

A

Professional Development Contract

Hasbrouck Heights Public Schools
379 Boulevard
Hasbrouck Heights, New Jersey 07604

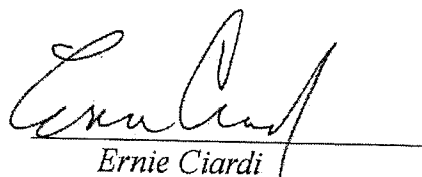
Attention: Dr. Mark Porto


Consultants: Ernie Ciardi
Michael Wojcik

Ernie Ciardi and Michael Wojcik will provide Hasbrouck Heights Public Schools, grades 3-5 with two days of Professional Development focusing on the Language Arts skills related to State Testing. In addition, the selected staff will receive training to assist them in the understanding of the structure and format of the State Assessment.

The dates will be October 11-12, 2010 and the professional development will take place at the Euclid Elementary School from 8:30 to 3:00 pm.

The financial stipend for each of the consultants will be \$750 per day for a total of \$1500 for each consultant. One purchase order per consultant will be produced.


Ernie Ciardi
869 Ester Avenue
Teaneck, New Jersey 07666


Michael Wojcik
12 Celentano Court
South Plainfield, NJ 07080



Improve Your NJ ASK Scores

March 31, 2010; 9:00 am - 3:00 pm
at the Foundation for Educational Administration
Conference Center

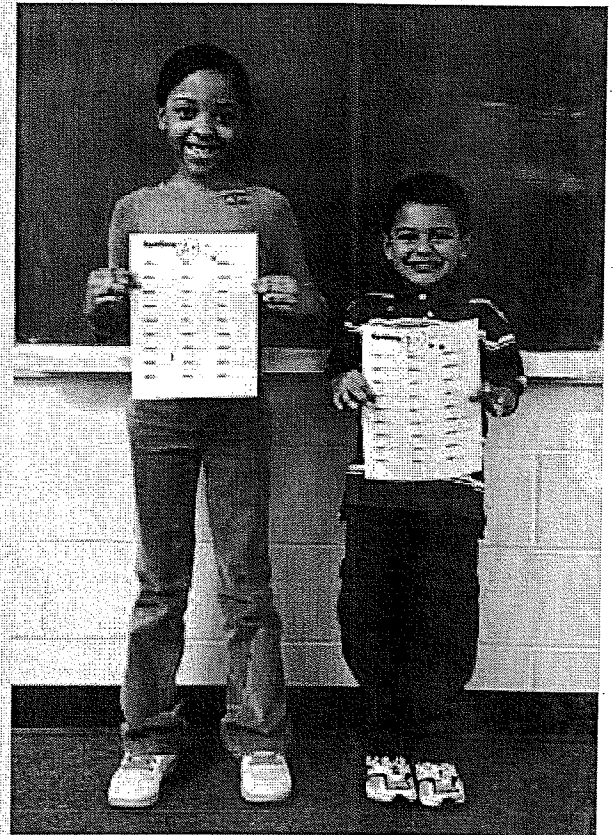
Presenters: Ernie Ciardi and Mike Wojcik

Are you concerned about the state's decision to implement significant changes to the NJ ASK for grades 3-5 resulting in a more rigorous definition of what it means to be proficient on the assessment?

Are you having difficulty in finding the right kind of professional development activities for your staff regarding NJ ASK preparation?

Is your staff using the same old NJ ASK Preparation materials that just don't seem to be making a difference?

If your answer to any of the above questions is **YES**, then you should attend this training session.



This training will help you to:

- Understand how points are earned on the NJ ASK;
- Know how to help students maximize the most points for each section of the LAL Assessment;
- Help students create a time management system for each section of the LAL Assessment;
- Prepare students for the new writing prompts on the NJ ASK and to use "Compositional Risks" to raise writing score; and
- Be able to teach students how to use compositional risks to improve writing scores.



Improve Your NJ ASK Scores

March 31, 2010; 9:00 am - 3:00 pm
at the Foundation for Educational Administration
Conference Center



Ernie Ciardi spent 35 years in the West New York, New Jersey, School System, first as an English and reading teacher for 24 years and then as District Supervisor of Language Arts, responsible for all state assessment preparation. After graduating from Montclair State University with a Master's Degree in Reading and a specialization in test preparation and development, Mr. Ciardi transformed the West New York School District into one of the most celebrated school systems in New Jersey for reading and writing success. He has conducted professional development workshops at the local, state, and federal levels.



Mike Wojcik retired from NJ public education following the 2008-09 school year. During his 39 years in education he served as a Special Education Teacher, Learning Consultant, School & District Administrator. During the last 5 years he served as the Assistant Superintendent of Curriculum & Instruction for the Hackensack School District in northern New Jersey. During his tenure as Assistant Superintendent, he successfully implemented a number of reforms focusing on data driven instruction, formative assessment and writing strategies. As a result of these reforms the Hackensack District received State & Federal recognition as being one of the most improved school districts regarding NCLB expectations and for achieving significant gains in eliminating the achievement gap.

REGISTRATION

Improve Your NJ ASK Scores

March 31, 2010; 9:00 am - 3:00 pm
at the FEA Conference Center

FEE: \$147

Visit www.featraining.org or RETURN THIS FORM & FULL PAYMENT TO FEA:

Foundation for Educational Administration
12 Centre Drive, Monroe Township, NJ 08831-1564
Phone: 609-860-1200 - Fax: 609-860-6677

Name _____ Title _____

School/District _____

School Address _____
Street City State Zip

School Phone _____ School Fax _____

Home Address _____
Street City State Zip

E-mail _____

Home Phone _____

All FEA professional development programs and courses are designed to satisfy the criteria and requirements for travel, the requirements for Professional Growth Plans, and the New Jersey Standards for School Leaders.

FORM OF PAYMENT

☐ CHECK ☐ PURCHASE ORDER

☐ I authorize FEA/NJPSA to charge \$ _____ to my

☐ VISA ☐ Mastercard

Account # _____

Expiration Date _____

3-Digit ID# on back of credit card _____

Billing Address _____

City State Zip

Cardholder Name (print) _____

Signature _____

Cancellation/Refund Policy: If you are unable to attend a program for which you have registered, call or write to FEA seven (7) days prior to the program to request a refund. No refunds will be granted unless notification is provided within this time frame.

How did you hear about this program?
(Please check)

- ☐ Email blast from FEA
- ☐ PD calendar
- ☐ Postcard or brochure
- ☐ Word of mouth
- ☐ Other (explain) _____

ASSESSMENT PREPARATION
TWO DAY TOPICS: GRADES 3-5

1. Data Driven Instruction
 - Data Must be Teacher Friendly
 - Where Do You Get the Data?
 - How Do You Incorporate Data into the Instructional Process?
2. Teaching to the Skills of the Assessment
 - Without Compromising District's LA Program
 - What are the Assessment Skills?
3. Review of Test Specs
 - NJ ASK Point System
 - Why is Knowledge of Point System Critical to Instructional Process?
 - How Do You Get Students to Earn Max Number of Points?
4. Why Assessment is a "Literature Based Assessment"
5. Understanding the Types of Multiple Choice Questions
 - What are "W" Questions?
 - What are "A" Questions?
6. Time Management for Reading Sections
7. Scoring High on the Open Ended Reading Questions
8. Scoring High on the Writing Prompts
9. **SPECULATIVE PROMPT:** How Students Can Maximize Points Earned
10. **Expository Prompt:** How Students Can Maximize Points Earned
11. Using Compositional Risks to Score Higher on Open Ended Reading & Writing Sections
12. Hands-on Activities ~ For teachers ~ For students

ASSESSMENT PREPARATION
TWO DAY TOPICS: GRADES 3-5

1. Data Driven Instruction
 - Data Must be Teacher Friendly
 - Where Do You Get the Data?
 - How Do You Incorporate Data into the Instructional Process?
2. Teaching to the Skills of the Assessment
 - Without Compromising District's LA Program
 - What are the Assessment Skills?
3. Review of Test Specs
 - NJ ASK Point System
 - Why is Knowledge of Point System Critical to Instructional Process?
 - How Do You Get Students to Earn Max Number of Points?
4. Why Assessment is a "Literature Based Assessment"
5. Understanding the Types of Multiple Choice Questions
 - What are "W" Questions?
 - What are "A" Questions?
6. Time Management for Reading Sections
7. Scoring High on the Open Ended Reading Questions
8. Scoring High on the Writing Prompts
9. **SPECULATIVE PROMPT:** How Students Can Maximize Points Earned
10. **Expository Prompt:** How Students Can Maximize Points Earned
11. Using Compositional Risks to Score Higher on Open Ended Reading & Writing Sections
12. Hands-on Activities ~ For teachers ~ For students



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: WOJCIK, MICHAEL
Trade Name:
Address: 17 CELENTANO COURT
SOUTH PLAINFIELD, NJ 07080
Certificate Number: 1348031
Effective Date: August 15, 2007
Date of Issuance: January 15, 2010

For Office Use Only:
20100115112242298

B

HASBROUCK HEIGHTS PUBLIC SCHOOLS SCHOOL HEALTH SERVICES

STANDING ORDERS FOR FIRST AID

Before instituting any treatment, a patient should be asked about any known allergies or current medications or medical conditions.

Abscesses

A collection of pus in a specific area as a result of infection.

NOTE: tenderness and pain in area. Contact parent, warm soak if appropriate or cover with dry sterile dressing.

Abdominal Discomfort

May go to bathroom, lay down for 10-20 minutes. If not relieved contact the parent.

Dysmenorrhea

Menstrual discomfort or pain. General lower quadrant discomfort or cramps. May lie down for 10 to 20 minutes for relief. If not relieved after 20 minutes contact parent.

Abdominal Pain

Pupils should be placed under care of parents with the following advice:

Do not give food or drink

Not to give medication, particularly a laxative until they have contacted family health care provider.

If pain persists contact health care provider

*NOTE: Any pupil who reports to the nurse frequently with repeated abdominal complaints should be requested to visit their family physician and have the school advised of any recommendations.

Accidents-Injuries

All accidents which occur in school, an accident report is to be completed. Depending on the nature of the accident First Aid procedures should be followed.

Allergic Reactions

1. Insect Bites/ Stings: See procedure
2. Hives: Smooth elevated pinkish patches (wheals) which suddenly develop on skin. NOTE: Vary in size usually white center, are irregular in shape, intense burning or itching at site. Remove contact if recognized. May apply calamine. Advice parent to seek medical attention if not relieved.

Asphyxiation

Stoppage of breathing (Apnea). Check for foreign body obstructing airway and eliminate if possible (Heimlich). Start rescue breathing. Send for medical assistance. Contact parent. Notify Principal.

Asthmatic attacks

Labored breathing, coughing or wheezing. Reassure pupil give rescue medication if ordered, Make pupil as comfortable as possible. Sit tripod position. Contact parent and emergency service if no relief from rescue med as comfort measures, notify principal. KEEP NEBULIZER IN NURSE'S OFFICE

Athletes Feet

Fungus infection of the feet. (scaling of skin between toes, itching sensation and sometimes blistering between toes and soles of the feet) Advice good foot hygiene

Bee/Wasp/Hornet Stings

Remove stinger if present, apply Benadryl cream or 0.5% Hydrocortisone cream, then a sterile, dry dressing and cold pack. Pain and swelling will be present at the site. Notify parents and principal.

If there is a history of allergy, parent should be contacted and advised to seek medical attention. If anaphylactic reactions give epi pen as per order and call 911.

Bites (animal, human)

Wash wound with running water and soap then apply sterile dressing. Notify principal. Contact parent and request they seek medical advice from health care provider.

Report animal bites to the health department

Human bites are reported if skin is broken

Give as much history as possible

Name and address of pupil

Kind of dog etc.

Description

Name and address of owner of animal if known

Bleeding

Follow universal precautions apply pressure directly to wound if possible or major pressure point next to wound. Apply sterile dressing contact parent and 911 if needed. Notify principal and parents. Observe for signs of shock.

Blisters

Apply a protective dressing. Do not puncture. If blister is already ruptured, wash with soap and water and apply dressing.

Boils

Reddened painful elevation on skin. A core may form in center. Apply sterile dressing. NOTE: If boil is broken cleanse area and apply dry sterile dressing. Notify Parents.


UNIVERSAL PRECAUTIONS MUST BE USED AT ALL TIMES.

- * Refer to the school policies for additional information.
- * When calling 911 for an emergency, you MUST tell them to dispatch the paramedics that you have a child in respiratory distress, an allergic reaction, and diabetic, etc.
- * The paramedics have the emergency medication that would be needed in such situations.
- * In the Elementary schools the parents must be notified every time a child visits the nurse's office.
- * Nurses are kept in direct communication with the principal at all times.

I authorize the nurses and substitute nurses of the Hasbrouck Heights Board of Education to administer and read Mantoux tests for the Hasbrouck Heights School System.

The nurses and substitute nurses for the school district may use the following topical medications while administering first aid for the school year 2009-2010

- ST-37
- Bacitracin / Neosporin / Petroleum
- Calamine Lotion
- Bee Sting Wipes
- Ambesol
- Orajel
- Normal Saline Solution for eye wash
- Cinder Suds
- Solarcaine
- Burn Gel
- Topical Benadryl Gel


John A. Colaneri, MD

9/8/10
Date

Splinter

Cleanse area . Remove visible splinter with forceps. If splinter can not be removed without breaking the skin, contact parent.

Sprain

Rest injured joint. Elevate and apply ice and wrap as needed. Contact parent if medical attention is needed.

Stings

See bee stings

Swallowed objects

Contact parent. Seek medical attention as needed. Notify principal.

Sty's

May apply warm soak for temporary relief. Contact parent advice medical treatment.

Throat (foreign body in)

Allow pupil to cough object up. Do not probe with fingers. Follow Heimlich maneuver guidelines. Seek emergency medical attention as needed. Contact parent. Notify principal.

Sore Throat

Determine extent. Allow Na gargle encourage fluids. If accompanied by elevated temperature. Contact parent and exclude pupil from school.

Ticks

Grasp as close as possible to skin using a tweezers. Pull strait out with a steady motion. Wash site thoroughly with soap and water. Apply first aide cream. Save tick. Contact parent. Advice medical attention.

Toothache

May rinse mouth with warm water. Contact parent to seek dental attention.

Wounds

TYPES OF WOUNDS

Abrasions- skin rubbed or scraped

Incisions-cuts made with a sharp object

Punctures- made by nails pencil points,ect

Abrasions ,Incisions and Lacerations

Control bleeding by applying pressure as necessary. Clean with soap and water. Apply first aide cream and dry dressing. Depending on severity, contact parent and seek medical attention.

Puncture

Apply above procedure. Inquire as to tetanus immunization status.

Contact parent.

Seek medical attention as needed.

Headache

Try to ascertain : onset of symptoms
If pupil has eaten
Possibility of head injury
If any medications were taken.

Assess temperature. Pupil may lay down for 10 to 20 minutes with cool compress.
If unrelieved contact parent. NOTE: Any pupil who reports to the nurse frequently with headaches, should be requested to seek medical attention and the school should be advised of diagnosis and treatment.

Heart Emergencies

Seek medical attention. Contact parent. Follow American Heart Association procedures.

Hives

See allergic reaction

Insect bites

See Bee Stings

Nausea

Rest for twenty minutes, if no relief contact parent.

Nasal Congestion

Contact parent. Symptoms of a cold should be treated at home

Nose (foreign body)

Do not attempt to remove unless freely movable. Contact parent. Seek medical attention. Notify Principal.

Poison Ivy (also Oak and Sumac)

May apply calamine lotion. If weeping cover with dry sterile dressing. Contact parents and notify principal.

Poisoning

Administer antidote recommended on container from which poison came (if available).
Seek medical attention. CALL POISON CENTER AND FOLLOW DIRECTIONS GIVEN.
IF POISON UNKNOWN SEND DIRECTLY TO THE HOSPITAL. Notify parent and principal.

Rashes

All suspicious rashes, where no allergy has been reported shall be considered a communicable disease until **medical diagnosis** and a note presented to school nurse with **specific noncontagious diagnosis**. Students are to be sent home until they have been medically cleared.

Shock

Lay pupil down with head lower than rest of the body (unless shock is a result of head injury) Keep pupil warm. Control any bleeding. Seek medical attention contact parent and principal.

Earache

Check temperature. Assess ear for redness or drainage. Contact parent if unrelieved by comfort measures.

Ear (foreign body in)

Contact parent. Advice medical attention . Notify principal..

Emesis

Contact parent. Exclude pupil . Pupil may return to school when symptom free for 24 hours

Epitaxis

Apply pressure to nostrils. May apply ice to back of neck or nose. Release pressure gradually. Instruct pupil not to blow nose. Contact parent if severe. Any pupil who reports to the nurse frequently with repeated nose bleeds should be assessed by medical provider and recommendations given to school.

Eye Accidents

Foreign body in the Eye:

Eye wash or other appropriate solution may be used for irrigation. A cold pack may be applied to relieve irritation. If irritation persists and foreign body remains, cover with sterile dressing. Contact parent and principal.

Injuries to the Eye:

Cover the affected eye with a sterile eye pad over a closed eye and refer for immediate medical attention. Apply ice over the sterile dressing. Contact parents and principal.

Fainting

Lie pupil down with feet slightly elevated 30-45 degrees. Contact parent and inform principal. Monitor and document vital signs, level of consciousness, airway, breathing and circulation.

Fever

Exclude pupil if temperature 99.5 degrees. Must be fever free with out the use of any medication for 24 hours prior to returning to school.

Fracture (simple)

Symptoms:

- Pain at site
- Tenderness
- Swelling
- Decreased range of motion

Immobilize-give supportive treatment- form splint or bandage-elevate if possible-apply ice. Contact parent. Seek medical attention inform principal.

Frostbite

Immerse affected part in WARM, not hot water. If on face, apply warm, moist compress. Do not rub affected part. Contact parents and principal.

Convulsions (epileptic and Non-epileptic)

Lay the person supine on the floor and turn head to one side. Assess and care for airway, breathing and circulation. Time and assess level of orientation after seizure. Remove objects on which the person might injury themselves. Do not restrain, keep person warm and quiet. Notify parent and principal and arrange immediate transportation.

Diabetic Emergencies (diabetic coma, ketoacidosis, severe hyperglycemia)

Failure to take or produce enough insulin to meet the metabolic requirement.

Pupil will require insulin. Seek medical attention. Contact parent and principal.

Symptoms:

- Pain in abdomen
- Nausea
- Vomiting
- Drowsiness
- Dyspnea
- Flushed face
- Fruity odor to breath

Hypoglycemia or insulin shock

Symptoms:

- Sweating
- Shaking
- Rapid pulse
- Hunger
- Irritability
- Anxiety
- Impaired vision
- Fatigue
- Convulsion and coma if untreated

Treatment- provide high carbohydrate snack (juice, hard candy, milk).
Notify parent and principal
Retest glucose level in 15 minutes.

If convulsing or coma-give glucagons if ordered, call 911, notify
Principal and parent

Diarrhea

It may be necessary to exclude the pupil. Contact parent-pupil will be more comfortable at home.

Dislocation

Immobilize –give supportive treatment-form of splint or bandage. Apply ice. Contact parent and principal. Seek medical attention.

Dizziness

Assess neurological status. Question pupil regarding injury. If unrelieved after rest, contact parent and advice medical attention.

Burns

First-Degree (superficial) – Skin Reddened:

Rinse affected area thoroughly with cold running water. Cover with dry sterile dressing. Advise medical attention if needed.

Second-Degree (serious) – Skin Reddened and Blistered

Rinse affected area thoroughly with cold running water and apply sterile dressing. Cover with cold wet clean towels or sheets. Assess for signs of shock. Contact parent and principal. Seek immediate medical attention.

Extensive Second and Third Degree

Cover affected area with clean moist towels or sheets and arrange for immediate transportation to the hospital.
Contact parents and principal.

Chemical Burns

Immediately rinse affected area for at least 10 minutes with copious amounts of water. If antidote is known and available, apply to the affected area. Cover with sterile dressing.

Arrange immediately for further medical treatment.
Contact parent and principal.

Burns or Chemical Exposure of the Eye

Flush eye with water for at least 15 minutes using faucet, eyecup or eye wash bottle. Cover closed eye with sterile dressing and arrange for immediate transportation to the hospital.
Contact parents immediately and notify principal

Chills

Usually a prelude to fever, hence early sign of illness. Pupils may lie down and cover with blankets. Contact parent. Pupils with a temperature of 100 degrees should be excluded from school.

Colds

Instruct pupil and parents on infection control. Pupils with a temperature of 100 are excluded from school. Encourage fluids. Advise medical attention if necessary.

Concussions/ Head Injuries

All head injuries require immediate contact with the parent/guardian or emergency contact. All head injuries may be possible concussions. Contact parent and principal.

Symptoms:

- Dazed or unconscious
- Bleeding from mouth, nose or ears
- Weak rapid pulse
- Pupils unequal or poor response to light
- Headache
- Dizziness
- Possible nausea or vomiting

Robyn Scholz

To: mkrony9905@aol.com
Cc: portom@hhschools.org
Subject: Treasurer of School Moneys

Hi Mike,

Chapter 39, P.L.2010 has made the position of treasurer of school moneys optional. As you know, the district lost \$1,200,000 in state aid. In the light of these cuts, the district has decided to eliminate the position as of October 1st. We would like to extend our gratitude to Conchita for her many years of service. The money that we save from this position will go back into the classroom.

Thank you,

Dina Messery
School Business Administrator

F

**RESOLUTION ELIMINATING THE POSITION OF
TREASURER OF SCHOOL MONEYS
ADOPTED BY THE Hasbrouck Heights BOARD OF EDUCATION
IN THE COUNTY OF Bergen**

WHEREAS, Chapter 39, P.L.2010 makes the position of treasurer of school moneys optional and

WHEREAS, it is the wishes of the Hasbrouck Heights Board of Education to not appoint a treasurer of school moneys and

WHEREAS, the School Business Administrator possesses the proper certifications and qualifications to assume the duties of the treasurer of school moneys

NOW, THEREFORE, BE IT RESOLVED, BY THE Hasbrouck Heights BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. The school business administrator shall receive, deposit, and hold in trust all school moneys belonging to the district from whatever source derived free of any control by the governing body of any municipality comprised in the district.
2. The school business administrator shall deposit the school moneys or such part thereof as may be designated in any bank or banking institution of this State designated by it as a depository of school moneys, which may include the State of New Jersey Cash Management Fund, MBIA Cash Management Fund and NJARM Cash Management Fund.
3. The school business administrator shall, upon depositing the same therein, be relieved from liability for any loss thereof which may be caused by reason of the deposit.
4. The school business administrator shall be bonded in such amount and with such surety as the board shall direct.
5. The school business administrator shall keep a record of the sums received and paid out by him/her in accordance with the uniform system of bookkeeping prescribed by the State Board.
6. The school business administrator shall upon ceasing to hold the office of school business administrator, pay over the balance of school funds remaining in his/her hands to his/her successor in office.
7. The school business administrator shall comply with all provisions of the law.