceNow
- Collaboration
- Training
- Diagnostics
- Documentation
- Education
- Critical thinking
- Creating thinking
- Customer Service
- Instruction
- Conflict Resolution
- Adaptability
- Microsoft Office
- Writing
- Editing
- Proofreading
- Research
- Presentation

Lake Drive ESY Staff 2023

Name	Action	UPC	Position	Location	FTE	Rate of Pay	Start Date	Term Date
Becht, Jennifer	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Buriak, Ma'Kaila	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Carangelo, Anthony	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Ciasulli, Keri	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Crimmins, Cathy	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Daly, Lauren	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Duffy, Anastacia	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Eis, Lindsay	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Franklin, Kim	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Gonzalez, Maria	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Hewitt, Diane	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Melfi, Nicole	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Oravec, Kelly	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Supple, Barbara	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Valvano, Sarah	Appointment		Teacher	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Kaplan, Samantha	Appointment		Speech Therapist	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Kassel-Petrocco, Janice	Appointment		Speech Therapist	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Marino, Carla	Appointment		Speech Therapist	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Oakes, Cassie	Appointment		Speech Therapist	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Sabato, Pamela	Appointment		Speech Therapist	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Williams, Otilia	Appointment		Speech Therapist	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Batista, Elba	Appointment		Paraprofessional	LD	0.97	Regular Hourly rate (5.8 hrs/day)	7/3/23	7/28/23
Boneberg, Julia	Appointment		Paraprofessional	LD	0.97	Regular Hourly rate (5.8 hrs/day)	7/3/23	7/28/23
Cohen, Ilana	Appointment		Paraprofessional	LD	0.97	Regular Hourly rate (5.8 hrs/day)	7/3/23	7/28/23
Domenech, Amalia	Appointment		Paraprofessional	LD	0.97	Regular Hourly rate (5.8 hrs/day)	7/3/23	7/28/23
Dorner, Rebecca	Appointment		Paraprofessional	LD	0.97	Regular Hourly rate (5.8 hrs/day)	7/3/23	7/28/23
Hamming, Ashley	Appointment		Paraprofessional	LD	0.97	Regular Hourly rate (5.8 hrs/day)	7/3/23	7/28/23
Jorgenson, Kyle	Appointment		Paraprofessional	LD	0.97	Regular Hourly rate (5.8 hrs/day)	7/3/23	7/28/23
Listner, Vivian	Appointment		Paraprofessional	LD	0.97	Regular Hourly rate (5.8 hrs/day)	7/3/23	7/28/23
McKinstry, Samantha	Appointment		Paraprofessional	LD	0.97	Regular Hourly rate (5.8 hrs/day)	7/3/23	7/28/23
Minick, Casey	Appointment		Paraprofessional	LD	0.97	Regular Hourly rate (5.8 hrs/day)	7/3/23	7/28/23
Papadopolu, Rossana	Appointment		Paraprofessional	LD	0.97	Regular Hourly rate (5.8 hrs/day)	7/3/23	7/28/23
Patrucker, Danielle	Appointment		Paraprofessional	LD	0.97	Regular Hourly rate (5.8 hrs/day)	7/3/23	7/28/23
Schwartz, Jobi	Appointment		Audiologist	LD	1.0	Regular Per diem rate	7/3/23	7/28/23
Wendler, Sharon	Appointment		Nurse	LD	1.0	Regular Per diem rate	7/3/23	7/28/23

Lake Drive ESY Staff 2023

Name	Action	UPC	Position	Location	FTE	Rate of Pay	Start Date	Term Date
Rice, Jessica (OD)	Appointment		Paraprofessional	LD	0.97	\$16.00 per hour (5.8 hrs/day)	7/3/23	7/28/23
Fezenko, Sierra (OD)	Appointment		Paraprofessional	LD	0.97	\$16.00 per hour (5.8 hrs/day)	7/3/23	7/28/23
Marzigliano, Danielle (OD)	Appointment		Paraprofessional	LD	0.97	\$16.00 per hour (5.8 hrs/day)	7/3/23	7/28/23
Moreno, Tiffany (OD)	Appointment		Paraprofessional	LD	0.97	\$16.00 per hour (5.8 hrs/day)	7/3/23	7/28/23
Long, Heather (OD)	Appointment		Physical Therapist	LD		\$85.00 per hour (Not to exceed 150 hours)	7/3/23	7/28/23
Worden, Maureen	Appointment		Occupational Therapist	LD	1.0	Regular Per diem rate (Not to exceed 16 days)	7/3/23	7/28/23
Bibeault, Dana (LTR)	Appointment		Occupational Therapist	LD	1.0	Regular Per diem rate (Not to exceed 16 days)	7/3/23	7/28/23
Cottone, Margo	Appointment		Mental Health	LD	1.0	Regular Per diem rate (Not to exceed 12 days)	7/3/23	7/28/23
DeMuth, Jennifer	Appointment		Mental Health	LD	1.0	Regular Per diem rate (Not to exceed 10 days)	7/3/23	7/28/23
Mores, Maria	Appointment		Mental Health	LD	1.0	Regular Per diem rate (Not to exceed 10 days)	7/3/23	7/28/23
Mary Osborne, (OD)	Appointment		Consultant	LD	1.0	\$135.00 per hour (Not to exceed 10 days)	7/3/23	7/28/23
McKinstry, Samantha	Appointment		Substitute Teacher	LD	1.0	Per BOE Substitute Rate Table	7/5/22	7/28/23
Patrucker, Danielle	Appointment		Substitute Teacher	LD	1.0	Per BOE Substitute Rate Table	7/5/22	7/28/23
Rice, Jessica (OD)	Appointment		Substitute Teacher	LD	1.0	Per BOE Substitute Rate Table	7/5/22	7/28/23
Moreno, Tiffany (OD)	Appointment		Substitute Teacher	LD	1.0	Per BOE Substitute Rate Table	7/5/22	7/28/23

(All OD employees pending completion of paperwork)

Summer Curriculum Writing 2023

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District									
Name	Action	UPC	Position	Location	FTE	Degree/Step	Rate of Pay	Start Date	Term Date
Sidhu, Paul	Appointment		Summer Curriculum Writing - Entrepreneurship Honors	MLHS			\$1,000	7/1/23	8/25/23
Sidhu, Paul	Appointment		Summer Curriculum Writing - Sports & Entertainment Management Honors	MLHS			\$500	7/1/23	8/25/23
Sidhu, Paul	Appointment		Summer Curriculum Writing - Digital Marketing Honors	MLHS			\$500	7/1/23	8/25/23
Baier, Stephanie	Appointment		Summer Curriculum Writing - Introduction to Computer Programming	MLHS			\$500	7/1/23	8/25/23
Baier, Stephanie	Appointment		Summer Curriculum Writing - Computer Programming 2	MLHS			\$500	7/1/23	8/25/23
Baier, Stephanie	Appointment		Summer Curriculum Writing - Graphic Design	MLHS			\$500	7/1/23	8/25/23
Fiorina, Teresa	Appointment		Summer Curriculum Writing - Advanced Foods	MLHS			\$500	7/1/23	8/25/23
Fiorina, Teresa	Appointment		Summer Curriculum Writing - Fashion and Image	MLHS			\$500	7/1/23	8/25/23
Fiorina, Teresa	Appointment		Summer Curriculum Writing - Nutrition	MLHS			\$500	7/1/23	8/25/23
Fiorina, Teresa	Appointment		Summer Curriculum Writing - Global Cuisine	MLHS			\$500	7/1/23	8/25/23
Butler, Patrick	Appointment		Summer Curriculum Writing - Film Studies	MLHS			\$500	7/1/23	8/25/23
Butler, Patrick	Appointment		Summer Curriculum Writing - Public Speaking	MLHS			\$500	7/1/23	8/25/23
Seibert, Tania	Appointment		Summer Curriculum Writing - English 10: AP Seminar	MLHS			\$1,000	7/1/23	8/25/23
Adams, Sarah	Appointment		Summer Curriculum Writing - Portfolio Development	MLHS			\$1,000	7/1/23	8/25/23
Suarez, Jennifer	Appointment		Summer Curriculum Writing - Health 9	MLHS			\$300	7/1/23	8/25/23
Suarez, Jennifer	Appointment		Summer Curriculum Writing - Health 11	MLHS			\$300	7/1/23	8/25/23
Suarez, Jennifer	Appointment		Summer Curriculum Writing - Health 12	MLHS			\$300	7/1/23	8/25/23
Ayhan, Emrah	Appointment		Summer Curriculum Writing - Astronomy	MLHS			\$500	7/1/23	8/25/23
Gillespie, Sarah	Appointment		Summer Curriculum Writing - U.S. History 1	MLHS			\$1,000	7/1/23	8/25/23
Gillespie, Sarah	Appointment		Summer Curriculum Writing - U.S. History 2	MLHS			\$1,000	7/1/23	8/25/23
Rodriguez, Begona	Appointment		Summer Curriculum Writing - Spanish 5	MLHS			\$1,000	7/1/23	8/25/23
Ivy H/WW/BC									
Coleman, Gretchen	Appointment		Summer Curriculum Writing - Computer Technology K-2	WW			\$1,000	7/1/23	8/25/23
Coleman, Gretchen	Appointment		Summer Curriculum Writing - Computer Technology 3-5	WW			\$1,000	7/1/23	8/25/23
McCarthy, Megan	Appointment		Summer Curriculum Writing - K-2 Enrichment	WW			\$1,000	7/1/23	8/25/23
McCarthy, Megan	Appointment		Summer Curriculum Writing - G & T 3-5	WW			\$1,000	7/1/23	8/25/23
Olearchik, Nicole	Appointment		Summer Curriculum Writing - Music K-2	WW			\$1,000	7/1/23	8/25/23
Olearchik, Nicole	Appointment		Summer Curriculum Writing - Music 3-5	WW			\$1,000	7/1/23	8/25/23
Posner, Dennis	Appointment		Summer Curriculum Writing - Library Media 3-5	WW			\$1,000	7/1/23	8/25/23
Fagan, Trisha	Appointment		Summer Curriculum Writing - Library Media K-2	WW			\$1,000	7/1/23	8/25/23
Murphy, Allison	Appointment		Summer Curriculum Writing - Math Grade 3	WW			\$1,000	7/1/23	8/25/23
Daly, Lauren	Appointment		Summer Curriculum Writing - PreK 3	WW			\$1,000	7/1/23	8/25/23
Daly, Lauren	Appointment		Summer Curriculum Writing - PreK 4	WW			\$1,000	7/1/23	8/25/23

Summer Curriculum Writing 2023

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Lax, Gigi	Appointment		Summer Curriculum Writing - Social Studies_Kindergarten (cowriter)	WW			\$600	7/1/23	8/25/23
Santana, Rebecca	Appointment		Summer Curriculum Writing - Social Studies_Kindergarten (cowriter)	WW			\$600	7/1/23	8/25/23
Palazzolo, Lindsay	Appointment		Summer Curriculum Writing - Social Studies_Grade One	WW			\$1,000	7/1/23	8/25/23
Murphy, Allison	Appointment		Summer Curriculum Writing - Social Studies_Grade Two	WW			\$1,000	7/1/23	8/25/23
Murphy, Allison	Appointment		Summer Curriculum Writing - Social Studies_Grade Three	WW			\$1,000	7/1/23	8/25/23
Ciulla, Kristina	Appointment		Summer Curriculum Writing - Social Studies_Grade Four	WW			\$1,000	7/1/23	8/25/23
Alves, Mike	Appointment		Summer Curriculum Writing - French_Grade Seven	BC			\$1,000	7/1/23	8/25/23
Alves, Mike	Appointment		Summer Curriculum Writing - French_Grade Eight	BC			\$1,000	7/1/23	8/25/23
Mendello, James	Appointment		Summer Curriculum Writing - Spanish_Grade Seven	BC			\$1,000	7/1/23	8/25/23
Mendello, James	Appointment		Summer Curriculum Writing - Spanish_Grade Eight	BC			\$1,000	7/1/23	8/25/23
Miele-Motyka, Susan	Appointment		Summer Curriculum Writing - Allied Computers_Grade 6	BC			\$300	7/1/23	8/25/23
Miele-Motyka, Susan	Appointment		Summer Curriculum Writing - Allied Computers_Grade 7	BC			\$300	7/1/23	8/25/23
Miele-Motyka, Susan	Appointment		Summer Curriculum Writing - Allied Computers_Grade 8	BC			\$300	7/1/23	8/25/23
Miele-Motyka, Susan	Appointment		Summer Curriculum Writing - Computer Programming Elective Grade 6-8	BC			\$300	7/1/23	8/25/23
Doolittle, Christina	Appointment		Summer Curriculum Writing - Math Grade 8 (cowriter)	BC			\$600	7/1/23	8/25/23
Major, Michelle	Appointment		Summer Curriculum Writing - Math Grade 8 (cowriter)	BC			\$600	7/1/23	8/25/23

Summer Academy 2023

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Name	Action	UPC	Position	Location	FTE	Degree/Step	Rate of Pay	Start Date	Term Date
District									
Alfano, Jessica	Appointment		Summer Academy - Geometry Preview	DW			\$1,710	6/26/23	7/28/23
DeOrio, Alyssa	Appointment		Summer Academy - Geometry Credit	DW			\$5,400	6/26/23	7/28/23
Monaco, Bryan	Appointment		Summer Academy - Algebra 1 Credit	DW			\$5,400	6/26/23	7/28/23
Wallace, Chris	Appointment		Summer Academy - Chemistry Credit/Preview (combined)	DW			\$5,400	6/26/23	7/28/23
Ivy H/WW/BC									
Price, Ryan	Appointment		Summer Academy - Jazz Workshop	DW			\$450	6/26/23	7/28/23
Diesso, Amanda	Appointment		Summer Academy - Get Ready for School (Grade 1)	DW			\$450	6/26/23	7/28/23
Diesso, Amanda	Appointment		Summer Academy - "Splash into 2nd Grade"	DW			\$450	6/26/23	7/28/23
Murphy, Allison	Appointment		Summer Academy - Get Ready for School Third Grade	DW			\$1,125	6/26/23	7/28/23
McCarthy, Megan	Appointment		Summer Academy - Summer Academy - Summer Academy - 1st Grade S.T.E.A.M Team	DW			\$450	6/26/23	7/28/23
McCarthy, Megan	Appointment		Summer Academy - 2nd Grade S.T.E.A.M Team	DW			\$450	6/26/23	7/28/23
McCarthy, Megan	Appointment		Summer Academy - 3rd Grade S.T.E.A.M Team	DW			\$450	6/26/23	7/28/23
Kolek, Judy	Appointment		Summer Academy - Children's Theatre	DW			\$5,445	6/26/23	7/28/23
Hollick, Mike	Appointment		Summer Academy - Children's Theatre	DW			\$5,445	6/26/23	7/28/23
Menard, Laura	Appointment		Summer Academy - Children's Theatre	DW			\$3,398	6/26/23	7/28/23



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Affirmative Action Officer
Department: Administration
Location: District Wide
Reports To: Superintendent of Schools or Designee

Summary: The Affirmative Action Officer supervises all aspects of the district's affirmative action/equity plan.

Duties and Responsibilities: The Affirmative Action Officer ensures equal educational opportunity for all students in the district and equal employment opportunity for all employees in compliance with current statute and code.

- Provides leadership for the district's affirmative action team, development of the comprehensive equity plan, and coordination of the education equality and equity programs to ensure compliance with state and federal statutes governing educational equity.
- Oversees the implementation of the district's multi-year equity plan; identifies problems through ongoing internal survey; and establishes goals and timelines to correct discriminatory patterns and practices.
- Participates in the ongoing review and development of the district's educational equality and equity policies.
- Reviews school and classroom practices and employment and contract practices to ensure compliance with law, administrative code, and district policies. Makes recommendations for corrective measures when necessary.
- Notifies all students and staff of district grievance procedures for handling discrimination complaints and administers the grievance process.
- Acts as liaison between the school district and the community organizations, contractors, vendors and others concerned with equal opportunity employment.
- Monitors inservice training, recreational or social programs to determine if there is equal access for all employees.
- Develops and coordinates required professional development programs for certificated and uncertificated school personnel on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.
- Conducts the required annual internal district monitoring to ensure continuing compliance with state and federal statutes and code governing educational equity.
- Reviews curriculum guides, guidance services, standardized tests, curricular and extracurricular programs, athletic programs and scholarship programs to assure that they are nondiscriminatory, and recommends corrective steps when necessary.
- Ensures the inclusion of a multicultural curriculum and required courses related to the history of other cultures. Assists in the development of resource lists of multicultural, nonsexist, unbiased supplemental materials.
- Reviews the organizational aspects of the interscholastic athletic programs
- to assure equal treatment in such areas as coaches' salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling practice and game time, length of season and other related matters.
- Monitors equal access to programs and facilities and a harassment-free school environment for all students and employees.
- Maintains professional competence and continuous improvement through continuing education and professional development activities. Keeps abreast of current discrimination issues; relevant state and federal laws; and effective affirmative action/equal education strategies.
- Performs other related duties as may be assigned by the superintendent and/or required by law, code or board policy.

Work Environment: Within a typical education setting, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Education and Experience:

- Minimum experience as determined by the board.
- Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities.
- Good oral and written communication skills.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Work year and salary to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law, administrative code and provisions of the board's policy on evaluation of certified personnel.

Revised 5/2/23

Board Approval Date _____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Athletic Director/Supervisor of Instruction for Health/Physical Education
Department: Administration
Location: District
Reports To: Principal/Superintendent

Summary: The Athletic Director provides leadership in the development, implementation, and coordination of the district's athletic program in order to provide students with the opportunity to develop physical skills, knowledge and understanding of sports and the principles of fair play. The Athletic Director supervises coaches and athletic trainers and provides leadership in the development, implementation and coordination of the district's Physical Education/Health curriculum.

Duties and Responsibilities:

- Organizes and administers the district's program of extracurricular athletics and assumes responsibility for the scheduling of all intramural and interscholastic athletic events.
- Provides leadership in the selection, assignment and evaluation of athletic coaches and trainers.
- Assumes responsibility for the proper supervision of home games and the availability of game officials, team physicians and security personnel.
- Assumes responsibility for compliance with board-adopted emergency medical procedures for all practice sessions and competitive events.
- Arranges for the transportation for athletic competitions.
- Develops and implements appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.
- Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport and obtains written parent permission for students to participate.
- Prepares and administers the athletic program budget and requisitions program supplies and equipment.
- Supervises all ticket sales and fundraising events of the athletic program and assumes responsibility for proper handling of funds.
- Arranges field and gym practice schedules.
- Supervises the care, maintenance and storage of all athletic equipment and supplies and maintains a current inventory.
- Arranges for the physical examination of all athletes prior to each season.
- Maintains records of athletic contests and award winners and plans and supervises an annual recognition program for athletes.
- Promotes good school-community relations and support through effective communication regarding the district's athletic program.
- Upholds and enforces school rules, administrative regulations and board policy.
- Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

Work Environment: Within a typical education setting, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Valid New Jersey Supervisor Certificate.
- Minimum experience as determined by the board.
- Demonstrated leadership in the organization and administration of a district-level athletic program.
- Ability to maintain a positive learning environment and high standards of conduct for athletes.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Work year and salary to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of certified staff.

Revised 4/28/23

Board Approval Date _____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Athletic Trainer
Department: Athletics
Location: District
Reports To: Athletic Director/Principal

Summary: The Athletic Trainer helps maintain the physical well being of interscholastic athletes through the development and implementation of a comprehensive athletic health care program that focuses on injury prevention and provides for injury evaluation and immediate care and rehabilitation of injured athletes.

Duties and Responsibilities:

- Develops and maintains an effective training program for student athletes. Provides in-season and post-season conditioning programs and athletic trainer services at interscholastic athletic events and practice sessions as assigned.
- Advises the athletic director and coaches of flexibility, strengthening, and conditioning programs to help prevent injuries and optimize performance.
- Provides for the prevention of injuries through the application of protective taping, wraps, and braces, and assists in the design of practices to help to reduce the incidence of injury.
- Provides immediate care of athletic injuries and refers the athletes to a medical personnel or facility when necessary in accordance with district policies.
- Designs and supervises rehabilitation programs for injured athletes under the direction of a licensed referring physician.
- Maintains accurate medical records for injuries, treatment, rehabilitation, and physician referrals. Coordinates the report of athletic injuries with the school nurse.
- Assumes responsibility for the budgeting, purchasing, and inventorying of athletic training supplies.
- Maintains open communication with coaches, parents, and physicians regarding athletic injuries, treatment, and rehabilitation.
- Develops and implements a system of ongoing review of the effectiveness of the athletic program in preventing injury or illness.
- Performs other duties within the scope of his/her employment and certification as may be assigned.

Work Environment: Within a typical education setting, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Valid New Jersey Athletic Trainer Endorsement on Educational Services Certificate
- First aid and CPR certification as determined by the board
- Knowledge of human anatomy, physiology, and biomechanics
- Ability to provide injury prevention education, physical conditioning, emergency care, and reconditioning therapies for athletes
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Athletic Trainer

Terms of Employment: Work year and salary to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law, administrative code, and the provisions of the board's policy on evaluation of certified staff.

Revised 5/30/23
Board Approval Date _____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Auditor
Department: Business Office
Location: District
Reports To: Board of Education

Summary: The Auditor ensures integrity in the transaction of the school district's financial affairs.

Duties and Responsibilities:

- Annually examines financial documents, records and accounts not later than four months after the end of the school fiscal year.
- Determines the propriety of transactions, whether all transactions have been properly recorded, and that statements drawn for accounts reflect an accurate picture of the financial operations and financial status of the district.
- Evaluates the system of internal audits.
- Works closely and cooperatively with the board's financial officer and the treasurer of school moneys.
- Prepares and submits to the board a report of each annual audit and recommendations for improvement of fiscal accounting procedures.
- Files two copies of the annual audit and synopsis with recommendations in the Office of the Commissioner.
- Performs related duties as may be required by the board.

Work Environment: Must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Education and Experience:

- Public School Accountant License
- Minimum experience in public accounting as determined by the board
- Knowledge of laws governing the fiscal affairs of school districts

Terms of Employment: Appointed annually to serve at the pleasure of the board. Salary to be determined by the board.

Evaluation: Performance of this job will be evaluated annually by the board.

Revised 5/2/23
Board Approval Date _____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Bookkeeper
Department: Secretarial
Location: District
Reports To: School Business Administrator

Summary:

The Bookkeeper assists in the administration of the district's business affairs so as to provide the maximum services for the financial resources available.

Duties and Responsibilities:

- Maintains a complete and systematic set of records in the form prescribed by the commissioner of education of all financial transactions of the district.
- Records detail of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
- Summarizes and balances entries recorded in individual journals and ledgers, and transfers data to general ledgers.
- Prepares financial statements, income statements, and cost reports to reflect the financial condition of the district.
- Traces errors and records adjustment to correct charges or credits posted to incorrect amounts.
- Computes and records cash receipt summaries.
- Reconciles canceled payroll and accounts payable checks with bank statements and verifies bank balance with statements.
- Prepares withholding, social security, and tax returns.
- Assists accounts payable personnel in properly encumbering and processing for payment, the purchase orders for the district.
- Assists in the daily operation and monitors the work flow and accuracy of accounts payable personnel.
- Monitors cash flow and assists the school business administrator in investing funds and in preparing monthly reports.
- Compiles and records cash receipt summaries.
- Performs other duties as assigned by the superintendent or school business administrator.

Work Environment: Within a typical school environment, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- High School diploma; courses in bookkeeping, accounting, and business mathematics.
- Minimum experience as determined by the board.
- Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment.
- Good interpersonal and communication skills.
- Required criminal history check and proof of U.S. citizenship or resident alien status.

Terms of Employment: Salary and work year to be determined by the board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non certified staff.

Revised _____
Board Approval Date _____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

32

Job Description

Position Title: Business Administrator
Department: Administration
Location: District
Reports To: Superintendent/Board of Education

Summary: The Business Administrator supervises, manages and coordinates the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

Duties and Responsibilities: The Business Administrator supervises all custodial, maintenance, food service and transportation personnel and business operations staff.

- Assists the superintendent in the preparation of the annual school budget and is responsible for the administration of all phases of the budget throughout the year.
- Serves as general accountant for the board. Keeps accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
- Assumes responsibility for the audit of all claims, invoices and demands against the board, presents them for board approval and submits them to the Treasurer of School Monies for payment.
- Collects tuition fees and other monies due to the board not payable directly to the Treasurer of School Monies and transmits such funds to the treasurer.
- Serves as the official purchasing agent of the board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and board policies.
- Oversees the operation and maintenance of all school facilities and supervises custodial, grounds and maintenance services. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
- Assists the superintendent in the development and implementation of a multi-year (3-5 years) comprehensive maintenance plan and the district's long-range facilities master plan.
- Responsible for the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations; and supervises food service personnel.
- Administers the district's insurance/risk management program.
- Responsible for the safe, efficient operation of the student transportation program; ensures proper maintenance of district owned buses; reviews routes; and handles the business aspects of contracted transportation services.
- Assists the superintendent in projection of facility needs and oversees all construction programs.
- Helps develop educational standards for sites, buildings and equipment; prepares cost data; and cooperates with architects and construction supervisors during construction programs.
- Acts as the agent of the board in site acquisitions and sale/lease of property and is responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
- Oversees the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits.
- Is responsible for implementing hospitalization, major medical and other types of board approved employee benefit plans.
- Is responsible for investment of board funds in accordance with statute and board policy.
- Assists the superintendent and the board in developing and updating policies for all aspects of the school business operation.
- Safeguards and maintains all records and papers of the board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the board may place in the secretary's custody.
- Is responsible for the retention and destruction of public documents in accordance with state law and retention schedules and serves as the district's records management officer.

- Notifies all board members of regular and special meetings. Calls special meetings whenever requested by the board president or by a petition signed by a majority of the board. Attends all board meetings.
- Records all proceedings of board meetings, prepares the official meeting minutes and handles all correspondence of the board.
- Performs duties related to school elections as required by law and works cooperatively with the county board of elections, the county clerk and district board of elections in facilitating all regular and special school elections.
- Presides at the annual reorganization meeting of the board until such time as a president is elected.
- Administers the oath of office to newly elected board members.
- Files with the county superintendent a report listing the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check.
- Annually develops and transmits to the county superintendent of schools, on or before February 1, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
- Notifies the county superintendent of the names of newly elected or appointed board members to obtain the state-required Financial and Personal/Relative Disclosure Statements and informs the county superintendent of new administrators or supervisors appointed after the April 30 filing date.
- Prior to the annual submission to the county superintendent, checks that the completed disclosure forms have been reviewed to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.
- Provides to the county superintendent the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.
- Notifies the New Jersey School Boards Association of the names of newly-elected or appointed school board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.
- Performs such other duties as may be prescribed by law or assigned by the superintendent or the board.

Work Environment: Within a typical education setting, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Education and Experience:

- Valid New Jersey School Business Administrator Certificate.
- Minimum experience as determined by the board.
- Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
- Knowledge of accepted business practices in school districts related to budget preparation and administration, insurance, purchasing, transportation, food services, school plant operations and facility planning.
- Demonstrated organizational, communication and interpersonal skills.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Salary and work year to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of state law, administrative code, and the board's policy on evaluation of the business administrator/board secretary.

Revised 5/1/2023
Board Approval Date _____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Coach
Department: Athletics
Location: District
Reports To: Athletic Director

Summary: The Coach provides leadership in the development and improvement of the sport program by developing athletes' knowledge, skills, sportsmanship, and motivation to excel.

Duties and Responsibilities:

- Coaches individual participants in the skills necessary for success in the sport involved.
- Assists the athletic director in making arrangements for athletic competitions and related transportation.
- Recommends the purchase of equipment, supplies and uniforms as appropriate.
- Assumes responsibility for team members under his/her supervision; promotes good sportsmanship and enforces all rules and regulations. Complies with board-adopted emergency medical procedures for all practice sessions and competitive levels.
- Assumes responsibility for the selection of team members and verifies their eligibility according to established physical and academic requirements of eligibility for participation in each sport; obtains written parent permission for students to participate and files team member records with the athletic director.
- Assists the athletic director in the preparation and administration of the athletic program budget; prepares a budget for the assigned sport.
- Plans and schedules a regular program of practice in season and attends all contests of the assigned sport.
- Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times that students are present.
- Assumes responsibility for all team equipment during practice and contests and assists in the distribution and collection of athletic gear.
- Upholds and enforces school rules, administrative regulations and board policy and all NJSIAA rules and regulations governing sports.
- Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

Work Environment: Within a typical education setting, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Valid New Jersey Instructional Certificate or eligibility or County Substitute Certificate. (*N.J.A.C. 6A:9-5.19 Athletics personnel*)
- Minimum experience as determined by the board.
- Demonstrated knowledge of the sport, sports training and conditioning, injury prevention, and management and the principles of human growth and development.
- Ability to maintain a positive learning environment and high standards of conduct for athletes.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Work year and salary to be determined by the board and in accordance with the NJSIAA schedule based on sport/season..

Evaluation: Performance of this job will be evaluated annually in accordance with state law, administrative code and the provisions of the board's policy on evaluation of coaching staff.



Mountain Lakes Public School District

96 Powerville Road, Suite 1
Mountain Lakes, New Jersey 07046

Job Description

Position Title: Confidential Secretary to the School Business Administrator - Personnel and Risk Management
Department: BOE Office
Location: District Wide
Reports To: School Business Administrator or designee

Summary: The Confidential Secretary for Personnel and Risk Management serves as the district's primary resource for all matters relating to human resources compliance. To contribute to the overall efficiency of the central office team by supporting the functions of risk management. To establish and maintain the orderly operation of the central office through independent judgment in the maintenance of the district's business operations.

Performance Responsibilities:

- Manages the onboarding of staff - needs assessment, advertising, licensure, criminal history, Board resolution, offer letter, contract.
- Manages the offboarding/exit of staff - Board resolution, coordination of return of district resources/permissions, retirement process, disability, COBRA eligibility.
- Performs all aspects of the rehiring process - recommendations from district administration, verification of step eligibility, Board resolution, letter of rehire.
- Manages Systems 3000 Personnel Module.
- Maintains the district's Position Control Roster.
- Collects and manages the attendance process for staff.
- Assists the administration in the budget development process.
- Assists the administration in the negotiations process.
- Maintains personnel records in a locked and orderly fashion.
- Prepares and reports all applicable compliance filings with state and federal agencies.
- Communicates with internal and external stakeholders on personnel matters.
- Manages the district's employee benefits program - eligibility, enrollment, claims inquiries, compliance.
- Communicates with internal stakeholders on eligibility and participation in state and federal employee benefits programs.
- Assists the administration in the proper management and disposition of district resources.
- Collaborates with administration and central office team in cross training to maintain continuity of operations.
- Attends routine professional development.
- Performs various tasks and assignments as required by the Superintendent or designee.

Work Environment:

Within a typical school environment, must be able to work within various degrees of noise, temperature and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Overtime work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 25 pounds with assistance), reaching, climbing, squatting, stooping, crawling, kneeling, and moving light furniture may be required.

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate equipment required for successful performance of position.

Education and Experience:

- Minimum of Associate's Degree; Business Administration, Human Resources or similar study preferred.
- Minimum of three (3) years of administrative office experience; education environment preferred.
- Knowledge of human resources topics and compliance.
- Exemplary organizational and interpersonal skills.
- Ability to maintain confidentiality.
- Advanced knowledge and use of Microsoft Office Suite or similar software.
- Knowledge of Frontline and Systems 3000 platforms.
- Experience in project management.

Terms of employment:

- 12-month
- Based upon annual Board of Education approval at the recommendation of the Superintendent
- FLSA: Exempt
- Annual evaluation of performance consistent with this job description and consistent with applicable Board of Education policy on evaluation of non-certificated personnel



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Director of Guidance
Department: Administration
Location: District Wide
Reports To: High School Principal

Summary: The Director of Guidance performs overall direction and supervision of the guidance program and staff. Also performs counseling duties for students.

Duties and Responsibilities:

- Supervises staff as assigned.
- Performs administrative duties in directing and coordinating all guidance activities, including supervision of other guidance counselors and support staff.
- Coordinates all scholarship programs.
- Coordinates all standardized testing programs.
- Coordinates orientation programs for new students and oversees transition programs.
- Assists administrators with master scheduling, student course registration, course changes.
- Coordinates various special programs throughout the school year.
- Creates an atmosphere of mutual respect and caring to foster a positive climate for learning and personal growth.
- Plans and organizes programs for career awareness and records maintenance.
- Sets standards for student behavior and follows through consistently.
- Conducts classroom guidance activities, teaches to an objective, and relates the objective to student experiences.
- Encourages active participation from students, parents, teachers and community personnel.
- Uses appropriate counseling strategies and techniques to advance student learning and self-awareness in individual and/or group academic counseling sessions.
- Monitors and assesses student learning and personal growth, including student progress toward graduation.
- Provides consultation to staff, parents, and community agency personnel in order to foster student learning.
- Assists students and parents to plan a program of studies which is consistent with students' individual abilities, interests, and career goals.
- Assists students to understand their abilities, interests, and special aptitudes; organizes applications for enrichment programs.
- Organizes and interprets the results of the district's testing program.
- Maintains appropriate confidentiality.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains records as required by law, system policy and administrative regulations, and serves as a resource to other school personnel in the use and interpretation of records.
- Coordinates the maintenance of student records and serves as a resource to other school personnel in the use and interpretation of records.
- Assists in upholding and enforcing district rules and administrative regulations.
- Makes provisions to be available to students and parents for education and guidance-related purposes within contractual commitments.
- Attends and participates in faculty and department meetings.
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
- Assists in the selection of guidance and career equipment and materials.
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students.
- Coordinates activities related to foreign exchange students and study abroad.

Work Environment: Within a typical school environment, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Valid New Jersey Director of School Counseling Certificate or Principal Certificate or eligibility.
- Minimum experience as determined by the board.
- Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement.
- Strong interpersonal and communication skills.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Salary and work year to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of certified staff.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Extracurricular Activity Advisor
Department: Teacher/Professional Staff
Location: District
Reports To: Principal

Summary: The Extracurricular Activities Advisor provides students with an opportunity to explore their interests and talents through extracurricular activities designed to promote self-confidence and leadership skills and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program.

Duties and Responsibilities:

- Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
- Actively promotes the program and seeks student participation.
- Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
- Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
- Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
- Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
- Oversees the development, production, sales/distribution and advertising of any product produced by the students (e.g. newspaper, yearbook).
- Arranges for any necessary transportation or scheduling of competition officials related to the activity.
- Evaluates the program annually and makes recommendations for improvements as necessary.
- Performs other duties related to the student activity as assigned.

Work Environment: Within a school setting, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Valid New Jersey Instructional Certificate or eligibility.
- Demonstrated knowledge of the particular activity and related experience as determined by the board
- Ability to foster and sustain students' interest in the activity and promote skill development
- Strong interpersonal and communication skills
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Terms of Employment: Work year and salary to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of certified staff.

Revised 5/5/2023
Board Approval Date _____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Guidance Counselor
Department: Teacher/Professional Staff
Location: District Wide
Reports To: Director of Guidance or Principal

Summary: The Social Worker helps students resolve such personal, emotional, and social problems that may interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered to them.

Duties and Responsibilities:

- Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data.
- Works with students in evolving educational and career plans in terms of such evaluation.
- Maintains student records and ensures their confidentiality.
- Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
- Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
- Maintains a close relationship with the child study team following directives and recommendations as needed.
- Works closely with and involves parents in planning students' career plans, and assists in the resolution of school-related problems.
- Assists in the organization and administration of standardized test programs.
- Registers students new to the school, provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.
- Participates in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school.
- Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.
- Arranges for summer work and/or enrollment in summer school programs to make up noted deficiencies.
- Maintains a professional office environment.
- Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
- Makes effective use of community resources in developing and expanding guidance services and activities.
- Provides for a smooth transition from elementary school to middle school and middle school to high school, which may include orientation programs for students and parents.
- Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
- Performs other duties within the scope of his/her employment and certification as may be assigned by supervisor or building principal.

Work Environment: Within a typical school environment, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Valid New Jersey Educational Services Certificate and/or Student Personnel Services Endorsement or eligibility as required.
- Minimum experience as determined by the board; knowledge of computerized master schedule development desirable.
- Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, elementary/secondary school guidance program design and career educational information and placement.
- Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations.
- Required criminal history check and proof of U.S. citizenship or legal resident alien status.

Evaluation: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of certified staff.

Terms of Employment: Salary and work year to be determined by the board.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Interpreter
Department: Teacher/Professional Staff
Location: Child Study Team/Lake Drive
Reports To: Principal

Summary: The Interpreter provides interpreting and/or transliterating services for deaf students and hearing students in the educational environment. The interpreter facilitates communication through use of sign language, spoken English, cultural mediation, and knowledge about accessibility. They interpret within social and academic settings including direct and overheard conversations, class instruction, lectures, tests and various school functions including assemblies, field trips, etc.

Duties and Responsibilities:

- Keeps all assignment-related information strictly confidential and encourages staff members to collaborate instead of using the interpreter as a source of information.
- Gives information to the IEP team about the student's skills regarding use of interpreting services, if requested. Does not give opinions about the student's academic or social progress and refers questions about improvement, grades, etc. to the teacher.
- Renders the message faithfully, always conveying the content and spirit of the speaker, using the language most readily understood by the person(s) being served. The Interpreter never counsels, advises, or interjects personal opinions into interpreted situations.
- Refrains from tutoring, instructing, supervising, disciplining, and evaluating students - these responsibilities should be managed by a qualified teacher.
- Accepts assignments using discretion with regard to skill, setting, and the students involved function in a manner appropriate to each interpreted situation, demonstrating professional appearance, conduct, and promptness
- Strives to further knowledge and skills through participation in workshops, professional meetings, interaction with professional colleagues, and reading of current literature in the field
- Strives to maintain high professional standards by virtue of professional membership, certification, and ethical practices
- Prepares for demanding course material as necessary for successful interpreting/transliterating educate students about using interpreting services and providing visual access to deaf and hard of hearing students
- Assists in education of staff about note-takers and closed captioned materials.
- Follows absentee policies when unable to interpret.
- Performs other related duties as assigned.

Work Environment: Within a typical educational environment, must be able to work within various degrees of noise, temperature and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

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Education and Experience:

- Certification as required by the NJDOE.
- Minimum experience as determined by the board.
- Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities.
- Good oral and written communication skills.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Salary and work year to be determined by the board.

Evaluation: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of certified staff.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Media Specialist
Department: Teacher/Professional Staff
Location: District Wide
Reports To: Principal

Summary: The Media Specialist develops and coordinates educational media services and assists teachers and students in the effective use of the media center and information technology as a learning resource to support the school's curriculum and to develop students' information literacy skills.

Duties and Responsibilities:

- Responsible for the operation and supervision of the school media center.
- Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.
- Coordinates library skills instruction with classroom instruction and works to achieve state curriculum content standards and district educational goals and objectives and collaborates with teachers to integrate information literacy competencies across the curricula.
- Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program.
- Evaluates, selects, and requisitions new media center materials and informs teachers and other staff of new acquisitions.
- Provides a sequential program of library skills instruction and instructs students in the use of various types of materials and information technology.
- Helps students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments.
- Conducts inservice education for teachers in the effective evaluation, selection and use of media and maintains professional library materials for teacher use.
- Presents and discusses materials with a class studying a particular topic at the request of the teacher.
- Prepares and administers the media center budget.
- Supervises the clerical activities necessary for the effective operation of the media center.
- Promotes relationships with external information sources and participates in electronic networks and resource sharing systems to expand the media center's capacity to access information globally.
- Maintains professional competence and continuous improvement through in-service education and other professional development activities.
- Performs such other related duties as may be assigned.

Work Environment: Within a typical education setting, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Certification as required by the NJDOE.
- Minimum of Bachelor's degree.
- Minimum experience as determined by the board.
- Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities.
- Good oral and written communication skills.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Salary and work year to be determined by the board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non certified staff.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Paraprofessional
Department: Special Services
Location: District
Reports To: Director of Special Services/Building Principal

Summary: The paraprofessional promotes the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher.

Duties and Responsibilities:

- Assists the classroom teacher in the delivery of an effective instructional program.
- Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Helps students master equipment or instructional materials assigned by the teacher.
- Distributes and collects workbooks, papers, and other materials for instruction.
- Guides independent study, enrichment work, and remedial work assigned by the teacher.
- Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- Helps the teacher to play and maintain bulletin boards and other classroom learning displays.
- Reads to students, listens to students read, and participates in other forms of oral communication with students.
- Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
- Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
- Helps very young students with their clothing, snack time routine, and toileting activities.
- Participates in in-service training as assigned.
- Performs other tasks related to the efficient operation of the office as assigned.

Work Environment: Within a typical educational setting, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Two years of college, or the equivalent of 60 credits.
- NJDOE Substitute Certificate preferred.
- Minimum experience as determined by the board.
- Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities.
- Good oral and written communication skills.
- Required criminal history check and proof of U.S. citizenship or resident alien status.

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Terms of Employment: Salary and work year to be determined by the board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non certified staff.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046



Job Description

Position Title: Principal
Department: Administration
Location: District Wide
Reports To: High School Principal

Summary: The Principal provides leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil.

Duties and Responsibilities:

- Supervises all certified and noncertified staff assigned to the school.
- Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
- Exercises leadership in school-level planning for improvement of instruction.
- Establishes and maintains an effective learning climate in the school.
- Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
- Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
- Plans, organizes and supervises all curricular and extracurricular activities.
- Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
- Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
- Prepares and submits the school's budget requests and monitors the expenditure of funds.
- Establishes and maintains an efficient office system to support the administrative functions of the school.
- Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
- Approves the master teaching schedule and classroom assignments.
- Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
- Notifies immediately the parent or guardian and the chief school administrator to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.
- Reports incidents of violence, vandalism and substance abuse. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.
- Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.
- Plans and supervises fire and other emergency drills as required by law and board policy.
- Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
- Conducts staff meetings as necessary for the proper functioning of the school.
- Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
- Acts as a liaison between the school, home and community; interprets policies, programs and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.
- Keeps the superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.

Duties and Responsibilities (cont'd):

- Assumes responsibility for continuing own individual professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
- Develops and maintains a master schedule for the academic, extracurricular programs, and works cooperatively with the business administrator to schedule community use of the school building and grounds.
- Attends special events held to recognize student achievement and other school sponsored activities and functions.
- Ensures the proper collection, safekeeping, and accounting of school activity funds.
- Performs other duties which may be assigned or required by law, code, regulation/board policy.

Work Environment: Within a typical educational setting, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Valid New Jersey Principal Certificate or eligibility.
- Minimum experience as determined by the board.
- Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement.
- Strong interpersonal and communication skills.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Salary and work year to be determined by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Right to Know Officer
Department: District
Location: District Wide
Reports To: Superintendent

Summary: The Right to Know Officer supervises all aspects of the district's right to know policies.

Duties and Responsibilities:

- Completes the Right-to-Know Survey within 90 days of receipt or by July 15 of each year, even if no hazardous substances are present at the worksite and send it to the State Department of Health and Senior Services, with copies to the RTK county lead agency, local police, fire and health departments and the Local Emergency Planning Committee.
- Maintains a central file, which contains the RTK Survey DHSS Hazardous Substance fact sheets and Material Safety Data Sheets for each of the hazardous substances and products listed on the survey and the RTK substance list.
- Label all containers with the names and CAS numbers of the five most predominant ingredients as well as any other hazardous ingredients.
- Post the RTK poster (which tells workers about the law) in a place where everyone can see it.
- Educate and train all exposed or potentially exposed workers about the hazardous chemicals at the worksite. New employees must be trained within one month of employment. Update training is required every two years after.
- Give a RTK brochure, every two years, to every employee who works in a facility where there are hazardous chemicals whether they are exposed to them or not.
- Give a copy of the RTK, Hazardous Substance Fact Sheets, Material Safety Data Sheets, and the names of the chemicals in improperly labeled containers to their employees or employee representatives upon written request within 5 working days.
- Investigate and respond to employee concerns in a timely manner with respect to possible RTK infractions by other employees.

Revised ___5/13/23___

Board Approval Date _____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: School Board Attorney
Department: Administration
Location: District Wide
Reports To: Board of Education

Summary:

The School Board Attorney provides direct professional legal counsel and representation for the Board of Education, Superintendent and staff on school matters.

Duties and Responsibilities:

- Attends and provides legal advice at meetings of the board as required.
- Prepares and renders oral and/or written legal opinions upon request to the superintendent, staff and the board.
- Provides legal assistance in the drafting of legal documents, policies, rules and regulations, resolutions, applications and all other legal or quasi-legal papers upon request.
- Advises the board in all matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, and contracts.
- Advises the board in all staff contract negotiations.
- Prepares or reviews all invitations to bid, job specifications, and legal contracts.
- Serves as legal representative of the board, its members, and/or staff in any judicial or administrative proceedings, at the direction of the board.
- Maintains copies of deeds, records, other official and appropriate documents relative to the physical properties under the jurisdiction of the board of education.
- Advises board on the sale, lease or other disposition of excess physical property.
- Monitors and reviews changes in public school law and advises the board and the superintendent regarding legislative changes and necessary board and/or administrative action.
- Provides periodic updates on administrative practice and board policy, including the review of important commissioner and court decisions and attorney general's opinions.
- Reviews pending board policy prior to formal adoption.
- Prepares resolutions, deeds, leases, conveyances, bonds, obligations and other legal instruments relating to the business of the board, and prepares correspondence that may be necessary or as may be requested by the board.
- Performs other duties consistent with competence in the field of law as the board or superintendent may require.

Education and Experience:

- License to practice law in New Jersey.
- Minimum experience as a school attorney as determined by the board.
- Demonstrated broad knowledge of school law and public sector collective bargaining law.
- Knowledge of contract, criminal, real estate, administrative and civil rights laws.
- Personal and professional integrity; strong oral and written communication skills.

Terms of Employment: Appointed annually to serve at the pleasure of the board. Compensation to be determined by the board.

Evaluation: Performance of this job will be evaluated in accordance with the board's policy on evaluation of the attorney.

Revised ____ 5/30/23 ____
Board Approval Date ____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046



Job Description

Position Title: School Nurse
Department: Teacher/Professional Staff
Location: District Wide
Reports To: Principal and Student Personnel Services Director

Summary: The School Nurse promotes health and safety in the school environment and provides health services to students, faculty and staff; to assist with the teaching of sound health practices.

Duties and Responsibilities:

- Works in cooperation with the school physician, other school health professionals (e.g. dentist, non-certified nurses, optometrist), members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
- Conducts health services and screening programs as required by law and/or board policies.
- Schedules and supervises health surveys of students and staff.
- Assists the school physician with physical examinations; makes referrals and conducts follow up activities as necessary.
- Provides emergency care in case of sudden illness and administers first aid in case of injury to students or staff according to established policies and procedures. Responsible for the availability and maintenance of required medical supplies and equipment.
- Maintains up to date health records on all students, maintains separate records of immunizations for the purpose of immunization record auditor and ensures their confidentiality.
- Helps prevent and control communicable disease through lectures, inspections, exclusion and readmission of students and staff in keeping with state and local health regulations and school policies.
- Notifies principal or his/her designee to arrange for immediate examination of any pupil who appears to be under the influence of alcohol or other drugs.
- Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students. Participates in the development and implementation of the district's emergency and crisis management plan.
- Assists the principal and the child study team in the identification and placement of students with disabilities who need special education services.
- Participates in the development of a comprehensive health education curriculum and serves as a health/safety education resource person to teachers, providing classroom instruction of health-related topics upon request.
- Develops and implements in-service training for school personnel on health issues.
- Participates in the development and implementation of health promotion activities for students, parents, and staff.
- Promotes healthy/safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the school.
- Reports problems promptly to the principal.
- Administers prescribed medication to students in accordance with law and board policy. Provides training and supervision of the emergency administration of epinephrine for designated school staff.
- Collaborates with community and other non-school health agencies to meet the health needs of children and families.
- Provides special health care and related services to meet the needs of students with disabilities.
- Assists the principal with the preparation of the school's health budget.
- Maintains professional competence through inservice education and participation in other professional development activities. Receives training in the treatment of asthma and maintains a valid current Cardiopulmonary Resuscitation certificate as required by law and administrative code.
- Assists in the development of policies and procedures for comprehensive health education and services.

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Duties and Responsibilities (*cont'd*)

- Reports any suspicion of child abuse to the The NJ Department of Children and Families and building principal or his/her designee.
- Prepares health and safety reports as required by law and/or requested by the principal.
- Performs such other appropriate duties as required under law or as may be assigned by the principal or student personnel services director.
- May be responsible for providing health instruction, as a health classroom teacher for students.

Work Environment: Must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Bachelor's degree in nursing from accredited college/university.
- NJ Registered Nurse (RN) License.
- NJDOE School Nurse Certification (3000).
- CPR and AED Certification.
- Minimum experience as determined by the board.
- Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities.
- Communicate effectively in written and oral form using positive interpersonal skills.
- Organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all staff, parents and students.
- Demonstrate operational knowledge of internet and web-related technologies.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Work year and salary to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and provisions of board's policy on evaluation of certified staff.

Revised ____ 5/30/23 ____

Board Approval Date ____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: School Physician
Department: Professional Staff
Location: Contractor
Reports To: Superintendent

Summary: The School Physician ensures the health and safety of students and staff through participation in the development of policies and procedures related to physical examinations/health screenings, school site health.

Duties and Responsibilities:

- Directs and supervises the conduct of physical examinations or health screenings of students and staff and oversees the delivery of school health services.
- Consults with parents of children with identified illness, physical defects or other health-related conditions and makes recommendations for follow-up medical evaluation and/or treatment.
- Provides advice and assistance in the development of district policies and procedures related to health, safety and emergency medical procedures.
- Assists in the development of the district's school nursing services plan.
- Reviews and approves Do Not Resuscitate (DNR) orders and provides instruction to school staff.
- Plans and administers a communicable disease control program and reports incidents of disease as required by law.
- Ensures that all required health records are maintained in the prescribed format and in a manner which retains medical confidentiality.
- Consults with the school nurse regarding the administration of medication.
- Examines students to determine medical eligibility to participate in interscholastic sports; reviews reports from other licensed physicians regarding student eligibility and provides parents with written notification of approval or disapproval for athletic participation.
- Serves as a school district liaison to the state and local departments of health and community health agencies.
- Responds to emergency medical calls related to injuries, illness or suspected substance abuse.

Work Environment: Within a typical school environment, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Education and Experience:

- Valid Medical Certificate, licensed to practice medicine and surgery in New Jersey.
- Broad knowledge of child health and development and understanding of laws and code governing school health programs.
- Experience in the delivery of medical services as determined by the board.
- Strong interpersonal and communication skills.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Salary and work year to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and provisions of board's policy on evaluation of certified staff.

Revised ___ 5/8/2023 ___
Board Approval Date _____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046



Job Description

Position Title: School Psychologist
Department: Child Study Team/Lake Drive
Location: District Wide
Reports To: Director of Special Services

Summary: The School Psychologist enables pupils to derive the fullest benefits from school by promoting their sense of self and by evaluating and working to ameliorate psychological or mental health problems that may interfere with their adjustment to school and the education program offered to them.

Duties and Responsibilities:

- Participates in the evaluation, classification and placement of all pupils with special needs.
- Administers, scores and evaluates standard psychological tests for the purpose of assessing the intellectual, educational, emotional, social and behavioral characteristics of those students referred.
- Interprets the results of psychological testing and assists in the development and coordination of an appropriate individualized education plan for each pupil requiring special education and/or related services and participates in the ongoing evaluation of the academic progress and educational placement of classified pupils.
- Serves as a case manager as assigned and maintains appropriate case records.
- Provides psychological counseling to students, parents and staff and, as needed, makes referrals to appropriate community resources.
- Assists in the development and delivery of inservice programs and parent seminars.
- Keeps the staff and community informed of the schools' psychological services.
- Maintains professional competence through continuing education and other professional growth activities.
- Observes pupils in classrooms and other school settings.
- Serves as a consultant to parents, school personnel and community groups on child development and mental health topics.
- Cooperates with personnel of community health and social welfare agencies.
- Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.
- Performs other related duties as may be assigned by the superintendent or the director of guidance.

Work Environment: Within a typical school environment, must be able to work within various degrees of noise, temperature and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Bachelor's degree from accredited college/university.
- Valid New Jersey Educational Services Certificate (NJDOE) and School Psychologist Endorsement.
- Minimum experience as determined by the board.
- Knowledge of laws and regulations governing special education and demonstrated ability to effectively provide testing, psychological evaluation and counseling services.
- Strong interpersonal and communication skills.
- Required criminal history check and proof of U.S. citizenship or resident alien status.

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Terms of Employment: Work year and salary to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and provisions of board's policy on evaluation of certified staff.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046



Job Description

Position Title: Secondary Supervisor of Instruction
Department: Administration
Location: District Wide
Reports To: High School Principal

Summary: The Secondary Supervisor of Instruction provides leadership in the development, implementation and coordination of the district's curriculum.

Duties and Responsibilities:

- Supervises instructional staff as assigned.
- Supervises the planning and development of procedures for review and evaluation of materials in use, i.e. texts, supplementary materials, and equipment.
- Studies, evaluates, and, as appropriate, recommends to the principal the adoption of new instructional materials, methods and programs.
- Provides leadership in the development of the instructional program and achievement of state core curriculum content standards and district goals and objectives.
- Assists in the implementation of the district's in-service education program for the instructional staff and recommends teacher attendance at conferences participation in other professional growth activities.
- Participates in the work of state and national curriculum study organizations and groups.
- Recommends to the principal the addition of new courses, grade placement and credit allowance, and graduation requirements.
- Produces curriculum bulletins, guides or directories to be distributed to the staff as required.
- Schedules and organizes grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of Wildwood Elementary School, Briarcliff Middle School and Mountain Lakes High School.
- Maintains a curriculum reference library for the use of the staff and collaborates with principals and teachers to develop a common file of community resources to enhance the instructional program.
- Collaborate with school counselors and Director of Guidance in the scheduling process, in an attempt to assure appropriate placement for all students.
- Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
- Coordinates the selection of textbooks and instructional materials through the use of faculty committees and recommends those selected to the superintendent for adoption by the board of education.
- Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.
- Cooperates with the Director of Special Services, principals and staff in planning the instructional program and support services for special education pupils and other students with special needs.
- Meets on a regular basis with other subject area supervisors, special area and Director of Guidance for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
- Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff.
- Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
- Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
- Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
- Performs other duties as may be assigned by the superintendent.

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Work Environment: Within a typical education setting, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: May be required to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Bachelor's Degree from accredited college/university.
- Valid New Jersey Supervisor, School Administrator or Principal Certificate.
- Minimum experience as determined by the board.
- Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum.
- Ability to plan, organize and administer a district-level professional development program.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Salary and work year to be determined by the Board of Education.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.

Revised __5/8/23__

Board Approval Date _____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Secretary
Department: Secretarial
Location: District
Reports To: Designated Supervisor

Summary: The Secretary carries out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

Duties and Responsibilities:

- Receives and routes incoming calls and correspondence.
- Performs usual office routines.
- Types correspondence, notices and reports.
- Maintains a well organized up to date filing system.
- Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
- Arranges meetings, prepares agendas, and handles follow up activities as necessary.
- Assists, logs in, and directs visitors to the schools.
- Maintains confidentiality as required and appropriate.
- Performs other tasks related to the efficient operation of the office as assigned.

Work Environment: Within a typical educational environment, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Education and Experience:

- High school diploma or equivalent training.
- Minimum experience as determined by the board.
- Good word processing skills.
- Knowledge of automated office equipment and efficient office procedures.
- Good telephone skills and ability to communicate effectively.
- Required criminal history check and proof of U.S. citizenship or resident alien status.

Terms of Employment: Salary and work year to be determined by the board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non certified staff.

Revised ____ 5/30/23 ____
Board Approval Date ____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046



Job Description

Position Title: Social Worker
Department: Teacher/Professional Staff
Location: Child Study Team/Lake Drive
Reports To: Director of Special Services

Summary: The Social Worker helps students resolve such personal, emotional, and social problems as may interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education that is offered to them.

Duties and Responsibilities:

- Participates in the evaluation, classification and placement of all pupils with special needs.
- Assesses a student in terms of personal and family history, socio-economic and cultural differences.
- Evaluates the configuration of factors within the home, community and school as related to a student's current social and academic adjustment.
- Interprets the implications of significant social findings as a member of the child study team, and participates in educational planning for exceptional students.
- Plans home visits or office interviews with family members to assess past and present history and development as well as family dynamics and interactions that are relevant to the child's adjustment.
- Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for the student; assisting the family in utilizing appropriate community resources; and providing counseling to family members and/or students to facilitate social adjustment.
- Initiates, facilitates and maintains liaison with community agencies and other resources to meet special needs.
- Refers parents and child to agencies when appropriate.
- Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community.
- Counsels groups of students and/or parents regarding social adjustment problems.
- Serves as a case manager as assigned and maintains appropriate case records.
- Assists in upholding and enforcing department rules, administrative regulations and board policy.
- Maintains professional competence through inservice education and participation in professional development activities.
- Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.
- Observes pupils in the classroom and/or on the playground.
- Interviews pupils as indicated.
- Observes children in special education classes on an ongoing basis.
- Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
- Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.
- Assumes other related duties/assignments assigned by the superintendent or student personnel services director.

Work Environment: Within a typical school environment, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

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Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Valid New Jersey Educational Services Certificate and School Social Worker Endorsement.
- Minimum experience working with families and community health and social service agencies as determined by the board.
- Demonstrated knowledge of laws and regulations governing special education.
- Effective problem-solving, human relations, and communication skills.
- Required criminal history check and proof of U.S. citizenship of resident alien status.

Terms of Employment: Salary and work year to be determined by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046



Job Description

Position Title: Speech Language Specialist
Department: Teacher/Professional Staff
Location: Child Study Team/Lake Drive
Reports To: Director of Special Services

Summary: The Speech Language Specialist helps reduce or eliminate speech and hearing impediments that interfere with the students' ability to derive full benefit from the district's educational program.

Duties and Responsibilities:

- Makes assessments, analyses and classifications of students' communication competencies and characteristics.
- Plans, prepares and delivers treatment programs for children with speech and language deficiencies.
- Provides diagnostic evaluations of pupils referred to the child study team for communication disorders and participates in team conferences related to those pupils.
- Develops and implements an individualized educational program (IEP) in conjunction with parents and teachers for pupils who are eligible for speech correction and identifies pupils in need of related services.
- Provides individual and small group intervention sessions with students who have been classified.
- Conducts classes in language stimulation.
- Maintains close liaison with the child study team and serves as a case manager as assigned.
- Keeps those records necessary for each child and completes all required local, state, and federal reports.
- Participates in the development and improvement of opportunities for disabled/exceptional students by providing individual or group inservice experiences for staff and parents.
- Conducts ongoing evaluation of all children in the program to determine appropriateness of their individual program.
- Acts as educational consultant to classroom teachers, guidance counselors and administrators as required.
- Assists in proper referrals of individuals to agencies and specialists in the community.
- Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.
- Maintains professional competence through inservice education and other professional growth activities.
- Assumes other related duties as assigned by the superintendent of schools or the student personnel director.

Work Environment: Within a typical school environment, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Valid New Jersey Educational Services Certificate and Speech-Language Specialist Endorsement.
- Demonstrated comprehensive knowledge in the field of speech-language pathology.
- Ability to effectively apply the principles of assessment, treatment and prevention of speech, language and hearing disorders.
- Strong interpersonal and communication skills.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.



Terms of Employment: Work year and salary to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of certified staff.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046



Job Description

Position Title: Student Assistance Coordinator
Department: Guidance
Location: High School
Reports To: Principal

Summary: The Student Assistance Coordinator provides leadership in the development of substance abuse prevention and intervention activities in the school-community and supervises the district's substance abuse awareness and prevention program.

Duties and Responsibilities:

- Provides leadership in the development, implementation and coordination of a comprehensive chemical health education curriculum to achieve state core curriculum content standards and district educational goals and objectives.
- Assists in the coordination of supplemental programs and guest speakers.
- Assists in the research and review of instructional materials for possible purchase and use.
- Develops and coordinates a referral system and intervention services for early identification of students who are at-risk for substance abuse or demonstrating symptoms of substance use and abuse. Coordinates a referral system with local, state and other services, providers or agencies.
- Works in cooperation with resources available within the school district (i.e. child study team, guidance counselors, nurses, etc.).
- Assesses students' drug/alcohol involvement and makes appropriate referral to treatment facilities when necessary.
- Works in cooperation with treatment facilities, counselors, parents, school personnel and students in developing and following through with the students' aftercare plan.
- Provides short-term counseling or group counseling for students with substance abuse problems or concerns.
- Assesses the district's prevention/intervention program on an annual basis and makes recommendations.
- Facilitates conferences with a child's parent(s) or guardian(s) to review, discuss and/or implement appropriate steps and stages of intervention and options.
- Assists in the design, implementation and coordination of staff development related to substance awareness.
- Provides inservice education for all teachers and staff responsible for the delivery of chemical health education.
- Serves as a resource to district personnel on substance awareness/abuse issues as well as on the availability of training programs. Provides training for all school staff in intervention and referral procedures.
- Maintains professional competence and continuous improvement through inservice education activities and other professional growth activities.
- Maintains a continuing review of statutes and codes related to drug and alcohol programming.
- Assists with the development and annual review of policies and procedures regarding substance abuse, use and chemical health education, and recommends changes to administration.
- Implements and coordinates parent education programs related to substance awareness.
- Participates in the community-based Municipal Alliance to facilitate the liaison between school and community.
- Provides coordination of school-based prevention programs with community-based prevention programs.
- Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.
- Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

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Work Environment: Within a typical educational environment, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Certification as required by the NJDOE.
- Minimum experience as determined by the board.
- Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities.
- Good oral and written communication skills.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Salary and work year to be determined by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046



Job Description

Position Title: Superintendent
Department: Administration
Location: District
Reports To: BOE

Summary: To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence, so that each student enrolled in the district may be provided with an appropriate and effective education.

Duties and Responsibilities: Leadership and management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the board. The superintendent may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

Instructional Leadership:

- Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.
- Ensures that the goals of the school system are reflected in its educational program and operations.
- Provides for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives, and a quality assurance report to the public.
- Reviews with staff all curriculum guides and courses of study annually in accordance with a board adopted evaluation schedule. Recommends, for board adoption, curricula, courses, textbooks and time schedules.
- Ensures implementation and evaluation of all board-approved written curriculum for all subjects and inclusion of mandated programs and state core curriculum content standards.
- Provides for curriculum articulation among grades and schools in the district and between/among constituent districts in a regional school system or sending-receiving agreement.
- Encourages staff to develop programs, services and projects that reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
- Ensures the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiates program changes as necessary.
- Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
- Seeks out available sources for grant funding to support programs and projects.
- Keeps professionally current and informed on research-based educational practices.

Personnel Administration:

- Mentors staff and demands high performance. Implements sound personnel practices.
- Directs and supervises the administrative staff and through them all district staff.
- Develops recruitment and retention procedures to assure well qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal and dismissal of all certified and noncertified staff to the board.
- Ensures that all staff is observed and evaluated annually in accordance with law and established procedures. Recommends certified and noncertified employees for contract renewal and/or tenure appointment.
- Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units.
- Supervises administration of collective bargaining agreements.
- Recommends and implements the district's professional development plan.

Personnel Administration (Cont'd):

- Ensures that all teaching staff members fulfill continuing professional development and receive inservice training required by state/federal laws. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.

Financial Management:

- Ensures that the budget implements the district's goals.
- Ensures implementation of board financial policies and district procedures. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
- Initiates and supervises development of the annual budget, providing opportunity for staff input. Recommends budget and budget priorities for board approval and communicates the educational and monetary impact of the budget to the community.
- Ensures that the district develops and implements a multi-year (3-5 years) comprehensive maintenance plan.
- Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care. Ensures annual inspections of each school building for adherence to health and safety codes.
- Continually assesses business management practices to achieve efficiency.
- Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

Student Services:

- Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.
- Develops and oversees the delivery of the district's intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been classified as in need of special education.
- Develops, in consultation with the school physician, a plan for the provision of school nursing services to be adopted by the board.
- Confers annually with the administrator of each nonpublic school located in the district to plan for nursing services that may be made available pursuant to law and submits an annual written report to the county superintendent.
- Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
- Implements a board-approved program of guidance and counseling services.
- Ensures access to public education for homeless students in accordance with state and federal law and administrative code.

School/Community Relations:

- Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.
- Presents the district's quality assurance report annually to the community at a regular board of education meeting by October 30 and submits a copy to the county superintendent by November 15.
- Identifies available community resources and linkages to social service agencies that support education and healthy child development.
- Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
- Maintains contact and good relations with local media.
- Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.
- Represents the school system and its interests in community organizations, activities and projects.

Superintendent-Board Responsibilities:

- Provides leadership in the implementation of the district's vision, mission, and goals.
- Prepares and recommends short and long range plans for board approval and implements those plans when approved.
- Attends all regular and special meetings of the board, and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.
- Knows board policy and respects the policymaking authority and responsibility of the board.
- Recommends drafts of new policies or changes to the board. Establishes guidelines and processes for monitoring implementation of board policies.
- Collects adequate and reliable information before making recommendations and decisions.
- Prepares, in conjunction with the board president, agenda recommendations relative to all matters requiring board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the board on matters before it.
- Provides a communication system to keep the board informed of district issues and critical information needed for decision-making.
- Anticipates potential problems. Recommends policies or courses of staff action.
- Keeps the board informed regarding development in other districts or at state and national levels that would be helpful to the district.
- Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
- Fulfills all statutory obligations and implements the education law of the State of New Jersey and the administrative code of the New Jersey Department of Education.
- Advises the board of its responsibilities under the School Code of Ethics Act. Ensures the adoption of policies and procedures regarding required training for board members and the annual distribution, public discussion, and documentation of the Act and the Code of Ethics for School Board Members.

Work Environment: Within a typical school environment, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Education and Experience:

- Valid New Jersey School Administrator Certificate or eligibility.
- Central office, school administration and teaching experience as determined by the board.
- Demonstrated success with curriculum, personnel management, school finance and strategic planning.
- Strong leadership and communication skills.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Twelve months. Appointed for a period of 3 to 5 years. Serves in accordance with the terms of the contract between the board and the superintendent. Salary to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law, administrative code, and the board's policy on evaluation of the superintendent.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046



Job Description

Position Title: Teacher
Department: Instructional Personnel
Location: Mountain Lakes School District
Reports To: Principal/Designated Supervisor

Summary: The Teacher provides an approved education program and establishes a class environment that: fosters learning and personal growth; helps pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and maintains good relationships with parents and other staff members.

Duties and Responsibilities:

- Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and skills development in the classroom.
- Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
- Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
- Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
- Assesses pupil academic progress and personal growth toward stated objectives of instruction.
- Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
- Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
- Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
- Budgets class time effectively.
- Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
- Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
- Supervises pupils in out-of-classroom activities as assigned.
- Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
- Participates in school-level planning, faculty meetings/committees and other school system groups.
- Makes effective use of community resources to enhance the instructional program.
- Upholds and enforces school rules, administrative regulations and board policy.
- Performs other duties within the scope of his/her employment and certification as may be assigned.

Work Environment: Within a typical school environment, must be able to work within various degrees of noise, temperature and air quality. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.



Education and Experience:

- Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility.
- Demonstrated knowledge of subject specialty and effective teaching methods.
- Ability to maintain a positive learning environment.
- Strong interpersonal and communication skills.
- Bachelor's degree and state accreditation and licensing required; Master's degree highly preferred.
- Ongoing maintenance of all requirements regarding professional courses and in-services required.
- Prior teaching experience preferred.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Salary and work year to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Technology Director
Department: Administration
Location: District
Reports To: Superintendent

Summary: The Technology Director provides leadership in the development, implementation, and coordination of the district's technology plan; enhances instruction through technology across the curriculum; and promotes efficiency in the schools with the use of technology.

Duties and Responsibilities: The Technology Director Supervises Information Technicians and Junior Information Technicians.

- Works with principals, department heads, subject matter specialists and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.
- Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new technology instruction materials, methods and programs and the purchase of computer hardware, software and other instructional technology tools.
- Works cooperatively with the supervisor of instruction and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.
- Assists in the planning and implementation of the district's technology in-service education program for the instructional staff.
- Evaluates the district's technology plan and education program; recommends changes as appropriate.
- Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services.
- Cooperates with central office administrators and school principals in the development of a districtwide electronic information system and provides technical assistance, as needed.
- Maintains an inventory of the district's educational computer equipment and a log of equipment maintenance activities.
- Maintains a catalog of available instructional software and works cooperatively with the media specialist to provide access to appropriate software for teacher and student use.
- Assists in the development and coordination of the sections of the budget that relate to educational technology.
- Represents the district's computer education program to the public through computer workshops and other presentations.
- Performs other duties within the scope of employment and certification as may be assigned.

Work Environment: Within a typical school environment, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Sitting, standing, lifting, and carrying (up to 50 pounds with assistance), reaching, climbing, squatting, stooping, crawling, kneeling, and moving light furniture may be required.

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Education and Experience:

- Bachelor's Degree preferred.
- Formal training or relevant experience with computer technology and networked information systems.
- Broad knowledge of instructional technology equipment and applications; on-line services; technology resources and integration of technology across the curriculum.
- Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Salary and work year to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Treasurer of School Moneys
Department: Secretarial
Location: Board Office
Reports To: Board of Education

Summary: The Treasurer of School Moneys handles all of the district's monies, accounting for all receipts and expenditures.

Duties and Responsibilities:

- Receives and promptly deposits in the officially designated depositories all monies paid to the school district.
- Pays out school money only on warrants made payable to the person entitled to receive payment.
- Ensures that the object for which the warrant is issued is specified and that the warrant is signed by the board president, the board secretary/business administrator and the treasurer.
- Receives school employee payrolls and issues a warrant for the full amount of each payroll certified by the board president and the board secretary/business administrator; deposits the warrants in a separate payroll account; and issues individual checks drawn on such accounts to each employee.
- Keeps in the books provided for that purpose a record of the sums received and paid out by him/her in accordance with the bookkeeping system prescribed by the state board of education. This record must be up to date, accurately maintained and reconciled with bank statements monthly.
- Renders a monthly report to the board giving a detailed account of all receipts, the amounts of all warrants issued, the accounts from which they were drawn and the balance in each account.
- Renders an annual report to the board at the close of the school year showing the amounts received and disbursed during the school year, and files a copy of the report with the county superintendent.
- Pays over the balance of school funds in his/her hands to his/her successor.
- Performs such other duties in fulfillment of his/her general responsibilities as may be required by law or prescribed by the board of education in accordance with law.

Work Environment: Within a typical school setting, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Education and Experience:

- Employment as municipal custodian of moneys or tax collector, as prescribed by law
- Bonded for faithful performance of duties
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment: Appointed in accordance with law. Salary to be determined annually by the board.

Evaluation: Performance of this job will be evaluated annually by the board.

Revised __5/2/2023__
Board Approval Date _____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046



Job Description

Position Title: Vice Principal
Department: Administration
Location: Mountain Lakes High School
Reports To: Principal

Summary: The Vice Principal assists the principal in providing school-wide leadership.

Duties and Responsibilities:

- Assists the principal in duties related to instruction, supervision, evaluation and the overall administration of the school.
- Serves as building administrator in the absence of the principal.
- Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material.
- Assists in the conducting of safety inspections and safety drill practice activities.
- Assists the principal in coordinating transportation, custodial, cafeteria and other support services.
- Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
- Assists in maintaining high standards of student conduct and enforcing discipline policies. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
- Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.
- Performs such record-keeping functions as the principal may direct.
- Supervises teachers and departments as assigned by the principal.
- Assists in supervision of the cafeteria during lunch hours.
- Assists in scheduling and coordinating all health examinations.
- Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
- Assists in the coordination and supervision of special programs funded by the state or federal government.
- Assists in the scheduling process.
- Assists in the planning and supervision of activities to promote pupil and employee health and safety.
- Performs such other duties as may be assigned by the principal or superintendent.

Work Environment: Within a school setting, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements:

- Must be able to lift up to 25 pounds at times.
- Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Valid New Jersey Principal Certificate or eligibility.
- Minimum experience as determined by the board.
- Demonstrated leadership capability in the areas of curriculum and staff development.
- Strong interpersonal and communication skills.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

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Terms of Employment: Salary and work year to be determined by the board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non certified staff.

Revised _____
Board Approval Date _____

CLASS OF 2023

Samantha L Abrams
Juliana R Afonso
Sultan Almosbeh
Leela Amarasiri
Gavin A Ananian
Ekaterina Angeles Pirogova
Alexander J Arici
Omar Aybek
Andrew Patrick Barrasso
Julia Barrett
Michael G Bednar
Parker D Bello
Maxwell Bennett
Julie A Bentley
Margaret E Berei
Stanley R Bielinski
Vaughn M Bistromowitz
Alejandra Blandon
Joseph H Borin
Naomi J Boswell
Kyleigh Bridge
Dylan Jeffrey Brown
Elizabeth M Burkly
Oliver M Bush
Ava B Capetta
Elliana Caporusso
Alyssa Grace Carlson
Robert John Carlson
Aaron G Caso
Jennifer Catallo
Chirag Chandnani

Katherine Chen
Madison Chiong
Kieran Christy
Daniel P Clemo
Cinaed D Collins
Max William Dalhausser
Dylan Dancsecs
Josseline C De Armas
Isabella De Fazio
Esther Y Deng
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