

Mahwah Township Public Schools



Central Office Reference Guide

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Office of Superintendent

Michael DeTuro, Ed.D. – Superintendent of Schools (x2403)

Nancy Repetti – Secretary to the Superintendent (x2404)

- Schedule appointments
- Maintain Superintendent’s calendar
 - HSO/HSA meetings
 - Policy Committee meetings
 - Executive Committee meetings
 - Superintendent Council meetings
 - NJPEPL Observation/Post/Annuals
 - Central Office Team meetings
 - School Principal/Executive Team meetings
- Board Agenda
 - Post approved field trip form to agenda
 - Post Curriculum and Instruction items
 - Post special services agenda items
 - Add workshops for board approval from Docuware
 - Revise policies/regulations and add to agenda for first and second reading
 - Post revised policies/regulations with Strauss Esmay website
 - Add upcoming events
 - HIB summary for executive session
 - Post board meeting video to website
 - Post agenda minutes to website
- County
 - Affirmative Action Officer
 - Maintain and submit School Fire/Security drills spreadsheet to County office
 - Collect and submit school incident reports (Bomb threat, fire, etc.)
 - Collect/input/submit Student Safety Data System and HIB/ITP for state reporting and board presentations
- Process Staff Column Changes in Docuware
- Create and distribute school district calendar
- Docuware Project Leader for District
 - Oversee all Docuware projects within the District
 - Provide 2nd level Docuware support to staff
- Maintain District Website page
 - Pictures
 - District calendar
 - Headline & Features
 - District Announcements
 - BOE tab
 - About tab

- Collect and create monthly attendance report
- Collect and create monthly suspension report
- Revise and distribute policy and regulations
- Create jury duty letters for staff
- State/County Reports/SOA
 - Nursing Services Plan submission to County
 - QSAC collection and reporting to State
 - Update School Directory for County
 - Submit SOA PD and Mentoring Plan Submission
 - Update Memorandum of Agreement and submit to County office
 - McKinney-Vento SOA
 - School Security Drill SOA
 - Local Educational Guidance for Chapter 27 Emergency Virtual or Remote Instruction
 - HS Voter Registration Law Annual SOA
 - Comprehensive Equity Plan SOA
 - STEM Classes in Nonpublic Schools Grant Award SOA
- Compile and submit Civil Rights Data Collection
- Oversee/organize End of Year District Barbeque
- Collect/order Board Room Pictures
- Coordinate School Secretary Trainings 2-3 times per year on PD days
- Tenure Recognition (Red Apples & wooden stands)
- Non-Tenure Recognition (Pins) for Opening Day

Office of Assistant Superintendent - Human Resources

Dennis M. Fare, Ed.D. – Assistant Superintendent of Schools (x2405)

- Approval of green forms (leaves of absence forms)
- Leaves of absence requests
 - Maternity leaves of absence
 - FMLA- or NJFLA-qualifying events
- Questions/Approval of staff changes and board agenda resolutions:
 - New Hire
 - Transfers
 - Change of Positions/Assignments
 - Leave Replacement (Maternity and Sick Leave)
 - Resignation
 - Retirement
- Frontline/MyLearningPlan Liaison
 - Lead for observation and evaluation process
- Review/Approve/Deny residency issues*
 - Follow-up communication to parents and buildings in response to residency questions and requests for enrollment.
- Review, creation, and modification of job descriptions
- Review and Approve 504 compliance*
- Affirmative action claims
- Workplace investigations
- Comprehensive Equity Plan implementation and compliance
- Contract negotiations
- Completion of exit interviews

Supervisors

- Any building based questions specific to curriculum and instruction should go to the Supervisors at the building level.

Connie Lee - Secretary to the Assistant Superintendent (x2433)

- Human Resources/Personnel
 1. Applitrack
 - Open/close job postings
 - Update employee portal
 2. Send new hire documents required for employment via Frontline/Applitrack
 3. On-board/off-board staff in Docuware
 4. Add new staff demographic and reporting data to Realtime, NJSMART, Payroll,
 5. Notify technology department of hires/resignations
 6. Maintain Para assignment Spreadsheet
 7. Generate end of year para staff letters and assignments
- Schedule appointments for Assistant Superintendent as needed
- Realtime
 - Maintain pre-registration portal *
 - Maintain Residency tab*
 - Maintain/Update staff data

- 504 Module monitoring
- Testing
 - Generate and submit pre-ID data to NJSMART/Vendors for:
 1. NJSLA (Math, ELA and Science)
 2. DLM
 3. CogAT
 - Create/Edit users (staff) for:
 1. NJSLA
 2. CogAT
 3. DLM
 - Update student data for NJSLA testing in Pearson
 - Import student standardized testing scores to Realtime
 - Download and save student standardized test scores to “School Share Drive”
- ESEA/ESSA
 - Application submission
 - Comparability Report submission
 - Performance Report submission
- NJSMART Reporting
 - Staff data verification and submission
 - SMID Submission
 - Performance Report
- NJDOE Reporting
 - NJ Family Care (families insurance information) submission
 - Staff Evaluation
 - CDS (County District School Information System) maintenance/submission
 - HIB Self-Assessment report submission
 - Paraprofessional SOA
- Website maintenance:
 - Human Resources
 - Staff Directory
 - Organization Channel
 - Registration Channel
 - Anti-Bullying
 - Health Services
 - Special Services
 - Safety Town
 - Standardized testing
 - Title I
 - Transportation
- One Call Now district emails (Superintendent’s, MSF messages)

Margaret Grus – Secretary to the Assistant Superintendent (x2406)

- Scheduling appointments for Dennis Fare
- Posting new hires opportunities within Frontline Applitrack, newspaper and online sources
- New Hire Information: Ensure essential HR paperwork/items are received and recorded during the onboarding stage.
- Create Personnel agenda letters for the Superintendent for appointments, LOA's, resignations. Maintain those letters in Docuware.
- Point of contact for outsourced substitute teacher agency (ESS) regarding issues, concerns, maintenance.
- Frontline Absence management system: Add new staff, updating and moving/removing staff as needed
- Employee verification to outside sources*
- Confirmation of NJ Teacher's Certification credentials
- Mentoring Spreadsheet
 - Add new hires
 - Calculate weeks needed and fees to be paid
 - Complete mentoring transfer requests forms requested by other districts and/or former staff.
- Provisional teacher process.
 - Enrolling novice teachers in PTP through NJEdCert
 - provisional renewals when needed
 - enter summative evaluation data and mentoring weeks in NJEdCert
 - initiate conversions to standard licenses in NJEdCert
- Applies for NJDOE certificated emergency certification and expedited certifications when applicable
- Solicits Home Instructors for the District
- Student Teachers placements*
- College observations placements *
- Registers for and maintains schedule for Spring Educator recruitment fairs/event
- Maintains Official Tenure Spreadsheet
- Maintains Official LOA Spreadsheet
- Maintains Internal Telephone Directory
- Maintains CPR certification/First Aid training spreadsheet for district paraprofessionals and admins.
- Docuware record retention: Upload Green forms, peer observation forms, LOA forms, and other various records as needed
- Create and distribute yearly (12/11/10 month) employee Holiday Schedule
- Solicits paraprofessional substitutes
 - Maintains substitutes spreadsheet in shared drive
- Process Column Changes in Docuware

Office of Special Services

Lisa Rizzo, Ed.S. - Director of Special Services (x2283)

- Special Education
 - Child study team
 - Individual Education Plans
 - Early Intervention (birth to three years old)
- Related service providers- Speech therapists Occupational therapists, physical therapists
- Harassment, Intimidation, and Bullying
- Homelessness
- Home Instruction
- Hospital-based instruction
- Division of Child Protection and Permanency formerly known as DYFS
- Mental Health Liaison
- Nursing
- Non-public schools
- Effective School Solutions
- Matters of mental health and safety of students
- Flight team- crisis and loss of life

Ann O'Connell – Secretary to the Director of Special Services (x2282)

- Field phone calls for the Director of Special Services
- Handle Director's calendar and appointments
- All matters relating to students in preschool to Grade 5
- All transportation forms
- Real Time for the Special Education Module
- Services to Non-Public Schools
- Purchase orders & ordering material for Child Study Team
- Encumbered vendors and payments
- Annual State reports – October 15th count, Extra-Ordinary aide, End of Year Report
- Nursing agency contact
- HIB tracking
- Preschool evaluations registration process

Theresa Sharpe – Secretary to the Director of Special Services (x2281)

- SEMI (Special Education Medicaid Initiative)
 - Parental Consent forms
 - SEMI health evaluation/related services forms
 - Provider certifications
 - Quarterly/Annual financial report submission
- Special Education regarding grades 6 through post-graduate
- Out of district tuition and tuition contracts

Office of Curriculum and Instruction

Linda Bovino-Romeo, Ph.D. – Director of Curriculum and Instruction (x2418)

- Curriculum
 - Design, program review-selection, implementation oversight and evaluation, mandate alignment
 - Instructional Committee meeting - Questions/approval of agenda items
 - SciP committees, oversight
 - Rubicon Atlas
 - Course development/design/adjustment
 - Summer School Programming
 - Gifted and Talented – oversight, support program planning
 - RTI and IRS planning, development, oversight
 - Grant application – oversight
 - Curriculum budget requests
 - Technology integration in the schools
 - Data - district testing analysis, support, planning
- Professional Development
 - In and out of district focus areas, oversight
 - Workshop/conference requests, approval
 - Course requests, approval
 - Parent Academy, planning
 - PD Mandate/requirement questions
- District Goal Setting:
 - District Goals-PDP planning questions
 - Strategic plan connection questions
- Mentoring
 - New teacher training, mentor training, mentor/mentee roundtables
- Thunderbird Partnership Program
 - Program development, connection questions, application
 - Managing opportunities and connections with HR office and schools

Maureen Zoch – Secretary to the Director of Curriculum and Instruction (x2422)

- Manage Professional Development spreadsheet and online forms for PD
- Voucher/course approval documentation for board agenda
- Log staff Workshop/conference attendance reports
- Mileage Reimbursement Forms
- Elementary School Common Orders and Licenses
- Mentoring Logs
- One Call Now staff updates
- Maintain Emergency Preparedness Manual
- Summer School Registration*

Ruth Davis – Supervisor of Technology Integration (x2334)

- Technology Integration
 - Digital subscriptions
 - Digital application rostering, assistance and/or professional development

- Training materials
- Extension and application requests and recommendations
- Troubleshooting staff and student access to district resources
- Google Workspace support
- Library Media
 - Digital textbook subscriptions
 - Database subscriptions
 - Circulation & text availability/requests/concerns
 - Available resources
 - Guidelines for collection development
 - STEAM / Innovation Lab

Office of Business - A/P-Payroll-Benefits-Budget

[Kyle J. Bleeker – School Business Administrator / Board Secretary \(x2415\)](#)

- Questions about:
 - Budgeting
 - Purchasing and contracting
 - Construction and capital projects
 - OPRA requests for public records *
 - Cafeteria operations, payroll, building use scheduling, technology, transportation, and buildings and grounds
 - ASSA Report
 - School Register Summary
 - Administrator for assigning username, passwords and access for NJDOE Homeroom Applications
 - Board Elections
 - Coordination of Board Meetings with Superintendent

[Nicole Sweeney - Assistant to the Business Administrator \(x2417\)](#)

- Free and Reduced Lunch Applications/Eformat
- Food Service
- Health Benefits
 - Enrollments/Address Changes/Marriage/Divorce/Birth of Child
 - Health
 - Dental
 - Prescription
 - 1095C Administration
- FSA Enrollment/Administration
- Pension
 - Retirement
- Ed-Data

- Mahwah School Foundation Grants
- Pay for It/PaySchools fees
- Budget Development
- Non-Public funding
- Cash Receipts
- Worker's Comp Claims
- Vendor Contract Administration
- Board Agenda
 - Finance related resolutions
 - Vendor Contract Resolutions
 - Transportation Resolutions
- District Financials
 - CSI Help
 - Transfers

Melissa Incandela - Payroll Secretary (x2414)

- Payroll:
 - Entering all information with regard to Salary, overtime, deductions & direct deposit
 - Paying of all stipends
 - Contracts – Yearly salaries & approved stipends (coaches, advisors, bus duty, lunch duty, etc.)
- Public School Fund:
 - Check Request Forms – producing checks – returning them to requestor
 - Deposit Forms – sending deposits to the bank – returning receipts to requestor
- Board Minutes:
 - Create Board Minutes from Agenda
 - Certified resolutions typed day after Board meeting
- New Hires:
 - Submit Pension applications
 - Enter direct deposit information & tax info (W-4 form)
 - Collect NJEA applications & set up dues deduction
- Retirees:
 - Submit Certification of Final Salary to the Division of Pensions

Joanne Scanno - Accounts Payable (x2419)

- Purchase order processing
- Process payments of invoices for vendors, reimbursements, tuition etc.
- Escalated issues with vendors regarding discrepancies with purchase orders, missing invoices, payments
- Enter accounts numbers for tuition and travel reimbursements
- Maintain files of outstanding and paid purchase orders
- Year-end 1099 processing
- AIL Payments

Shannon Lynch – Business Office/Buildings & Grounds Secretary (x2416)

- Building Use (SchoolDude)
 - Receive/schedule/approve Building Use and Athletic Field request for district and public

- SchoolDude district user access
- Questions/support of SchoolDude to district and public
- Community Use *
- Secretary to Buildings & Grounds Department
- Auction of Surplus Inventory
- Miscellaneous Business Office Needs

Office of Technology

Carlos Rosa – Director of Technology – Central Office/District (x2409)

- Districtwide Procurement/Support for all devices
 - Telephone
 - Computers
 - Printers
 - Projectors
 - Wireless
 - AirTame
 - Network Infrastructure
 - Security Controls
- Districtwide Procurement/Support of all software applications
- Plan technology initiatives with Administration and Supervisors
- Procurement of all technology (software and hardware) contracts
- Maintain E-Rate program
- Generate technology budget
- Maintain and prepare devices, programs, and system connectivity for district-wide State required testing
 - PARCC
 - NJASK
 - APA
 - DLM
 - ACT
 - WIDA
- Provide support for Region 1

Cathleen Mendes – Technology Secretary (x2423)

- Maintain schedules for technology department
 - Scheduling tech support for School testing
 - Scheduling tech support for BOE meeting
 - Scheduling tech support for Author Visit
- Order technology supplies district-wide
- Creating purchase orders
 - Keeping track on the orders and deliveries
- Running a report of the Incident report
 - Reviewing the Incident report
 - Emailing/Call user before closing the incident ticket
- Documentation on technology procedures
 - Creating instructions for users
- Vendors
 - Dealing with vendors on tech supplies

Fabian Bonilla – Systems Analyst – Joyce Kilmer & Lenape Meadows (x2421)

- Add/remove staff access to district network
- Resolving issues with the district's technology including:
 - Printers
 - Computers

- Phones
- Projectors
- Email
- District Email Support
- Cisco VoIP Support
- O365 Support
- Region 1 support

Richard Ferrara – Systems Analyst – Ramapo Ridge & George Washington (x2336)

- Resolving issues with the district's technology including:
 - Printers
 - Computers
 - Phones
 - Projectors
 - Email
- Website Support
- Cisco VoIP Support
- IDBagde Support
- Wireless Support
- Maintain and troubleshoot Google & O365 resources
- Maintain infrastructure backups
- Maintain and troubleshoot Security surveillance system

Victor Martinez – Computer Technician – Mahwah High School & RR (x2335)

- Resolving issues with the district's technology including:
 - Printers
 - Computers
 - Phones
 - Projectors
 - Email
- Maintain and troubleshoot Google for district

Harrison Fenners – Computer Technician – Joyce Kilmer & BR (x2337)

- Resolving issues with the district's technology including:
 - Printers
 - Computers
 - Phones
 - Projectors
 - Email

Dan Siegel – Technical Support – Mahwah High School (x2344)

- Resolving issues with the district's technology including:
 - Printers
 - Computers
 - Phones
 - Projectors

- Email

Astley Brown – Technical Support – Ramapo Ridge (x2345)

- Resolving issues with the district's technology including:
 - Printers
 - Computers
 - Phones
 - Projectors
 - Email

Matt Outeiral – Technical Support – GW, LM (x2347)

- Resolving issues with the district's technology including:
 - Printers
 - Computers
 - Phones
 - Projectors
 - Email

Office of Transportation

Tracy Spindler – Director of Transportation (x2407)

Transportation – District

- Field Trips
 - Logistical analysis/approval
 - Forward to Asst Superintendent for inclusion on Board Agenda
 - Hiring of bus contractor
 - Date availability
 - How many students on bus
 - Cost per hour/bus
 - Time availability
 - Preparation of Trip Invoices
 - Questions regarding 'late' buses
 - Recovering items left on bus
 - Can the length of a trip be extended?
 - Change in trip date/location/time
 - Trip Cancellation
 - Addition of a secondary location
- Athletics
 - Bus availability
 - How many buses are needed
 - Driver Assignment
 - Questions regarding 'late' buses
 - Special Needs arrangements
 - Last minute changes/add/deletions

Transportation – In/From

- Eligibility
 - What school does student attend
 - Is student eligible for a bus
- Bus Stop
 - Changes to Bus Stop
 - Behavior at Bus Stop
 - Bus Stop Complaints
 - Bus Assignment of New Students
 - Bus Route Start Date for New Students
 - Change of Bus Route Due to Address
 - Change of Pick-up/Drop-off location
- Bus Routes
 - Changes to bus routes
 - Addition of Students to Existing Routes

- Pick-Up/Drop-Off Times
- Routing Software
 - How to Read a Bus Route Form
 - Transfer of Student Transportation into Realtime

Transportation – Non-Public

- AIL
 - Determination of Eligible Students
 - Preparation of Purchase Orders
 - Attendance Verification
 - Reimbursement of semi-annual Checks to Parents
 - Overall AIL Process for Parents
- Non-Public Routes
 - Preparation of Non-Public Bus Routes
 - Interaction with Region 1
 - Bus stop problems
 - Bus Stop Assignments

Transportation Special Education – In-District

- Coordination with Region 1
- Pre-K Bus Route Assignments
- Daycare Pick-up/Drop-off Arrangements

Transportation Special Education – Out of District

- Coordination with Region 1
- Coordination of Parent contracts

Lucrezia Rack – Transportation Secretary (x2472)

Transportation – District

- Maintain daily school bus/bus incident logs
- Communicate with school secretaries about issues/concerns
- Field parent phone calls
- Communicate with bus contractors/drivers about issues/concerns
- Invoice schools for field trip bussing

Transportation – Non-Public (AIL & Non-Public Routes)

- Determination of eligible students
- Preparation of purchase orders
- Reimbursement of semi-annual checks to parents
- Maintain files - B6T/B7T/B8T
- Bus stop problems/issues
- Communication with Region I about issues/concerns

Region I Transportation (Special Ed Busing)

Region One, also known as the Northwest Bergen Council for Special Education, is a Coordinated Transportation Services Agency or CTSA. This is an agency identified by the New Jersey Commissioner of Education for the purpose of providing cooperative transportation services to local school boards of education. Region One currently provides transportation to public, nonpublic and special education schools for twenty-one school districts. Mahwah serves as Region One's LEA or Local Education Agency and maintains administrative control over the Region. Region One provides transportation services to Mahwah at the discretion of Mahwah's transportation office.

Linda Raven – Region I Transportation Director (x2471)

- Oversees operations of Region 1
- Handles all bidding, contracts, jointures, purchase orders, work orders, payments to vendors and billings to districts
- Ensures bus company compliance with required annual submission of driver/aide information to county superintendent of schools
- Coordinates public school transportation between districts and bus companies
- Maintains public school route/student records in Magic and VersaTrans databases
- Sends updated route information to bus companies and updated student rosters to districts
- Provides relevant DRTRS information to districts prior to target date
- Submits contracts and other necessary documents for approval by County Superintendent of Schools
- Prepares documents for annual audit

Debra Rybek (x2473)

- Coordinates all Region 1 special education transportation
- Processes request for transportation forms from districts, enters information in Magic database and transmits information to bus companies
- Prepares special education routes for bid/quote
- Maintains calendars for all schools/districts served
- Sends updated route information to bus companies and updated student rosters to districts
- Collects vehicle information for annual DRTRS report

Lucrezia Rack (x2472)

- Maintains accounts receivable information for Region 1
- Processes B6T forms received from districts, determines eligibility for transportation or aid in lieu of transportation.
- Annually mails bus or AIL information to parents prior to August 1 deadline
- Sends updated route information to bus companies and updated student rosters to districts
- Sends updated route/student information to nonpublic schools

Office of Buildings & Grounds

Gregory Romero – Buildings & Grounds Supervisor (x2402)

- Supervise Maintenance/ District Custodial Staff
 - Building/Field Maintenance
- Compliance with Integrated Pest Management regulations
- Assigns work orders through Maintenance Direct (SchoolDude)
- Coordination and general management of building and field projects
- Coordination with Athletic Director for setup of athletic fields
- Maintenance and oversight of vehicle fleet (excluding buses)
- Coordination of snow removal

Shannon Lynch – Business Office/Buildings & Grounds Secretary (x2416)

- Building Use (SchoolDude)
 - Receive/schedule/approve Building Use and Athletic Field request for district and public
 - SchoolDude district user access
 - Questions/support of SchoolDude to district and public
 - Community Use *
- Secretary to Buildings & Grounds Department
- Auction of Surplus Inventory
- Miscellaneous Business Office Needs

Pritchard (Custodial)

Andres Coba – Site Manager (x2411)

- Supervise Pritchard Custodial Staff
 - Building/Field Maintenance
- Ensure work orders are completed through Maintenance Direct (SchoolDude)
- Assignment of custodial staff for afterschool and weekend events

Sandra Raymundo – Administrative Assistant (x2410)

- Custodial payroll
- Maintenance Direct – Work Orders
- Facilities Direct- Schedule custodial setup and breakdown of events
- Maintenance Direct