



## Optional District Professional Development Plan (PDP) Template

<b>District Name</b> Harrison Heights	<b>Superintendent Name</b> Dr. Matthew Helfant	<b>Plan Begin/End Dates</b> Sept. 2016-June 2017
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### 1: Professional Learning (PL) Goals

PL Goal No.	Goals	Identified Group	Rationale/Sources of Evidence
1	<p>1. During the 2016-2017 school year, to further increase the home/school connection, the Superintendent, in collaboration with the district administrators and staff, will develop and disseminate (3) newsletters to the entire community and (4) newsletters to educational stakeholders (parents and students) within the district. In addition, the district will utilize information gained from a parent survey distributed in the 2015-2016 school year to provide (2) targeted parent workshops on topics identified by parents as being areas of need (PARCC, Transition to High School).</p>	Administrators and teachers	<ul style="list-style-type: none"> <li>Currently the district does not distribute and district wide newsletter</li> <li>Parent survey reveals parents would like more communication and workshops on SAT, ACT, and College readiness.</li> <li>Enhancing communication throughout the district will improve parent participation and ultimately assist in fostering improvement in student education.</li> </ul>



2	1. By April 2017, a minimum of 80% of teachers in grades 5-8, teachers of LA/L and S.S., grades 9-12, and a minimum of 1 teacher coach will be trained in the use of Google Apps for Education. Training and follow-up classroom support will be conducted by our Google Apps for Education Consulting Facilitator. Teachers' growth and mastery will be assessed and measured through the district created Google Apps for Education Skills Survey. The survey will be administered by the Google Apps Facilitator or the Director of Curriculum at the beginning of the training, middle of the year and at the end of the year (April).	Administrators, teachers, technology department, and outside training organization.	<ul style="list-style-type: none"> <li>Review of the 3-year technology plan reveals that students and teachers need more access to 1:1 technology</li> <li>Review of PARCC readiness indicates the district's ability to provide access to all students in a more efficient manner is needed</li> <li>In order to prepare students for 21<sup>st</sup> century jobs an careers, additional technology is required</li> <li>Teacher feedback has identified technology needs that will be addressed by this initiative</li> </ul>
3	Continue to build capacity to implement ACHIEVE NJ in accordance with state regulations, specifically in the area of teacher mentoring program.	Administrators	<ul style="list-style-type: none"> <li>State requirements are in place for implementing the evaluation system based on the TEACH Act.</li> <li>A review of district policies and procedures revealed teacher mentoring program to be adequate, but improvements would enhance teacher performance.</li> </ul>

## 2: Professional Learning Activities

PL Goal No	Initial Activities	Follow-up Activities (as appropriate)
1	<ul style="list-style-type: none"> <li>A survey will be administered to all parents in the district during June of 2016.</li> <li>The results of the survey will be analyzed and 2 workshops will be developed based on this analysis</li> <li>Newsletters will be developed in collaboration with administrators, teachers, guidance, and CST.</li> </ul>	<ul style="list-style-type: none"> <li>Superintendents will work in collaboration with administrators and guidance counselors to develop the 2 workshops</li> <li>Superintendent, administrators, teachers, guidance, and CST will work in collaboration to develop the 7 newsletter.</li> </ul>



2	<ul style="list-style-type: none"> <li>The administrative team will receive training in July of 2016 on Google Apps and other Google programs</li> <li>All teachers, CST, related service providers, and guidance counselors will receive training on Google Apps and other Google program on Sept. 6<sup>th</sup>, Nov. 8<sup>th</sup>, and January 16<sup>th</sup>.</li> <li>A Google Apps for Education Skills Survey will be distributed to participating teachers and students at the beginning, middle, and end of the school year to monitor progress.</li> </ul>	<ul style="list-style-type: none"> <li>District designed webinars will be available for all staff.</li> <li>A teacher coach will be trained and available for teacher training on a weekly basis.</li> <li>Additional PD will be provided as needed.</li> </ul>
3	<ul style="list-style-type: none"> <li>Develop and submit mentoring plan to county by deadline</li> <li>Implement mentoring plan during the 2016-2017SY</li> <li>Conduct monthly roundtables with non-tenured teachers to enhance district mentoring plan</li> </ul>	<ul style="list-style-type: none"> <li>Consultant will present to all 1<sup>st</sup>-3<sup>rd</sup> year teachers classroom management and coping skills</li> <li>District Director of Curriculum will meet regularly with all non-tenured teachers</li> <li>Building principals will monitor SciP committees and support teachers in need</li> </ul>

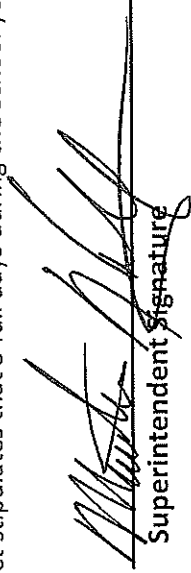
**3: PD Required by Statute or Regulation**

<p style="text-align: center;"><b>State-mandated PD Activities</b></p> <p>Ongoing Professional Development in consultation with the SciP to ensure improvement in areas needed.</p> <p>Ongoing development of curricula to maintain alignment of CCS.</p> <p>Ongoing development of textual evidence through teacher assessments</p> <p>Ongoing PD for online components (Mindcross)</p>
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#### 4: Resources and Justification

To meet the PD needs of the districts' schools per this plan, money will be allocated through Title II for Google training. Allocation of all district funds are subject to Board of education approval. PD needs for ACHIEVE NJ mandates are being met through the use of the district principals and Director of Curriculum. The employee contact stipulates that 3 full days during the school year will be dedicated teacher-directed PD activities.

  
Superintendent Signature

7/5/16  
Date

Signature:

GOOGLE WORKSHOPS  
EUCLID SCHOOL

**Intro to Google Drive & Google Classroom**

9/26/16 9:00-1:00 @ \$100/ea

Lisa Palladino

Diane Robertson

Cathy Cuttita

Pam Lambe

**Kick Google Into Overdrive**

11/3/16 9:00-12:00 @ \$75

Cathy Cuttita

Pam Lambe

**Go Google in the Elementary Classroom**

10/18/16 9:00-12:00 @ \$75

Lisa Palladino

Diane Robertson

Cathy Cuttita

Pam Lambe

Jacquelyn Mansfield

Joanie Gallucci

# MERIT GOAL SUBMISSION FORM SCHOOL YEAR 2016-2017

NAME OF INDIVIDUAL Dr. Matthew Helfant TITLE Superintendent

QUANTITATIVE GOALS	<input checked="" type="checkbox"/>	PERCENTAGE	<u>3.33%</u>	QUALITATIVE GOAL	<input type="checkbox"/>	PERCENTAGE	_____
		DOLLAR VALUE	<u>\$5094.90</u>			DOLLAR VALUE	_____

**DESCRIPTION OF GOAL:**

By April 2017, students in grades K and 2 will become immersed in a S.T.E.A.M instructional initiative. This goal will be accomplished by collaborating with the SBJC. SBJC has worked with several member districts to implement S.T.E.A.M in their districts. The students attending these districts have learned a lot about science themes, technology, engineering, arts, and math. Additionally, next generation science standards and NJ Core Curriculum Content Standards are incorporated into planning and lessons.

**EVIDENCE OF COMPLETION:**

Evidence of completion will be identified through review of the S.T.E.A.M. calendar and attendance of all participating students. Student attendance records will be made available to the Hasbrouck Heights School District. Students in grades K and 2 will attend the S.T.E.A.M. lab at the SBJC Maywood campus.

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Superintendent, SBJC, Elementary Principals

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2015-2016 SCHOOL YEAR:**

2016/2017SY  
June 2016 – The superintendent will complete all paperwork to secure the S.T.E.A.M program for grades K and 2 for the 2016-2017 school year  
Sept. 2016-April 2017 – The superintendent will monitor the implementation of the program.

**\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT**

DATE SENT TO ECS	_____	SIGNATURE AND DATE APPROVED BY ECS	_____
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# MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2016-2017

NAME OF INDIVIDUAL Dr. Matthew Helfant TITLE Superintendent

QUANTITATIVE GOALS	<input checked="" type="checkbox"/>	PERCENTAGE	<u>3.33%</u>	QUALITATIVE GOAL	<input type="checkbox"/>	PERCENTAGE	
		DOLLAR VALUE	<u>\$5094.90</u>			DOLLAR VALUE	

**DESCRIPTION OF GOAL:**

During the 2016-2017 school year, to further increase the home/school connection, the Superintendent will develop and disseminate (3) newsletters to the entire community and (4) newsletters to educational stakeholders (parents and students) within the district. In addition, the district will utilize information gained from a parent survey distributed in the 2015-2016 school year to provide (2) targeted parent workshops on topics identified by parents as being areas of need (PARCC, Transition to High School). This is a newly created form of communication developed by the Superintendent.

**EVIDENCE OF COMPLETION:**

Home/school communication is essential to the functioning of the Hasbrouck Heights school district. Many parents have indicated that they feel that a disconnect between the schools and home exists in the district. In order to bridge the communication gap seven newsletters will be created and distributed to stakeholders in the district, 3 to the entire community and 4 to educational stakeholders (parents and students). Furthermore, 2 workshops will be developed for parents based on the results of a parent survey. Evidence of completion will be identified through parent sign-in sheets and workshop materials.

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Superintendent

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2015-2016 SCHOOL YEAR:**

2016/2017SY  
 Survey to parents – June 2016  
 2 workshops – 1 workshop prior to Dec. 2017 and 1 workshop prior to April 2017 – The superintendent will assist in the development of both workshops and take a lead role in each workshop.  
 7 Newsletters to be spread out between Sept 2016 and May 2017 – The Superintendent will assist in writing each newsletter and be responsible for formatting the newsletter.

**\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT**

DATE SENT TO  
ECS

SIGNATURE AND DATE  
APPROVED BY ECS

# MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2016-2017

<b>NAME OF INDIVIDUAL</b>	Dr. Matthew Helfant	<b>TITLE</b>	Superintendent
<b>QUANTITATIVE GOALS</b>		PERCENTAGE	X
		DOLLAR VALUE	PERCENTAGE
		DOLLAR VALUE	2.5%
		DOLLAR VALUE	\$3825.00

**DESCRIPTION OF GOAL:**

In collaboration with the SBJC S.T.E.A.M. program Hasbrouck Heights will be offering a new Middle and High School Robotic Program. This is a newly created program. Over the last two years the SBJC has successfully operated the NAO Robotic club in many of the SBJC Middle and High School districts. The students have learned a lot about programming and operating a NAO Robot. SBJC is offering each of their districts that have a Middle and High school the opportunity to build a VEX IQ Robot and compete against other SBJC districts three times during the school year.

Hasbrouck Heights will receive a VEX IQ Robot with instructions. Hasbrouck Heights will provide access to a computer and the internet and the students will be responsible for building the Robots with an advisor from their own district.

The SBJC will establish the rules for the competition. The rules for the competition will be given to the district when they pick up the Robots. Each event will be unique, causing the students to think differently about how to reconfigure and engineer the robots for each event. The competitions will be offered after school and will be hosted by a sending district. The competitions will occur in November, January and April (tentative dates). The SBJC will pay for the bus transportation cost for each district to attend the competition.

The winner for each competition will be based on a point system. The point system will be explained in the competition packet. Trophies will be handed out after each competition for first, second and third place. At the end of the final competition, the team with the most combined points awarded from the three competitions, will be deemed the overall SBJC VEX IQ Competition Champion.

**EVIDENCE OF COMPLETION:**

Each event will be unique, causing the students to think differently about how to reconfigure and engineer the robots for each event. The competitions will occur in November, January and April (tentative dates). The SBJC will pay for the bus transportation cost for each district to attend the competition.

The winner for each competition will be based on a point system. The point system will be explained in the competition packet. Trophies will be handed out after each competition for first, second and third place. At the end of the final competition, the team with the most combined points awarded from the three competitions, will be deemed the overall SBJC VEX IQ Competition Champion.



**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Superintendent, Robotics Advisor, Middle School Students. High School Students

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2015-2016 SCHOOL YEAR:**

Superintendent will observe robotics club one time per month – Oct.-April  
Superintendent will attend one competition (Date TBD)  
Superintendent will secure funding for the robotics program – June 2016

**\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT**

DATE SENT TO  
ECS

SIGNATURE AND DATE  
APPROVED BY ECS

# MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2016-2017

NAME OF INDIVIDUAL Dr. Matthew Helfant TITLE Superintendent

QUANTITATIVE GOALS	<input type="checkbox"/>	PERCENTAGE	<input type="checkbox"/>	QUALITATIVE GOAL	<input checked="" type="checkbox"/>	PERCENTAGE	<u>2.5%</u>
		DOLLAR VALUE				DOLLAR VALUE	<u>\$3825.00</u>

**DESCRIPTION OF GOAL:**

The district does not provide students with 1:1 technology; therefore, the Superintendent will initiate a 1:1 technology initiative. By April of 2017, a minimum of 80% of teachers in grades 5 and 8, and a minimum of 1 teacher coach will be trained in the use of Google Apps for Education. Training and follow-up classroom support will be conducted by our Google Apps for Education Consulting Facilitator. Teachers growth and mastery will be assessed and measured through the district created Google Apps for Education Skills Survey. The survey will be administered by the Google Apps Facilitator or the Director of Curriculum at the beginning of the training, middle of the year and at the end of the year (April).

**EVIDENCE OF COMPLETION**

This initiative presents a unique opportunity to pilot a 1:1 technology initiative for students in grades 5 and 8. In order to expand this opportunity to other grades assessment of teacher mastery and performance is essential. A baseline of teacher mastery of Google Apps for Education will be obtained through the administration of the Google Apps for Education Skills Survey. This baseline data will be compared to mid-year and end of year (April) administrations of the Google Apps for Education Skills Survey. This data will be assessed to ensure mastery and determine the next steps in the 1:1 initiative.

Student mastery will be assessed through a district created Google Apps for Education survey. The survey will be administered at the beginning of the year to establish a baseline, in the middle of the year, and end of year (April). The mid-year administration will evaluate student progress and the end of the year administration will assess student mastery.

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Superintendent, Tech Committee, Teachers in grades 5 and 8, Director of Curriculum, Supervisor of Special Projects, and Principals

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2015-2016 SCHOOL YEAR:**

2016/2017SY  
 Admin Training – July 21  
 Google Apps for Education Skills Survey for Teachers and Students (Baseline)– Sept./Oct.  
 Google Apps for Education Skills Survey for Teachers and Students (Mid-Year) – January

Google Apps for Education Skills Survey for Teachers and Students (End of Year) - April  
Teacher Training – Sept. 6, Nov. 8<sup>th</sup>, and January 16<sup>th</sup>  
October 2016 – Technology Dept. in conjunction with the Superintendent will distribute  
chromebooks to all 5<sup>th</sup> and 8<sup>th</sup> grade teachers and students  
Dec. – May - Weekly lesson plan review. Lesson plan will include Google apps use  
Superintendents will observe Google app use in all 5<sup>th</sup> and 8<sup>th</sup> grade classes

**\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT**

DATE SENT TO  
ECS

SIGNATURE AND DATE  
APPROVED BY ECS

\_\_\_\_\_

\_\_\_\_\_

<b>Hasbrouck Heights Public Schools</b>			
Pre-K -5	Board of Education Approval: July 2016	Nicole M. De Bonis Director of Curriculum	
	<b>YEAR 1 (RESEARCH) Research and Review of Materials</b>	<b>YEAR 2 (WRITE/REVISE) Write/Revise Curriculum and Select Materials</b>	<b>YEAR 3 (IMPLEMENT) Implement Curriculum with Professional Development</b>
	<b>YEAR 4 (ANALYZE) Collect and Analyze Data Regarding Effectiveness</b>	<b>YEAR 5 (EVALUATE) Evaluate Curriculum, Make Recommendations for Next Cycle</b>	
2014-2015	Reading (K-2)	Social Studies World Language Pre-K	Writing Technology Music ESL
2015-2016	Science Reading (3-5) Art Gifted and Talented	Reading (K-2)	Math Physical Education/Health
2016-2017	Math Physical Education/Health	Science Reading (3-5) Art Gifted and Talented	Writing Technology Music ESL
2017-2018	Writing Technology Music ESL	Math Physical Education/Health	Social Studies World Language Pre-K
2018-2019	Social Studies World Language Pre-K	Writing Technology Music ESL	Reading (K-2)

# Hasbrouck Heights Public Schools

## Middle School

Board of Education Approval: July 2016

**Nicole M. De Bonis**

Director of Curriculum

	YEAR 1 (RESEARCH) Research and Review of Materials	YEAR 2 (WRITE/REVISE) Write/Revise Curriculum and Select Materials	YEAR 3 (IMPLEMENT) Implement Curriculum with Professional Development	YEAR 4 (ANALYZE) Collect and Analyze Data Regarding Effectiveness	YEAR 5 (EVALUATE) Evaluate Curriculum; Make Recommendations for Next Cycle
2014-2015	Science	Social Studies	Math ESL	Art Music Physical Education	Language Arts World Language Gifted and Talented
2015-2016	Language Arts World Language Gifted and Talented	Science	Social Studies	Math ESL	Art Music Physical Education
2016-2017	Art Music Physical Education	Language Arts World Language Gifted and Talented	Science	Social Studies	Math ESL
2017-2018	Math ESL	Art Music Physical Education	Language Arts World Language Gifted and Talented	Science	Social Studies
2018-2019	Social Studies	Math ESL	Art Music Physical Education	Language Arts World Language Gifted and Talented	Science

# Hasbrouck Heights Public Schools

## High School

Nicole M. De Bonis

Board of Education Approval: July 2016

Director of Curriculum

	YEAR 1 (RESEARCH) Research and Review of Materials	YEAR 2 (WRITE/REVISE) Write/Revise Curriculum and Select Materials	YEAR 3 (IMPLEMENT) Implement Curriculum with Professional Development	YEAR 4 (ANALYZE) Collect and Analyze Data Regarding Effectiveness	YEAR 5 (EVALUATE) Evaluate Curriculum, Make Recommendations for Next Cycle
2014-2015	Science	Social Studies	Language Arts ESL	Art Music Physical Education	World Language Business Math
2015-2016	World Language Business Math	Science	Social Studies	Language Arts ESL	Art Music Physical Education
2016-2017	Art Music Physical Education	World Language Business Math	Science	Social Studies	Language Arts ESL
2017-2018	Language Arts ESL	Art Music Physical Education	World Language Business Math	Science	Social Studies
2018-2019	Social Studies	Language Arts ESL	Art Music Physical Education	World Language Business Math	Science



**School Alliance Insurance Fund  
Resolution For Renewal of Membership**

**WHEREAS**, the **Hasbrouck Heights School District**, hereafter referred to as "**Educational Facility**" is a member of the School Alliance Insurance Fund, hereinafter referred to as "**Fund**"; and

**WHEREAS**, said renewal membership terminates as of July 1, 2016 at 12:01 a.m. standard time, unless earlier renewed by agreement between the **Educational Facility** and the **Fund**; and

**WHEREAS**, the **Educational Facility** is afforded the following types of coverages:

- Workers' Compensation
- Foreign Travel Liability
- Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- Excess Liability (AL/GL)
- School Leaders Professional Liability
- Excess Liability (SLPL)
- Student Accident
- Supplemental Indemnity - Workers' Compensation
- Security Guard Liability

**WHEREAS**, the **Educational Facility** desires to renew said membership;

**NOW THEREFORE, BE IT RESOLVED** as follows:

1. The **Educational Facility** agrees to renew its membership in the **Fund** for a period of three years beginning July 1, 2016, and ending July 1, 2019 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the **Fund** presently existing or as from time to time amended by the **Fund** and/or the Department of Banking and Insurance.
2. The **Educational Facility's** Business Official, **Dina Messery**, is hereby appointed as the **Educational Facility's** Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the **Fund** the **Educational Facility's** renewal of its membership.

This Resolution agreed to the \_\_\_\_\_ day of \_\_\_\_\_, 2016, by a vote of:

___ Affirmative	___ Abstain
___ Negative	___ Absent

By: \_\_\_\_\_



**School Alliance Insurance Fund  
Indemnity and Trust Renewal Agreement**

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2016, in the County of **Bergen**, State of New Jersey, by and between the School Alliance Insurance Fund, hereinafter referred to as "**Fund**", and the Governing Body of the **Hasbrouck Heights School District**, hereinafter referred to as "**Educational Facility**";

**WHEREAS**, the **Fund** seeks to provide its members with insurance coverage;

**WHEREAS**, two or more educational facilities have collectively formed a joint insurance fund as is authorized and described in N.J.S.A. 18A:18B-1 *et. seq.* and the regulations promulgated pursuant thereto; and

**WHEREAS**, the **Educational Facility** is currently a member of said **Fund**; and

**WHEREAS**, the **Educational Facility** has resolved to renew said membership;

**NOW, THEREFORE**, it is agreed as follows:

1. The **Educational Facility** hereby renews its membership in the **Fund** for a three (3) year period, beginning July 1, 2016, and ending July 1, 2019 at 12:01 a.m. eastern standard time.
2. The **Educational Facility** agrees to participate in the **Fund** with respect to the types of insurance stated in the Renewal of Membership Resolution.
3. The **Educational Facility** hereby ratifies and reaffirms the bylaws and other organizational and operational documents of the **Fund** and as from time to time amended by the **Fund** and/or Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith.
4. The **Educational Facility** agrees to be a participating member of the **Fund** for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
5. In consideration of renewal of membership in the **Fund**, the **Educational Facility** agrees that for those types of insurance in which it participates, the **Educational Facility** shall jointly and severally assume and discharge the liability of each and every member of the **Fund** all of whom, as a condition of membership in the **Fund**, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the **Educational Facility** is pledged to the punctual payment of any sums which shall become due to the **Fund** in accordance with the bylaws thereof, this Agreement or any applicable statute or regulation.

6. If the **Fund**, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the **Educational Facility** agrees to reimburse the **Fund** for all such reasonable expenses, fees and costs on demand.
7. The **Educational Facility** and the **Fund** agree that the **Fund** shall hold all monies paid by the **Educational Facility** to the **Fund** as fiduciaries for the benefit of **Fund** claimants all in accordance with applicable statutes and/or regulations.
8. The **Fund** shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1 *et. seq.* and such other statutes and regulations as may be applicable.
9. The Business Official designated in the Resolution to Renew Membership is hereby authorized to execute the Agreement to renew membership.

By: \_\_\_\_\_  
**Hasbrouck Heights School District, Authorized Signature**

By: \_\_\_\_\_  
Chairperson, School Alliance Insurance Fund

## NCLB FY 2017 APPLICATION

## Title I

20-231-100-100-00-01-46	Salaries	130,070
20-231-200-200-00-01-46	Benefits	33,818
<b>Total</b>		<b>163,888</b>

## Title IIA

20-270-200-300-00-01-88	Purchased Prof & Tech Services	28,155
20-270-200-300-00-10-88	Purchased Prof & Tech Services	5,223 Corpus Christi
20-270-200-300-00-14-88	Purchased Prof & Tech Services	144 New World Montessori
<b>Total</b>		<b>33,522</b>

## Title III

20-241-100-101-00-27-45	Salaries of Teachers	2,787 Carlstadt
20-241-100-101-00-28-45	Salaries of Teachers	3,371 Becton-
20-241-100-101-00-30-45	Salaries of Teachers	2,279 Rutherford
20-241-100-610-00-01-45	Instructional Supplies	6,701 Hasbrouck Heights
20-241-100-610-00-10-45	Instructional Supplies	1,932 Corpus Christi
20-241-100-610-00-20-45	Instructional Supplies	4,110 Moonachie
20-241-100-610-00-24-45	Instructional Supplies	2,887 Wood-Ridge
20-241-100-610-00-26-45	Instructional Supplies	8,607 South Hackensack
20-241-100-610-00-27-45	Instructional Supplies	5,678 Carlstadt
20-241-100-610-00-30-45	Instructional Supplies	100 Rutherford
20-241-200-200-00-27-45	Personal Svcs - Emp Ben	213 Carlstadt
20-241-200-200-00-28-45	Personal Svcs - Emp Ben	258 Becton-
20-241-200-200-00-30-45	Personal Svcs - Emp Ben	174 Rutherford
20-241-200-300-00-01-45	Purchased Prof & Tech Services	2,000 Hasbrouck Heights
20-241-200-300-00-24-45	Purchased Prof & Tech Services	500 Wood-Ridge
20-241-200-300-00-26-45	Purchased Prof & Tech Services	1,800 South Hackensack
20-241-200-300-00-27-45	Purchased Prof & Tech Services	1,000 Carlstadt
20-241-200-300-00-30-45	Purchased Prof & Tech Services	100 Rutherford
<b>Total</b>		<b>44,497</b>

## Title III Immigrant

20-244-100-610-00-01-45	Instructional Supplies	3,280
<b>Total</b>		<b>3,280</b>

**Hasbrouck Heights Board of Education**  
**Hasbrouck Heights, New Jersey**

ATTACHMENT A

**Job Description:** Director of Special Services

**Qualifications:**

- NJ State Supervisor **Principal** Certificate
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable.

**Reports To:** Superintendent

**Supervises:** All Child Study Team Members, Related Service Providers, ESL, Nurses, Speech staff Members, Home Instruction, I&RS, Gifted and Talented, Special Education Teachers, and Paraprofessionals, **and SAC.**

**Activities/Responsibilities:**

- Monitors all IEP's/ARS for state/federal compliance
- Conducts observations and/or evaluations for identified members who are under the supervision of the Director of Special Services
- Supervises the provision of services for home-bound students for all district students both regular education and classified students
- Coordinates special services with individual schools in collaboration with building principals
- Coordinates and directs the activities of the child study team
- Supervises all staff and office personnel assigned to the Department of Special Services
- Facilitates parent involvement through workshops, newsletters and other communication modes
- Develops and implements in-service training for professional staff on special education issues
- Participates in pre-referral interventions by identifying and modifying academic, social and emotional factors which are affecting a student's educational progress, and working and supervising I&RS
- Refer to outside sources as appropriate and serve as liaison between outside therapists and school
- Consults and maintains on-going communication with parents to assist in understanding the learning and adjustment processes of children
- Is familiar with and facilitates the utilization of community resources for students and their families
- Organize and assists in conducting parent and student support groups, including CPC
- Establishes an orderly, efficient system to complete assignments which is characterized by respect for and investment in the team approach and adherence to requirements of state and federal laws and school policy
- Maintains appropriate records as required by law
- Displays evidence of understanding each pupil's social, emotional, physical and intellectual growth and development
- Interprets law governing Special Education Services, school policies and goals to help parents and staff understand them

- Displays a willingness to share ideas, methods and materials with other staff members
- Works cooperatively and enthusiastically with other staff and the administration in achieving school and system goals
- Assists in orientation of new staff to school policies and procedures
- Works with colleagues to evaluate and to ensure program effectiveness
- Keeps informed of recent developments in his/her professional area(s)
- Develops ways of applying recently acquired professional knowledge and skills in delivering services and in the school and department environment
- **Collaborates in the management of 504 services**
- **Management of SAC**
- Performs other responsibilities and duties which are appropriate and necessary to the position as directed by the Superintendent or his/her designee

**Terms of Employment:** Twelve month position with compensation according to the Hasbrouck Heights Administrators Association's negotiated agreement

**Evaluation:** Performance of this position will be evaluated in accordance with the provisions of the Board's policy # 4116 on evaluation of certificated personnel.

Approved: August 28, 2014

Revised: June 16, 2015

Revised: October 29, 2015

Revised: April 28, 2016

Revised: July 21, 2016

**Hasbrouck Heights Board of Education**  
**Hasbrouck Heights, New Jersey**

**Job Description:** Elementary Guidance Counselor Part-time

**Qualifications:**

- New Jersey Guidance Counselor Certificate
- Minimum of 3 years successful teaching experience and/or Experience in counseling service: knowledge of master schedule development desirable.
- Broad knowledge of testing, theories of individual and group guidance techniques, elementary school guidance program design.
- Demonstrates ability to communicate and work effectively with student, parents, staff and community groups and organizations.

**Reports To:** Principal

**Responsibilities:**

- Maintains student records and ensures their confidentiality
- 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
- Attends I and RS committee meetings as needed.
- Works closely with, and involves parents in planning student's academic plans and assists in the resolution of school-related problems.
- Provides orientation and information relative to school procedures, curriculum, and extra-curricular opportunities to new students as needed.
- Provides counseling groups for students as the need arises (ex: grief counseling, bullying)
- Counsels students as assigned
- Attends parents conferences when needed
- Utilizes the resources of the community in developing and expanding guidance services and activities
- Provides for a smooth transition from elementary school to middle school, which may include orientation programs for students and parents
- **Meet with CST to coordinate various meaningful programs and schedules.**
- Tends to other issues as they arise and assigned by the principal.

**Terms of Employment:** Part-Time ten month position; Salary, conditions, and hours to be determined.

**Evaluation:** Performance of this position will be evaluated annually by the Principal or his/her designee in accordance with the provisions of the Board's policy on Evaluation of certified staff.

Approved: September 24, 2009  
Revised: July 21, 2016

Hasbrouck Heights Board of Education  
Hasbrouck Heights, New Jersey

Job Description: Guidance Counselor / Middle School Part-Time

Qualifications:

- New Jersey certification in Student Personnel Services.
- An earned Master's Degree or higher.
- Three years of classroom teaching.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Principal and Director of Pupil Personnel Services

Responsibilities:

- Aids students in course and subject selection.
- Obtains and disseminates occupational information to students and to classes studying occupations.
- Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
- Works to discover and develop special abilities of students.
- Works to resolve students' educational handicaps.
- Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
- Helps students evaluate career interests and choices as they prepare for high school
- Remains available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
- Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment.
- Plans guidance field trips for various programs pertaining to the enhancement of student growth
- Serves as a liaison to the court and/or other appropriate agency as required.
- Guides students in their participation in school and community activities.
- Maintains and keeps secure student records, protecting their confidentiality at all times.
- Processes applications to private schools.
- Confers with parents whenever necessary.
- Assists in the orientation of new faculty members.
- Provides in-service training in guidance for teachers.
- Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled

- Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
- Interprets the guidance program to the community.
- Conducts group guidance sessions for students.
- Organizes assemblies and programs to address various issues.
- Meets with SAC counselor to coordinate various meaningful programs.
- Serves as a consultant in curriculum development.
- Arranges for tutors and summer school placement.
- Organizes and conducts annual orientation programs for incoming Grade 6 students and parents.
- Coordinates middle school guidance programs with high school and assists in the implementation of the high school orientation program.
- **Meet with the CST to coordinate various meaningful programs and schedules**
- Performs such other duties and assumes such other responsibilities as the Principal or Director of Pupil Personnel Services may assign with the approval of the Superintendent of Schools.

**Terms of Employment:** Salary and work year (10 months) will be in accordance with the HHEA / BOE contract.

**Evaluation:** Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Approved: May 22, 2003

Revised: July 21, 2016



**Hasbrouck Heights Board of Education**  
**Hasbrouck Heights, New Jersey**

**Job Description:** Guidance Counselor / High School

**Qualifications:**

- New Jersey certification in Student Personnel Services.
- An earned Master's Degree or higher.
- Three years of classroom teaching.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**Reports To:** Principal

**Responsibilities:**

- Aids students in course and subject selection.
- Obtains and disseminates occupational information to students and to classes studying occupations.
- Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
- Works to discover and develop special abilities of students.
- Works to resolve students' educational handicaps.
- Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
- Works to prevent students from dropping out of school.
- Helps students evaluate career interests and choices.
- Remains available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
- Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment.
- Plans guidance field trips to schools, colleges, and industry for interested students.
- Serves as a liaison to the court and/or other appropriate agency as required.
- Guides students in their participation in school and community activities.
- Maintains and keeps secure student records, protecting their confidentiality at all times.
- Supervises the preparation and processing of college, scholarship, and employment applications.
- Makes recommendations to colleges for admissions and scholarships.
- Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
- Confers with parents whenever necessary.
- Assists in the orientation of new faculty members.
- Provides in-service training in guidance for teachers.
- Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
- Advises administrators and faculty on the matters of student discipline.
- Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
- Interprets the guidance program to the community.

- Serves as a consultant in curriculum development.
- Arranges for tutors and summer school work.
- Organizes and conducts annual "Career Day."
- Meet with students who are failing and help them develop strategies to be more successful.
- Coordinate and proctor mandatory state standardized tests as well as PSAT and AP exams.
- Conduct Student/Parent PSAT and SAT conferences for all 11th grade students who score below a combined score of 1500 on writing, reading and math or combined score of 1000 on writing and math.
- Review every senior's transcript to make sure each student has fulfilled graduation requirements.
- Meet with those at risk of not graduating.
- Advise students who need to know about the vocational training for those who are not headed to college.
- Organize college admission nights and provide information to parents and students.
- During fall semester, write recommendations and make sure transcripts are sent out on time.
- **Meet with CST to coordinate various meaningful programs and schedules.**
- Performs such other duties and assumes such other responsibilities as the Principal may assign with the approval of the Superintendent of Schools.

**Terms of Employment:** Salary and work year (10 months) will be in accordance with the HHEA / BOE contract.

**Evaluation:** Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Approved: March 27, 2003

Revised: March 31, 2010

Revised: July 21, 2016

## MERIT GOAL SUBMISSION FORM SCHOOL YEAR 2016-2017

NAME OF INDIVIDUAL Dr. Matthew Helfant TITLE Superintendent

QUANTITATIVE GOALS	<input checked="" type="checkbox"/>	PERCENTAGE	<u>3.33%</u>	QUALITATIVE GOAL	<input type="checkbox"/>	PERCENTAGE	
		DOLLAR VALUE	<u>\$5094.90</u>			DOLLAR VALUE	

**DESCRIPTION OF GOAL:**

By April 2017, students in grades K and 2 will become immersed in a S.T.E.A.M instructional initiative. This goal will be accomplished by collaborating with the SBJC. SBJC has worked with several member districts to implement S.T.E.A.M in their districts. The students attending these districts have learned a lot about science themes, technology, engineering, arts, and math. Additionally, next generation science standards and NJ Core Curriculum Content Standards are incorporated into planning and lessons.

**EVIDENCE OF COMPLETION:**

Evidence of completion will be identified through review of the S.T.E.A.M. calendar and attendance of all participating students. Student attendance records will be made available to the Hasbrouck Heights School District. Students in grades K and 2 will attend the S.T.E.A.M. lab at the SBJC Maywood campus.

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Superintendent, SBJC, Elementary Principals

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2015-2016 SCHOOL YEAR:**

2016/2017SY  
 June 2016 – The superintendent will complete all paperwork to secure the S.T.E.A.M program for grades K and 2 for the 2016-2017 school year  
 Sept. 2016-April 2017 – The superintendent will monitor the implementation of the program.

**\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT**

DATE SENT TO ECS	SIGNATURE AND DATE APPROVED BY ECS

# MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2016-2017

NAME OF INDIVIDUAL Dr. Matthew Helfant TITLE Superintendent

QUANTITATIVE GOALS	<input checked="" type="checkbox"/>	PERCENTAGE	<u>3.33%</u>	QUALITATIVE GOAL	<input type="checkbox"/>	PERCENTAGE
		DOLLAR VALUE	<u>\$5094.90</u>			DOLLAR VALUE

**DESCRIPTION OF GOAL:**

During the 2016-2017 school year, to further increase the home/school connection, the Superintendent will develop and disseminate (3) newsletters to the entire community and (4) newsletters to educational stakeholders (parents and students) within the district. In addition, the district will utilize information gained from a parent survey distributed in the 2015-2016 school year to provide (2) targeted parent workshops on topics identified by parents as being areas of need (PARCC, Transition to High School). This is a newly created form of communication developed by the Superintendent.

**EVIDENCE OF COMPLETION:**

Home/school communication is essential to the functioning of the Hasbrouck Heights school district. Many parents have indicated that they feel that a disconnect between the schools and home exists in the district. In order to bridge the communication gap seven newsletters will be created and distributed to stakeholders in the district, 3 to the entire community and 4 to educational stakeholders (parents and students). Furthermore, 2 workshops will be developed for parents based on the results of a parent survey. Evidence of completion will be identified through parent sign-in sheets and workshop materials.

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Superintendent

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2015-2016 SCHOOL YEAR:**

2016/2017SY  
 Survey to parents – June 2016  
 2 workshops – 1 workshop prior to Dec. 2017 and 1 workshop prior to April 2017 – The superintendent will assist in the development of both workshops and take a lead role in each workshop.  
 7 Newsletters to be spread out between Sept 2016 and May 2017 – The Superintendent will assist in writing each newsletter and be responsible for formatting the newsletter.

**\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT**

DATE SENT TO ECS \_\_\_\_\_ SIGNATURE AND DATE \_\_\_\_\_  
 APPROVED BY ECS \_\_\_\_\_

# MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2016-2017

<b>NAME OF INDIVIDUAL</b>	Dr. Matthew Helfant	<b>TITLE</b>	Superintendent
<b>QUANTITATIVE GOALS</b>		PERCENTAGE	
	X	PERCENTAGE	2.5%
		DOLLAR VALUE	
		DOLLAR VALUE	\$3825.00

**DESCRIPTION OF GOAL:**

In collaboration with the SBJC S.T.E.A.M. program Hasbrouck Heights will be offering a new Middle and High School Robotic Program. This is a newly created program. Over the last two years the SBJC has successfully operated the NAO Robotic club in many of the SBJC Middle and High School districts. The students have learned a lot about programming and operating a NAO Robot. SBJC is offering each of their districts that have a Middle and High school the opportunity to build a VEX IQ Robot and compete against other SBJC districts three times during the school year.

Hasbrouck Heights will receive a VEX IQ Robot with instructions. Hasbrouck Heights will provide access to a computer and the internet and the students will be responsible for building the Robots with an advisor from their own district.

The SBJC will establish the rules for the competition. The rules for the competition will be given to the district when they pick up the Robots. Each event will be unique, causing the students to think differently about how to reconfigure and engineer the robots for each event. The competitions will be offered after school and will be hosted by a sending district. The competitions will occur in November, January and April (tentative dates). The SBJC will pay for the bus transportation cost for each district to attend the competition.

The winner for each competition will be based on a point system. The point system will be explained in the competition packet. Trophies will be handed out after each competition for first, second and third place. At the end of the final competition, the team with the most combined points awarded from the three competitions, will be deemed the overall SBJC VEX IQ Competition Champion.

**EVIDENCE OF COMPLETION:**

Each event will be unique, causing the students to think differently about how to reconfigure and engineer the robots for each event. The competitions will occur in November, January and April (tentative dates). The SBJC will pay for the bus transportation cost for each district to attend the competition.

The winner for each competition will be based on a point system. The point system will be explained in the competition packet. Trophies will be handed out after each competition for first, second and third place. At the end of the final competition, the team with the most combined points awarded from the three competitions, will be deemed the overall SBJC VEX IQ Competition Champion.

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Superintendent, Robotics Advisor, Middle School Students. High School Students

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2015-2016 SCHOOL YEAR:**

Superintendent will observe robotics club one time per month – Oct.-April  
Superintendent will attend one competition (Date TBD)  
Superintendent will secure funding for the robotics program – June 2016

**\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT**

DATE SENT TO  
ECS

SIGNATURE AND DATE  
APPROVED BY ECS

# MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2016-2017

NAME OF INDIVIDUAL Dr. Matthew Helfant TITLE Superintendent

QUANTITATIVE GOALS		PERCENTAGE		QUALITATIVE GOAL	X	PERCENTAGE	2.5%
		DOLLAR VALUE				DOLLAR VALUE	\$3825.00

**DESCRIPTION OF GOAL:**

The district does not provide students with 1:1 technology; therefore, the Superintendent will initiate a 1:1 technology initiative. By April of 2017, a minimum of 80% of teachers in grades 5 and 8, and a minimum of 1 teacher coach will be trained in the use of Google Apps for Education. Training and follow-up classroom support will be conducted by our Google Apps for Education Consulting Facilitator. Teachers growth and mastery will be assessed and measured through the district created Google Apps for Education Skills Survey. The survey will be administered by the Google Apps Facilitator or the Director of Curriculum at the beginning of the training, middle of the year and at the end of the year (April).

**EVIDENCE OF COMPLETION**

This initiative presents a unique opportunity to pilot a 1:1 technology initiative for students in grades 5 and 8. In order to expand this opportunity to other grades assessment of teacher mastery and performance is essential. A baseline of teacher mastery of Google Apps for Education will be obtained through the administration of the Google Apps for Education Skills Survey. This baseline data will be compared to mid-year and end of year (April) administrations of the Google Apps for Education Skills Survey. This data will be assessed to ensure mastery and determine the next steps in the 1:1 initiative.

Student mastery will be assessed through a district created Google Apps for Education survey. The survey will be administered at the beginning of the year to establish a baseline, in the middle of the year, and end of year (April). The mid-year administration will evaluate student progress and the end of the year administration will assess student mastery.

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Superintendent, Tech Committee, Teachers in grades 5 and 8, Director of Curriculum, Supervisor of Special Projects, and Principals

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2015-2016 SCHOOL YEAR:**

2016/2017SY  
 Admin Training – July 21  
 Google Apps for Education Skills Survey for Teachers and Students (Baseline)– Sept./Oct.  
 Google Apps for Education Skills Survey for Teachers and Students (Mid-Year) – January

Google Apps for Education Skills Survey for Teachers and Students (End of Year) - April  
Teacher Training – Sept. 6, Nov. 8<sup>th</sup>, and January 16<sup>th</sup>  
October 2016 – Technology Dept. in conjunction with the Superintendent will distribute  
chromebooks to all 5<sup>th</sup> and 8<sup>th</sup> grade teachers and students  
Dec. – May - Weekly lesson plan review. Lesson plan will include Google apps use  
Superintendents will observe Google app use in all 5<sup>th</sup> and 8<sup>th</sup> grade classes

**\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT**

DATE SENT TO  
ECS

SIGNATURE AND DATE  
APPROVED BY ECS

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EUCLID SCHOOL  
LUNCH AIDES  
2016-2016 SCHOOL YEAR

Lorraine Ludwig  
Dhurata Merolli  
Kathleen Petruzzella  
Erica DeSantis  
Dolores Deiudicibus  
Jacqueline Blauvelt  
Jean Werner  
Alice Ross  
Persia Ramirez  
Deborah Stelzle  
Jane Bell  
Vanessa Sato  
Christina Weaver

CST HOURLY RATES  
SUMMER 2016

ATTACHMENT K

	JUNE 2016 RATE	JULY-AUG 2016 RATE
BAPTISTA, KATIE	\$52.61 / HR	\$55.67 / HR
CIRACO, LISA	\$83.59 / HR	\$84.22 / HR
JOHNSON, DAWN	\$82.85 / HR	\$83.49 / HR
JOHNSON-GALLO	\$84.10 / HR	\$84.74 / HR
MONTALTO-PHILP, MARIA	\$56.52 / HR	\$57.99 / HR
PIZZUTE, LINDA	\$84.10 / HR	\$84.74 / HR

## **Paraprofessional Hires 2016-2017**

### **Lincoln School**

- \*Kathy Ferreri
- \*Laurie DelSole

### **Euclid School**

- \*Ivette Pujadas

### **Lincoln/Euclid**

- \*Evelyn Rinaldi

### **OOD**

- \*Tiffany Arramando

### **MSHS**

- \*Laura Kashuba
- \*Traci Roche
- \* Sabrina Lulani
- \*Laurie Brancato
- \*Terry Minichiello
- \*Tina DiLascio
- \*Jennifer Pennisi