

October 16, 2019

**WILLINGBORO TOWNSHIP BOARD OF EDUCATION
BOARD MEETING
WEDNESDAY October 16, 2019**

The Board Meeting of the Willingboro Board of Education was held on Wednesday, October 16, 2019 in the Board Room of the Country Club Administration Building. The meeting was called to order by Board President Dennis Tunstall at 7:15 PM.

The opening statement was read as follows:

In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting has been satisfied.

On January 10, 2019 advanced written notice of this meeting was posted on the bulletin board outside the Board Secretary's Office.

On January 10, 2019 advanced written notice of this meeting was emailed to the Courier Post, 301 Cuthbert Blvd., Cherry Hill, the Trenton Times, 413 Riverview Plaza, Trenton, NJ and Burlington County Times, 116 Burrs Road, Suite B, Westampton, NJ 08060

On January 10, 2019 advanced written notice of this meeting was filed with the Township Clerk.

The Board Secretary shall enter into the minutes of this meeting, this public announcement.

PLEDGE OF ALLEGIANCE

A roll call resulted as follows:

Tonya Brown	-	Present	Kimbrali Davis	-	Absent
Laurie-Gibson-Parker	-	Absent	Alexis Harkley	-	Absent
Gary Johnson	-	Present	Debra Williams	-	Absent
Carlos Worthy	-	Present	Grover McKenzie	-	Present
Dennis Tunstall	-	Present			
9 Members		5 Present	4 Absent		

Debra Williams arrived @ 8:10 P.M.

Administrators Present: Dr. Charles Blachford, Interim Superintendent, Kelvin L. Smith, Business Administrator/Board Secretary, Stacey Robinson, Director of Personnel, Ron Zalika, Director of Curriculum & Instruction, Dr. Melody Alegria, Director of Special Services, Shannon Carey, Comptroller, Lester Taylor, Board Attorney/Solicitor and Evelyn Holland, Assistant to Board Secretary.

APPROVAL OF DRAFT AGENDA

Be it resolved that the Willingboro Board of Education approves the following draft agenda.

Moved by Gary Johnson

APPROVAL OF DRAFT AGENDA

Seconded by Grover McKenzie

A roll call resulted as follows:

Tonya Brown	-	Yes	Gary Johnson	-	Yes
Carlos Worthy	-	Yes	Grover McKenzie	-	Yes
Dennis Tunstall	-	Yes			

5 Voting: 5 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

APPROVAL OF ACCEPTANCE OF MINUTES

6.1.1 APPROVAL OF BOARD MEETING MINUTES – SEPTEMBER 23, 2019

Moved by Grover McKenzie

APPROVAL OF BOARD MEETING MINUTES – SEPTEMBER 23, 2019

Seconded by Carlos Worthy

A roll call resulted as follows:

Tonya Brown	-	Yes	Gary Johnson	-	Yes
Carlos Worthy	-	Yes	Grover McKenzie	-	Yes
Dennis Tunstall	-	Yes			

5 Voting: 5 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

6.1.2 APPROVAL OF BOARD MEETING MINUTES – CLOSED EXECUTIVE SESSIONS: SEPTEMBER 23, 2019

Moved by Grover McKenzie

APPROVAL OF BOARD MEETING MINUTES – CLOSED EXECUTIVE SESSIONS; SEPTEMBER 23, 2019

Seconded by Carlos Worthy

A roll call resulted as follows:

Tonya Brown	-	Yes	Gary Johnson	-	Yes
Carlos Worthy	-	Yes	Grover McKenzie	-	Yes
Dennis Tunstall	-	Yes			

5 Voting: 5 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

BOARD MEETING COMMENTS

Board President's Statement

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools/Chief School Administrator (CSA). If the Superintendent of Schools/Chief School Administrator is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate board committee. The members of the board committee work with administration and the Superintendent to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then, is it placed on the agenda for action at a public meeting.

INTERIM SUPERINTENDENT:

Dr. Blachford:

- Dr. Blachford addressed the public and talked about the NJ Student Learning Assessment test results and introduced Dr. Zalika to give his presentation.

Dr. Ron Zalika – Presentation on New Jersey Student Learning Assessment:

- The 2018-2019 Assessment results may go back a little further so a comparison can be done. This test is a state requirement which holds schools accountable for the growth of students. Once the test scores come up the school district has 60 days to get results out to public.
- What questions we should be asking regarding the data. We need to be looking at it with more urgency. The same way we look at safe and health issues we need to treat data the same way.
- There is no Status Quo it's either forward or backwards. The reality is where we are now and where we need to go from here.
- In 2017-2018 Burlington County had the lowest rating for SAT scores and for the 2018-2019 school year Willingboro was ranked 340.
- Advanced placement and how there are fewer students eligible so can't provide teachers have to provide on-line courses.
- ESL students will provide dual teacher.
- The state of New Jersey is meeting with Dept. of Education to see if they can reduce the number of assessments in high school. Right now in order to graduate must pass assessments. However, there are other ways if you don't pass the assessments, you can do a Portfolio Appeal and submit to the Department of New Jersey but would like this to be last resort. (In 2018 there were 36 portfolio appeals and 56 math portfolio appeals)
- For ELA grade 4 has the strongest grades and 10th grade is the weakest.
- Math scores are lower than language arts and the lowest in grade 8th.
- Sense of urgency in improving numbers. Being in compliance with academic courses and having rigorous standards for students.
- Need to give grade level work and strong instruction along with engagement and high expectations.

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Presentation on New Jersey Student Learning Assessment: (cont'd)

- Giving parents more accurate information on grades.
- Using chrome books, rearranging schedules and adding supplemental classes.
- Staffing needed for bodies to create more assessments.
- Budgeting for Summer School

Presentation by: Mr. Ellis Brown, Principal, Ms. Martin & Ms. Axelrod @ Memorial Middle School on Math Program:

- Focus on engaging students with using Eureka Math Curriculum where you take math curriculum and create a story.
- Eureka is about having rich discussion on how you came up with the answers and not just getting it but understanding it opposed to just procedure.
- We use to do math the old way with given problems, written formulas and not understanding why we did it that way, we just did it that way.
- We used work sheets and text books and now we're using interactive chrome books and promethean boards.
- Math has changed and the way it's being taught has changed to meet the needs of our students.
- Ms. Martin showed a slide with students doing a math problem with ratios and proportions. This helps the student revisit old concepts as well as new concepts which help them get stronger in what they're doing. The students work out the problem and then they show the work on the promethean board.
- Ms. Axelrod talked about progress and how back then students used ditto sheets and did problem after problem which really didn't have a method.
- Eureka math allows the students to be engaged in their learning and gets them more involved in the work.
- Students worked with ratios and proportions where students are using graphs to get their data.

Presentation by: Ms. Kimberly Ash, Principal, Michael Braverman and Theresa Hipplewith @ Willingboro High School

- Ms. Ash talked about Eureka Math and the use of chrome books along with table, pencil and paper method and grouping students by level.
- The use of labs to be used for courses created for high school and middle school students who struggle and gaps with math skills. Lab classes have around 28 students.
- Grade appropriate courses and supplemental classes.
- Talked about the flexible desks that can be used for individual, pairs, or group use. They are now on the entire upper level and now starting on second floor.
- Teaching the students to have the mind set and climate of their surroundings and to use the first minute of class to speak softly and put head down on table and exhale before starting work.
- Talked about Spirit Week and using Super Heroes.
- School band is up and running.
- Mentioned delayed opening due to testing and how it was successful.
- Proud to announce that 97% of students wearing uniforms and 97% chrome book distribution, way up from last year.

Presentation by: Ms. Kimberly Ash, Principal, Michael Braverman and Theresa Hipplewith @ Willingboro High School (cont'd)

- 80% of forms collected since using digital paperwork so when QSAC comes around will be able to get things done.

Superintendent:

- This is a time to be enthusiastic about where we are and I have a lot of confidence that we are going to do better. Now there is curriculum and technology in place and I see a five year turn around. Every year going to see an increase in test scores.
- Focusing on academic progress. You still need to focus on a child's social and emotional needs and provide a good school climate.
- Higher expectations means higher performance. Also, we need to teacher at higher performance. Students have to be able to do math and social study prompts.
- Discussion on the possibility of changing grade levels. Imperative to change length of day and budgeting for summer school and staffing.
- Report card standard base will change to give a list of standards and what each standard means.
- Report cards are being built into Genesis to determine what level of performance of standards.

BOARD MEMBERS COMMENTS:

Grover McKenzie:

- Most of my questions have been answered. Happy to hear all were covered. I agree with the three suggestions, the length of school day and staffing, but I would put changing the length of the day first and I will support and encourage the other board members to do so. Having a short school day is not a good look for us and it's not going to help us get to where we want to go.
- I was blown away by the math presentations and how it's being taught. This was my way of learning math and I want to say thank you.
- 40% of math scores is major, is it touching the major areas that we should be focusing on.
- You talked about lab classes. How many lab classes are there?

Dennis Tunstall:

- Asked if this was the second year for the new curriculum.
- If decided to have summer school, how would you determine the need and placing of teachers.

Superintendent:

- You could determine the need for summer school by student's report card grades and teacher's judgement
- Summer school classes aren't enormous so wouldn't have to pay benefits.

Tonya Brown:

- Hear what you're saying but disheartening hearing and watching slides and seeing no improvement with test scores continuing to go down.
- Spent 500K on curriculum and it feels like wasted money.

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- How many staff is following curriculum to see results. Already two years in and no results.
- Students aren't passing the AP exams. Parents want students to be in AP classes. Are they really AP and are teachers teaching on AP level.

BOARD MEMBERS COMMENTS (con't)

- My opinion is seeing assessment and test scores the teachers in the classrooms aren't getting the job done.
- Educate the whole child. Urban district need to get on point.
- Given pre-k programs so we could start early and do better. The program should show where we're falling short. What's the point if no real answers or information. We aren't Morristown or Delran need to find district similar to ours.

Debra Williams:

- Can you clarify how many years with new curriculum? If it's only one year you can't master curriculum and teachers can't teach in one year.

Dennis Tunstall:

- It's been only one full year of learning experience. Going into second year and I understand what Ms. Brown is expecting. This is the second year and should see a change.

PUBLIC COMMENT – Opened @ 8:55 p.m.:

Nancy Sanchez Torres – Willingboro, NJ:

- Teacher for 17 years in another school district.
- Would like to focus on the positive and thank you for keeping the paras especially at early childhood level.
- Agree with Ms. Brown that you need more short term reports. 2 to 4 years too long.
- Lots of focus on intervention and not enrichment for grades K-2 for students on grade level or above.
- The Before/After School Program doesn't have an on-line no charge fee if paid in full on time and we told it would be there.
- The substitute teachers issue, how are they being recruited? My child isn't having specials. It happened over 60 times last year. Big issue.
- Think Mr. Zalika did great job with presentation. Can't see increase in one year. My child been here since pre-k and doing excellent. I'm fortunate to send her here. Hawthorne is excellent but could be more strategic with some things.

Thomas Floyd - 8 Buckingham Drive:

- Came to talk about the health of our buildings, but watching the presentation and seeing the numbers have me a little dark.
- When my children first came here the district focused on reading. Ten different reading levels won't work. Testing every marking period until all on same level. Can't advance until all can read. Staying with one teacher until 6th grade worked well.
- Students can't do math or science without being able to read. If advanced in reading you can do other subjects.
- Doesn't matter if it's 500k or 5 million if students can't read.

PUBLIC COMMENT (cont'd):

Cynthia Edwards – 16 Messenger Lane:

- Students not passing bench marks and why is it 60% of student's grade?

April Maxwell-Henley:

- Inclusion students (LD) are suffering. They are classified and below average 40 5 grade levels in reading and math and students not given full period to learn.
- The LD inclusion students need basic skills. This need to be addressed.
- Intervention training for teachers. This should've been started at the beginning of school year, using the (Wilson Reading Program).
- Parents should speak up
- Starting PTO information sessions at Memorial Middle School to educate parents.

Danielle Johnson – 19 Pilgram Lane:

- Survey for new Superintendent, are we getting one and are we still looking?
- If a teacher or para professional move out of district can their children still go here?

INTERIM SUPERINTENDENT COMMENTS:

Dr. Blachford:

- Working on substitutes. Looking on way to improve filling positions.
- Short reports looking at bench marks is a good ideal.
- Gifted and talented I will need to look further into, go over numbers.

Mr. Zalika:

- Question about students not passing and why benchmark 60% of grade?
- The purpose of grades is to show accuracy of what a student knows and does. Summative work not informative work of what they have learned speaks directly to opportunity. Material and concepts not important. Best way to engage student's performance is summative report.
- Grades need to be more accurate and not give parents wrong information. Homework/classwork isn't enough information to give accurate accountability.

Dr. Blachford:

- Informed the parent that she could ask for revision to her child's IEP.
- Regarding the survey for Superintendent Search there is an aggressive time line about to start with interview process.

BOARD MEMBERS COMMENTS:

Carlos Worthy:

- Did share dates of time line in several formats. Next round of meetings are November 4, 9th and 16th. The candidates search is ongoing and closes October 25th after the NJSBA Conference. There is over 60 candidates and on the official site received 30 completed applications and working on next round. Will continue to give information.

BOARD MEMBERS COMMENTS (cont'd):

Grover McKenzie:

- Substitute and class coverages, the problem isn't the substitutes but with staff showing up and doing the job. Wouldn't have to worry about paying \$40 a day if more dedication went to needs of students.

Superintendent:

- Would like to see if there is money for two part-time teachers at ECDC to put out extra support in Math. Would like for board to give okay to start the process.

SUPERINTENDENT'S REPORT

9.1.1 APPROVAL OF RATIFICATION OF RESIGNATIONS FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following resignations:

Support Staff

Bynum, David
 Teacher Assistant 7 Hr.
 Early Childhood Dev. Ctr- GE
 Effective: 9/30/19
 Salary: \$16,863.00

Cooper, Jamie
 Teacher Assistant 7 Hr.
 Early Childhood Dev. Ctr- J.C. Stuart
 Effective: 9/9/19
 Salary: \$16,863.00

Moved by Grover McKenzie

APPROVAL OF RATIFICATION OF RESIGNATIONS FOR THE 2019-2020 SCHOOL YEAR

Seconded by Gary Johnson
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SUPERINTENDENT'S REPORT

9.1.2 APPROVAL OF RESIGNATION FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following resignation:

Support Staff

Manns, Rosolyn
Teacher Assistant 7 Hr.
Hawthorne Elementary School
Effective: 10/22/19
Salary: \$19,136.00

Moved by Grover McKenzie

APPROVAL OF RESIGNATION FOR THE 2019-2020 SCHOOL YEAR

Seconded by Gary Johnson
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

9.1.3 APPROVAL OF RETIREMENT FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following retirement:

Certificated Staff

Talbert, Dale
Deputy Superintendent
District
Effective: 1/1/20
Salary: \$170,925.01

Dr. Talbert will have served the district for 8.5 years

Moved by Grover McKenzie

APPROVAL OF RETIREMENT FOR THE 2019-2020 SCHOOL YEAR

Seconded by Gary Johnson
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SUPERINTENDENT'S REPORT

9.1.4 APPROVAL OF RETIREMENT FOR THE 2020-2021 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following retirement:

Jackson, Virginia
 Teacher Asst. 7hr
 Early Childhood Dev. Ctr. – J.C. Stuart
 Effective: 7/1/20
 Salary: \$20,236.00

Ms. Jackson will have served the district for 18 years

Moved by Grover McKenzie

APPROVAL OF RETIREMENT FOR THE 2020-2021 SCHOOL YEAR

Seconded by Gary Johnson
 A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

9.1.5 APPROVAL OF CHANGE OF LEAVE OF ABSENCE FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following:

Certificated Staff

DiPalantino, Debra
 Levitt Intermediate School
 Science Teacher
 LOA with/without pay: 9/24/19 – 10/7/19
 Reason: FMLA
 Salary: \$73,014.00

Extension of Leave

LOA with/without pay:
 10/8/19 – 10/27/19

Moved by Grover McKenzie

APPROVAL OF CHANGE OF LEAVE OF ABSENCE FOR THE 2019-2020 SCHOOL YEAR

Seconded by Gary Johnson
 A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SUPERINTENDENT'S REPORT

9.1.6 APPROVAL OF RATIFICATION OF LEAVE OF ABSENCE FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following:

Certificated Staff

Marlin, Stephanie
W.R. James Elementary School
Elementary School Teacher
LOA with pay: 10/15/19 – 1/1/20
Reason: FMLA
Salary: \$60,629.00

Moved by Grover McKenzie

APPROVAL OF RATIFICATION OF LEAVE OF ABSENCE FOR THE 2019-2020 SCHOOL YEAR

Seconded by Gary Johnson
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

9.2.1 APPROVAL OF APPOINTMENT OF CERTIFICATED STAFF FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following, pending receipt of passing medical exam, fingerprinting qualifications, HR clearance and sexual misconduct forms:

Certificated Staff

Richards, Tanya
Medford, NJ
Early Childhood Development Center
School Media Specialist
Salary: \$ 60,095.00 MA Step #6
Effective: 10/17/19
Replacing: L. Jenkins

Duga, Mylika
Willingboro, NJ
Early Childhood Dev. Ctr. - GE
Pre-K Teacher
Salary: \$ 52,073.00 BA Step #1
Effective: 10/17/19
Replacing: R. Gordon

SUPERINTENDENT'S REPORT

APPROVAL OF APPOINTMENT OF CERTIFICATED STAFF FOR THE 2019-2020 SCHOOL YEAR (cont'd)

Moved by Grover McKenzie

APPROVAL OF APPOINTMENT OF CERTIFICATED STAFF FOR THE 2019-2020 SCHOOL YEAR

Seconded by Gary Johnson
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

9.2.2 APPROVAL OF SALARY CORRECTION FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following:

Certificated Staff

Booz, Summer
Music Teacher
Previous Salary: \$53,276.00 BA Step #4
New Salary: \$53,273.00 BA Step #4
Effective: 10/7/19

Moved by Grover McKenzie

APPROVAL OF SALARY CORRECTION FOR THE 2019-2020 SCHOOL YEAR

Seconded by Gary Johnson
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SUPERINTENDENT'S REPORT

9.2.3 APPROVAL OF TUTORS FOR THE 2019-2020 SCHOOL YEAR

Be it resolved upon the recommendation of the Superintendent, the Board of Education approves all certificated staff with applicable teaching qualifications, to be assigned for duty as Before and/or After School tutors at the contractual hourly rate per the WEA agreement.

Payment will be from account # 20-237-100-101-xxxx.

Moved by Grover McKenzie

APPROVAL OF TUTORS FOR THE 2019-2020 SCHOOL YEAR

Seconded by Gary Johnson
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

9.3.1 APPROVAL OF PART-TIME SALARIED STAFF FOR THE BEFORE/AFTER SCHOOL PROGRAM 2019-2020

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following persons to work as Site Coordinators in the Before/After School Program:

Part-time Site Coordinators – (10 month position) either Before School or After School, effective October 17, 2019. These people work 2.25-3.75 hours/regular school day and are entitled to sick and personal days.

Eric Gilliam Site Coordinator Twin Hills Before School & After School
(5 hrs/day + extra hours for early-dismissal days + meetings
and staff development)
Salary: \$12,610.00

Effective: October 17, 2019

*This program is self-supporting; there will be no cost to the district.

SUPERINTENDENT'S REPORT

APPROVAL OF PART-TIME SALARIED STAFF FOR THE BEFORE/AFTER SCHOOL PROGRAM 2019-2020 (cont'd)

Moved by Gary Johnson

APPROVAL OF PART-TIME SALARIED STAFF FOR THE BEFORE/AFTER SCHOOL PROGRAM

Seconded by Debra Williams

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

9.3.2 APPROVAL OF APPOINTMENT OF STAFF FOR THE BEFORE/AFTER SCHOOL PROGRAM FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approve the following persons to work in the Before/After School Program during the 2019-2020 school year, effective October 17, 2019:

Patsy Bundy Willingboro, NJ	Group Leader; \$10.00/hour
Velma Burks Willingboro, NJ	Group Leader; \$10.00/hour
Shirley Johnson Willingboro, NJ	Group Leader; \$10.00/hour
Lane Havens Willingboro, NJ	Group Leader; \$10.00/hour
Okayjah Richardson Willingboro, NJ	High School Aide; \$10.00/hour
Ny'Lah Richardson Willingboro, NJ	High School Aide; \$10.00/hour
Lydia Fayiah Willingboro, NJ	High School Aide; \$10.00/hour
Kiara Grate Willingboro, NJ	High School Aide; \$10.00/hour

Actual working hours are contingent on B/ASP enrollment at each site.

Staff persons shown to work only in the Before School Program (BSP) or After School Program (ASP) may work in the opposite program if needed and available.

This program is self-supporting: there will be no cost to the district.

SUPERINTENDENT'S REPORT

APPROVAL OF APPOINTMENT OF STAFF FOR THE BEFORE/AFTER SCHOOL PROGRAM FOR THE 2019-2020 SCHOOL YEAR

Moved by Gary Johnson

APPROVAL OF APPOINTMENT OF STAFF FOR THE BEFORE/AFTER SCHOOL PROGRAM FOR THE 2019-2020 SCHOOL YEAR

Seconded by Debra Williams
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

9.3.3 APPROVAL TO RESCIND APPOINTMENT OF SUBSTITUTE SUPPORT STAFF FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves to rescind the following appointments:

Hutton, Lawrence
Edgewater Park, NJ

Position: Sub-Custodian
Rate: \$11.00 per hour
Effective: 10/17/19

Grant, Bruce
Willingboro, NJ

Position: Sub-Custodian
Rate: \$11.00 per hour
Effective: 10/17/19

Murray, Mario
Beverly, NJ

Position: Sub-Custodian
Rate: \$11.00 per hour
Effective: 10/17/19

Brown, Rendra
Willingboro, NJ

Position: Sub-Custodian
Rate: \$11.00 per hour
Effective: 10/17/19

Moved by Gary Johnson

APPROVAL TO RESCIND APPOINTMENT OF SUBSTITUTE SUPPORT STAFF FOR THE 2019-2020 SCHOOL YEAR

Seconded by Debra Williams
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SUPERINTENDENT'S REPORT

9.3.4 APPROVAL TO RESCIND APPOINTMENT OF SUPPORT STAFF FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves to rescind the following appointment:

Baker, Tyisha
Willingboro, NJ
Teacher Assistant 7Hr
Location: Hawthorne Elementary
Salary: \$16,863.00 Step #1
Effective: 9/10/19
Replacing: M. Nelson

Moved by Gary Johnson

**APPROVAL TO RESCIND
APPOINTMENT OF SUPPORT STAFF
FOR THE 2019-2020 SCHOOL YEAR**

Seconded by Debra Williams
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

9.3.5 APPROVAL OF RATIFICATION OF APPOINTMENT OF SUPPORT STAFF FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following, pending receipt of passing medical exam, fingerprinting qualifications, HR clearance and sexual misconduct forms:

Support Staff

Burroughs, Clarissa
Willingboro, NJ
Early Childhood Dev. Ctr- GE
Recess Aide 3Hr.
Salary: \$ 8,145.00 Step #1
Effective: 9/30/19
Replacing: New Position

SUPERINTENDENT'S REPORT

APPROVAL OF RATIFICATION OF APPOINTMENT OF SUPPORT STAFF FOR THE 2019-2020 SCHOOL YEAR (cont'd)

Moved by Gary Johnson

APPROVAL OF RATIFICATION OF APPOINTMENT OF SUPPORT STAFF FOR THE 2019-2020 SCHOOL YEAR

Seconded by Debra Williams

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

9.3.6 APPROVAL OF APPOINTMENT OF SUPPORT STAFF FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following, pending receipt of passing medical exam, fingerprinting qualifications, HR clearance and sexual misconduct forms:

Support Staff

Scott, Tameeka
Willingboro, NJ
Hawthorne Elementary School

Bright, Charlene
Lumberton, NJ
Early Childhood Dev. Ctr- GE

Recess Aide 3Hr.
Salary: \$ 8,145.00 Step #1
Effective: 10/17/19
Replacing: J. Arroyo

Recess Aide 3Hr.
Salary: \$ 8,145.00 Step #1
Effective: 10/17/19
Replacing: New Position

Beveridge, Jamie
Cinnaminson, NJ
Early Childhood Dev. Ctr- J.C. Stuart
Teacher Assistant 7 Hr.
Salary: \$16,863.00
Effective: 10/17/19
Replacing: New Position

Hayes, Elizabeth
Mt. Holly, NJ
Hawthorne Elementary School
Teacher Assistant 7 Hr.
Salary: \$16,863.00
Effective: 10/17/19
Replacing: J. Lippincott

SUPERINTENDENT'S REPORT

APPROVAL OF APPOINTMENT OF SUPPORT STAFF FOR THE 2019-2020 SCHOOL YEAR (cont'd)

Moved by Gary Johnson

APPROVAL OF APPOINTMENT OF SUPPORT STAFF FOR THE 2019-2020 SCHOOL YEAR

Seconded by Debra Williams

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

9.3.7 APPROVAL OF ADDITIONAL HOURS FOR 3HR. AIDES FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following recess aide to work an additional 1 hour daily to direct traffic in the parking lot on the days students attend.

<u>Name</u>	<u>Location</u>
Lauria Betts (AM)	W.R. James Elementary School
Kadeja McCoy (PM)	W.R. James Elementary School

Moved by Gary Johnson

APPROVAL OF ADDITIONAL HOURS FOR 3 HR. AIDES FOR THE 2019-2020 SCHOOL YEAR

Seconded by Debra Williams

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SUPERINTENDENT’S REPORT

9.4.1 APPROVAL OF APPOINTMENT OF MENTORS FOR NOVICE TEACHING STAFF FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approve the following 30 Week mentors to be paid \$550 (CEAS) or \$1,000 (CE), prorated if necessary. **(Paid by the Novice Teacher)**

Novice Teacher:	Mentor Name:	NJ Teaching Certification:
Aje Robinson	Lisa Siddal	Elementary School Teacher K-6
Leah Kiser	Daniel Simicich	Teacher of Social Studies
Alyssa Onderdonk	Roxanne Jackson	Teacher of Biology
Nichole Eadie	Janet Adams	Elementary School Teacher K-6
Alexander Medawar	Corey Hobson	Teacher of Music

Moved by Gary Johnson

APPROVAL OF APPOINTMENT OF MENTORS FOR NOVICE TEACHING STAFF FOR THE 2019-2020 SCHOOL YEAR

Seconded by Grover McKenzie

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

9.4.2 APPROVAL OF VOLUNTEERS FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following volunteers for the 2019-2020 school year, pending receipt of fingerprinting qualifications:

Name	Location	Position
Prilo, Quataja	Willingboro High School	Volunteer Band Front
Robbins, Ariana	Willingboro High School	Volunteer Band Front

SUPERINTENDENT'S REPORT

**APPROVAL OF VOLUNTEERS FOR THE 2019-2020 SCHOOL YEAR
(cont'd)**

Moved by Gary Johnson

**APPROVAL OF VOLUNTEERS FOR
THE 2019-2020 SCHOOL YEAR**

Seconded by Grover McKenzie

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

**9.4.3 APPROVAL OF HONORARIUM POSITIONS FOR THE 2019-2020
SCHOOL YEAR – HELD UNTIL AFTER CLOSED SESSION**

**9.4.4 APPROVAL OF ATHLETIC EVENT MONITORS FOR THE 2019-
2020 SCHOOL YEAR**

Be it resolved that upon the recommendation of the Interim Superintendent, the Willingboro Board of Education approves the following Athletic Event Monitors for the specified amounts based on the event (Varsity Football, Basketball, Graduations & Wrestling \$50.00 per event. All other sports \$30.00 per event). Pending completion of paperwork and pending receipt of passing medical exam, fingerprinting qualifications, HR clearance and sexual misconduct forms:

Non District Employees

Daaimah Freeman
Crystal Nutt

Moved by Gary Johnson

**APPROVAL OF ATHLETIC EVENT
MONITORS FOR THE 2019-2020
SCHOOL YEAR**

Seconded by Grover McKenzie

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SUPERINTENDENT'S REPORT**9.7.1 APPROVAL OF ALL CURRICULUM GUIDE REVISIONS AND ALL NEW COURSE GUIDES**

Be it resolved that upon the recommendation of the Interim Superintendent of Schools, the board of Education approves revisions of all existing curriculum guides and all new course guides for the 2019-2020 school year.

Each course guide contains content standards, objectives, concepts and skills to be taught; suggested activities, suggested methods of instruction, performance indicators, evaluation criteria, and a list of core/supplemental materials.

WPS 3-D Design	WPS Entrepreneurship	WPS Physics	WPS World Cuisine
WPS Academic Support ELA 1-2	WPS ESL 5-8	WPS Political Legal Education	WPS Spanish Cultures
WPS Accounting I & II	WPS ESL 9-12	WPS Precalculus	WPS Spanish Grade 5
WPS African-American History	WPS ESL K-4	WPS Science 1	WPS Spanish Grade 7
WPS Algebra I	WPS Financial Literacy 7	WPS Science 2	WPS Spanish Grade 8
WPS Algebra II	WPS Food Science	WPS Science 3	WPS Spanish Grades 3 & 4
WPS Anatomy & Physiology	WPS Foundations of Algebra	WPS Science 4	WPS Spanish I
WPS Art 5-8	WPS French Grade 6	WPS Science 5	WPS Spanish II
WPS Art K-4	WPS French Grade 7	WPS Science 6	WPS Spanish III
WPS Biology	WPS French Grade 8	WPS Science 7	WPS Statistic & Probability
WPS Business Law	WPS French I	WPS Science 8	WPS STEM 8
WPS Chemistry	WPS French II	WPS Social Studies 5	WPS Studio Art I
WPS Computer Applications	WPS French III	WPS Social Studies 6	WPS Studio Art II
WPS Computer Applications II	WPS Geometry	WPS Social Studies 7	WPS Math Lab Grades 5-10
WPS Computer Applications II	WPS Geometry	WPS Social Studies 7	WPS Math Lab Grades 5-10
WPS Creative Food	WPS Health Grades 5-8	WPS Social Studies 8	WPS Technology Grades 5-6
WPS Creative Writing	WPS Health Grades 9-12	WPS World History CP & H	WPS Technology Grades K-4

SUPERINTENDENT'S REPORT**APPROVAL OF ALL CURRICULUM GUIDE REVISIONS AND ALL NEW COURSE GUIDES (cont'd)**

WPS Dance 5-8	WPS Health K-4	WPS ELA Grade 8	WPS TOPS Grades 3 & 4
WPS Dance 9-12	WPS Hip Hop	WPS ELA Grade 1	WPS Math Grade 5
WPS Drama Grades 5-8	WPS Holocaust & Genocide Studies	WPS ELA II	WPS Math Grade 6
WPS Drama I	WPS Journalism	WPS ELA III	WPS Math Grade 7
WPS Drawing Experience & Painting	WPS Math Grade 1	WPS ELA IV	WPS Math Grade 8
WPS Drawing Exploration	WPS Math Grade 2	WPS ELA Grade 2	WPS Math Grade 5 Honors
WPS Earth Science	WPS Math Grade 3	WPS ELA Grade 3	WPS Math Grade 6 Honors
WPS Economics	WPS Math Grade 4	WPS ELA Grade 4	WPS Math Grade 7 Honors
WPS Music K-4	WPS Music Exploration 5	WPS ELA Grade 5	WPS Media Studies K-2
WPS Personal Financial Literacy	WPS Music Exploration 6	WPS ELA Grade 6	WPS English I & II Lab
WPS Physical Education Grades 5-12	WPS Music Exploration 7	WPS ELA Grade 7	WPS Physical Education K-4
WPS ELA Lab 5-8	WPS Music Exploration 8	WPS Social Studies 1-4	WPS ELA I
Marine Science (Educere)	World Religions (Educere)	Anthropology (Educere)	AP European History (Educere)
AP Calculus A/B (Educere)	Astronomy (Educere)	AP Biology (Educere)	AP Chemistry (Educere)
AP Art History (Educere)	Sports & Entertainment Marketing (Educere)	Game Design (Educere)	Animation (Educere)
Careers in Criminal Justice (Educere)	AP English Language and Composition (Educere)	AP English Literature and Composition (Educere)	Computer Science (Carnegie Mellon University)
Contemporary World Issues (Educere)	Standardized Test Preparation (Naviance)		

SUPERINTENDENT'S REPORT

APPROVAL OF ALL CURRICULUM GUIDE REVISIONS AND ALL NEW COURSE GUIDES (cont'd)

Moved by Gary Johnson

APPROVAL OF ALL CURRICULUM GUIDE REVISIONS AND ALL NEW COURSE GUIDES

Seconded by Grover McKenzie

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

9.8.1 APPROVAL OF FIELD TRIP DESTINATION FOR THE 2019-2020 SCHOOL YEAR

In accordance with N.J.A.C. 6A:23A-5.8 (c)(1), the following field trip destination for students of the Willingboro Public School District is approved for the 2019-2020 school year.

Origin: W.R. James Elementary

Destination: Drumthwacket – NJ Official Governor's Residence
354 Stockton Street Route 206
Princeton, NJ 08040

Dates: October 23, 2019

Purpose: Student Enrichment Activity

Moved by Gary Johnson

APPROVAL OF FIELD TRIP DESTINATION FOR THE 2019-2020 SCHOOL YEAR

Seconded by Debra Williams

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SUPERINTENDENT'S REPORT

9.8.2 APPROVAL OF PROFESSIONAL STAFF-DAILY AND OVERNIGHT WORKSHOPS FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following workshops and overnight conferences. Principals, Supervisors and Staff are aware of their responsibility to "turnkey" information upon completion of workshop:

PROFESSIONAL TRIP REQUESTS

Name	Location	Workshop/Conference	Workshop Location	Date	Amount
Dezoray Moore	HAW	NJSBA 2019 Conference	Atlantic City, NJ	10/22/19	\$0
Mark Odenheimer	LEV	NJ Science Convention	Princeton, NJ	10/23/19	\$195
Tracey Holland	LEV	NJ Science Convention	Princeton, NJ	10/23/19	\$195
Alice Holmes	LEV	NJ Science Convention	Princeton, NJ	10/23/19	\$195
Ellen Barton	TWH	Accelerate Student Success in you Elementary Music Program	Mt. Laurel, NJ	11/20/19	\$279
Catrina Sternberg	HAW	PECS Level 2 Training	New Brunswick, NJ	1/30/20, 1/31/20	\$429
Alexis Harkley	ADM	NJSBA 2019 Annual Conference Hotel Fee	Atlantic City, NJ	10/21/19 10/22/19 10/23/19 10/24/19	\$342

Moved by Gary Johnson

APPROVAL OF PROFESSIONAL STAFF-DAILY AND OVERNIGHT WORKSHOPS FOR THE 2019-2020 SCHOOL YEAR

Seconded by Debra Williams
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SUPERINTENDENT'S REPORT

9.8.3 APPROVAL OF HIB GRADES REPORT

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the 2018-2019 School Self-Assessment for Determining HIB Grades under the Anti-Bullying Bill of Rights Act:

- Willingboro Memorial Middle School Grade
- Willingboro High School Grade
- Hawthorne Elementary School Grade
- W.R. James Elementary School Grade
- Twin Hills Elementary School Grade
- Alternative Education School Grade
- Early Childhood Development Center Grade
- Levitt Intermediate School Grade

See Attached:

Moved by Gary Johnson

**APPROVAL OF HIB GRADES
REPORT**

Seconded by Debra Williams

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

9/24/2019

New Jersey Department of Education



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Willingboro Public School District (5805)
County: BURLINGTON (05)

New Jersey Department of Education
School Self-Assessment for Determining Grades
under the *Anti-Bullying Bill of Rights Act*
July 1, 2018 - June 30, 2019

New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> 2018 - 2019	
District Name: Willingboro Public School District	
School Name: J. C. Stuart Early Childhood Development Center	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
Indicators	Score (0-3)
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	2
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	2
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	1
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	2
E. The school safety/school climate team (SS/SCT) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	1
SUB-TOTAL (possible 15)	
8	
Core Element #2: Training on the BOE-approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and other <u>distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	2
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	1
SUB-TOTAL (possible 9)	
5	
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	2
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	2
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in <u>effective practices of successful school climate programs or approaches</u> .	1
E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	2
SUB-TOTAL (possible 15)	
9	
Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)	
Indicators	Score (0-3)
A. The school <u>provided ongoing, age-appropriate instruction</u> on preventing HIB in accordance with the New Jersey Student Learning Standards.	1
B. The school observed the <u>"Week of Respect,"</u> during the week beginning with the first Monday in October of each year, <u>recognizing the importance of character education</u> by providing age-appropriate instruction focusing on HIB prevention.	2
SUB-TOTAL (possible 6)	
3	
Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	

SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

9/24/2019

New Jersey Department of Education

<i>Indicators</i>	<i>Score (0-3)</i>
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	2
C. The school safety/school climate team (SS/SCT) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	1
SUB-TOTAL (possible 9)	6
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	2
SUB-TOTAL (possible 6)	5
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents</u> of alleged offenders and alleged victims in <u>each</u> reported HIB incident.	3
B. <u>Completion of the investigation within 10 school days</u> of the written incident report.	3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.	3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	2
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	5
TOTAL SCORE (possible 78)	53

[Return to School for Edits](#) | [Return to 2019 School List](#)

New Jersey Department of Education
 Office of Student Support Services
 180 Riverview Plaza
 Trenton, NJ 08625
 609-376-3500

SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

9/24/2019

New Jersey Department of Education



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Willingboro Public School District (5805)
County: BURLINGTON (05)

New Jersey Department of Education
School Self-Assessment for Determining Grades
under the *Anti-Bullying Bill of Rights Act*
July 1, 2018 - June 30, 2019

New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> 2018 - 2019	
District Name: Willingboro Public School District	
School Name: Hawthorne Park Elementary School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
Indicators	Score (0-3)
A. The school annually established HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	2
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	2
E. The school safety/school climate team (SS/SCT) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	
11	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and other <u>distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	2
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	2
SUB-TOTAL (possible 9)	
6	
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	2
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in <u>effective practices of successful school climate programs or approaches</u> .	2
E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	2
SUB-TOTAL (possible 15)	
11	
Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)	
Indicators	Score (0-3)
A. The school <u>provided ongoing, age-appropriate instruction</u> on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B. The school observed the <u>"Week of Respect,"</u> during the week beginning with the first Monday in October of each year, <u>recognizing the importance of character education</u> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	
6	
Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	

SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

9/24/2019

New Jersey Department of Education

<i>Indicators</i>	<i>Score (0-3)</i>
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	2
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	2
C. The school safety/school climate team (SS/SCT) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	6
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	2
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	5
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents</u> of alleged offenders and alleged victims in <u>each</u> reported HIB incident.	3
B. <u>Completion</u> of the investigation <u>within 10 school days</u> of the written incident report.	3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.	3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	2
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	4
TOTAL SCORE (possible 78)	61

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New Jersey Department of Education
 Office of Student Support Services
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SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

9/24/2019

New Jersey Department of Education



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Willingboro Public School District (5805)
County: BURLINGTON (05)

New Jersey Department of Education
School Self-Assessment for Determining Grades
under the Anti-Bullying Bill of Rights Act

July 1, 2018 - June 30, 2019

New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act 2018 - 2019	
District Name: Willingboro Public School District	
School Name: Twin Hills Elementary School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
Indicators	Score (0-3)
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	13
Core Element #2: Training on the BOE-approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and other <u>distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	9
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	2
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	2
SUB-TOTAL (possible 15)	12
Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)	
Indicators	Score (0-3)
A. The school <u>provided ongoing, age-appropriate instruction</u> on preventing HIB in accordance with the New Jersey Student Learning Standards.	2
B. The school observed the <u>"Week of Respect"</u> , during the week beginning with the first Monday in October of each year, <u>recognizing the importance of character education</u> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	5
Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	

SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

9/24/2019

New Jersey Department of Education

<i>Indicators</i>	<i>Score (0-3)</i>
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	2
C. The school safety/school climate team (SS/SCT) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	7
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	2
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	2
SUB-TOTAL (possible 6)	4
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents</u> of alleged offenders and alleged victims in <u>each</u> reported HIB incident.	3
B. <u>Completion</u> of the investigation <u>within 10 school days</u> of the written incident report.	3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.	3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	5
TOTAL SCORE (possible 78)	67

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SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

9/24/2019

New Jersey Department of Education



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Willingboro Public School District (5805)
County: BURLINGTON (05)

New Jersey Department of Education
School Self-Assessment for Determining Grades
under the Anti-Bullying Bill of Rights Act

July 1, 2018 - June 30, 2019

New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act 2018 - 2019	
District Name: Willingboro Public School District	
School Name: W. R. James Sr. Elementary School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
Indicators	Score (0-3)
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	
14	
Core Element #2: Training on the BOE-approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and other <u>distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	
9	
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	2
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	1
E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	
11	
Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)	
Indicators	Score (0-3)
A. The school <u>provided ongoing, age-appropriate instruction</u> on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B. The school observed the <u>"Week of Respect,"</u> during the week beginning with the first Monday in October of each year, <u>recognizing the importance of character education</u> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	
6	
Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	

SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

9/24/2019

New Jersey Department of Education

<i>Indicators</i>	<i>Score (0-3)</i>
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	8
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2018-2019 school year, was there at least 1 report of HIB?	No
Option B Indicators	Score (0-3)
A. The school has a process for ensuring that staff are implementing the district's procedure for reporting HIB that includes all required elements.	3
B. The school fosters a positive school climate that encourages reports of all concerning behaviors, including HIB, AND implements effective prevention strategies which resulted in no incidents of HIB.	3
SUB-TOTAL (possible 6)	6
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2018-2019 school year, was there at least 1 report of HIB?	No
Option B Indicators	Score (0-3)
A. Responsible staff are knowledgeable about the process to notify parents of alleged offenders and alleged victims in each reported HIB incident and how to implement the process.	3
B. The school has a process in place to ensure completion of each investigation within 10 school days of the written incident report.	3
C. The school has a process in place to prepare a written report on the findings of each HIB investigation.	3
D. The school has a procedure for reporting the results of each investigation to the chief school administrator (CSA) within 2 school days of completion of the investigation.	3
SUB-TOTAL (possible 12)	12
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
Indicators	Score (0-3)
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6
TOTAL SCORE (possible 78)	72

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SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

10/2/2019

New Jersey Department of Education



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Willingboro Public School District (5805)
County: BURLINGTON (05)

New Jersey Department of Education
School Self-Assessment for Determining Grades
under the *Anti-Bullying Bill of Rights Act*
July 1, 2018 - June 30, 2019

New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> 2018 - 2019	
District Name: Willingboro Public School District	
School Name: Levitt Intermediate School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school annually established HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	2
E. The school safety/school climate team (SS/SCT) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	
13	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	2
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	2
SUB-TOTAL (possible 9)	
6	
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in <u>effective practices of successful school climate programs or approaches</u> .	3
E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	2
SUB-TOTAL (possible 15)	
14	
Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school <u>provided ongoing, age-appropriate instruction</u> on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B. The school observed the <u>"Week of Respect,"</u> during the week beginning with the first Monday in October of each year, <u>recognizing the importance of character education</u> by providing age-appropriate instruction focusing on HIB prevention.	2
SUB-TOTAL (possible 6)	
5	
Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	

SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

10/2/2019

New Jersey Department of Education

<i>Indicators</i>	<i>Score (0-3)</i>
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	2
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	2
C. The school safety/school climate team (SS/SCT) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	6
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	2
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	2
SUB-TOTAL (possible 6)	4
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents</u> of alleged offenders and alleged victims in each reported HIB incident.	2
B. <u>Completion of the investigation within 10 school days</u> of the written incident report.	2
C. <u>Preparation of a written report</u> on the findings of each HIB investigation.	2
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.	2
SUB-TOTAL (possible 12)	8
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	2
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	4
TOTAL SCORE (possible 78)	60

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 Office of Student Support Services
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SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

9/24/2019

New Jersey Department of Education



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Willingboro Public School District (5805)
County: BURLINGTON (05)

New Jersey Department of Education
School Self-Assessment for Determining Grades
under the Anti-Bullying Bill of Rights Act

July 1, 2018 - June 30, 2019

New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act 2018 - 2019	
District Name: Willingboro Public School District	
School Name: Willingboro Memorial Middle School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
Indicators	Score (0-3)
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	2
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	2
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	2
E. The school safety/school climate team (SS/SCT) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	
10	
Core Element #2: Training on the BOE-approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	2
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	2
SUB-TOTAL (possible 9)	
6	
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	2
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	2
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	1
E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	2
SUB-TOTAL (possible 15)	
9	
Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)	
Indicators	Score (0-3)
A. The school <u>provided ongoing, age-appropriate instruction</u> on preventing HIB in accordance with the New Jersey Student Learning Standards.	2
B. The school observed the <u>"Week of Respect."</u> during the week beginning with the first Monday in October of each year, <u>recognizing the importance of character education</u> by providing age-appropriate instruction focusing on HIB prevention.	2
SUB-TOTAL (possible 6)	
4	
Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	

SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

9/24/2019

New Jersey Department of Education

<i>Indicators</i>	<i>Score (0-3)</i>
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	1
SUB-TOTAL (possible 9)	7
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	2
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	2
SUB-TOTAL (possible 6)	4
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents of alleged offenders and alleged victims in each</u> reported HIB incident.	2
B. <u>Completion of the investigation within 10 school days</u> of the written incident report.	3
C. <u>Preparation of a written report on the findings of each HIB investigation.</u>	3
D. <u>Results of the investigation reported to the chief school administrator (CSA) within 2 school days</u> of completion of the investigation.	3
SUB-TOTAL (possible 12)	11
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a <u>procedure for ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6
TOTAL SCORE (possible 78)	57

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New Jersey Department of Education
 Office of Student Support Services
 100 Riverview Plaza
 Trenton, NJ 08625
 609-378-3500

SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

9/24/2019

New Jersey Department of Education



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Willingboro Public School District (5805)
County: BURLINGTON (05)

New Jersey Department of Education
School Self-Assessment for Determining Grades
under the Anti-Bullying Bill of Rights Act

July 1, 2018 - June 30, 2019

New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act 2018 - 2019	
District Name: Willingboro Public School District	
School Name: Alternative School at Levitt	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
Indicators	Score (0-3)
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	2
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	2
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	1
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	2
E. The school safety/school climate team (SS/SCT) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	1
SUB-TOTAL (possible 15)	
8	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	2
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	2
SUB-TOTAL (possible 9)	
6	
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	2
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	2
E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	2
SUB-TOTAL (possible 15)	
11	
Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)	
Indicators	Score (0-3)
A. The school <u>provided ongoing, age-appropriate instruction</u> on preventing HIB in accordance with the New Jersey Student Learning Standards.	1
B. The school observed the " <u>Week of Respect</u> ," during the week beginning with the first Monday in October of each year, <u>recognizing the importance of character education</u> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	
4	
Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	

SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

9/24/2019

New Jersey Department of Education

<i>Indicators</i>	<i>Score (0-3)</i>
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	8
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents</u> of alleged offenders and alleged victims in <u>each</u> reported HIB incident.	3
B. <u>Completion</u> of the investigation <u>within 10 school days</u> of the written incident report.	3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.	3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.	2
SUB-TOTAL (possible 12)	11
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6
TOTAL SCORE (possible 78)	60

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New Jersey Department of Education
 Office of Student Support Services
 100 Riverview Plaza
 Trenton, NJ 08625
 609-376-3500

SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

10/2/2019

New Jersey Department of Education



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Willingboro Public School District (5805)

County: BURLINGTON (05)

New Jersey Department of Education
School Self-Assessment for Determining Grades
under the *Anti-Bullying Bill of Rights Act*

July 1, 2018 - June 30, 2019

New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> 2018 - 2019	
District Name: Willingboro Public School District	
School Name: Willingboro High School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	1
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	2
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	1
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	
9	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	
8	
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	2
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	2
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in <u>effective practices of successful school climate programs or approaches</u> .	2
E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	
11	
Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school <u>provided ongoing, age-appropriate instruction</u> on preventing HIB in accordance with the New Jersey Student Learning Standards.	2
B. The school observed the " <u>Week of Respect</u> ," during the week beginning with the first Monday in October of each year, <u>recognizing the importance of character education</u> by providing age-appropriate instruction focusing on HIB prevention.	2
SUB-TOTAL (possible 6)	
4	
Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	

SUPERINTENDENT'S REPORT

APPROVAL OF HIB GRADES REPORT (cont'd)

10/2/2019

New Jersey Department of Education

<i>Indicators</i>	<i>Score (0-3)</i>
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	2
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	1
C. The school safety/school climate team (SS/SCT) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	1
SUB-TOTAL (possible 9)	4
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents</u> of alleged offenders and alleged victims in <u>each</u> reported HIB incident.	3
B. <u>Completion of the investigation within 10 school days</u> of the written incident report.	1
C. <u>Preparation of a written report on the findings</u> of each HIB investigation.	3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.	3
SUB-TOTAL (possible 12)	10
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	5
TOTAL SCORE (possible 78)	57

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New Jersey Department of Education
Office of Student Support Services
100 Riverview Plaza
Trenton, NJ 08625
609-376-3500

SUPERINTENDENT'S REPORT

9.8.4 APPROVAL OF LONG-TERM SUSPENSIONS

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approve a 45 day long-term suspension for the following students:

D.R.. ID# 1340244

Violation: Behavior/Conduct Violation of Laws Not Specifically Addressed in the Code.

Remand Hearing Date: September 30, 2019

J.B. ID# 1347325

Violation: Endangering the welfare of others

Remand Hearing Date: October 2, 2019

Moved by Gary Johnson

**APPROVAL OF LONG-TERM
SUSPENSIONS**

Seconded by Debra Williams

A roll call resulted as follows:

Tonya Brown	- Yes	Debra Williams	- Yes
Gary Johnson	- Yes	Carlos Worthy	- Yes
Grover McKenzie	- Yes	Dennis Tunstall	- Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

October 16, 2019

SECRETARY'S REPORT

10.1.1 APPROVAL OF PAYMENT OF BILLS AND CLAIMS: OCTOBER, 2019

WHEREAS the Secretary has presented certain warrants to the Board of Education with a recommendation that they be paid, and

WHEREAS the Board of Education has determined the warrants presented for payment to be in order, now therefore be it

RESOLVED that the following warrants be approved for payment and that itemized lists of the warrants be filed with the minutes:

On the General Fund: in the amount of (10 & 11)	\$1,649,323.37
On the Special Revenue Funds: in the amount of (20)	\$211,415.43
On the Capital Outlay Fund: in the amount of (30)	\$21,517.00
On the Enterprise Fund (60 & 61)	\$4,979.28
On various Special Project Funds: in the amount of (13)	\$0
IN THE GRAND TOTAL AMOUNT OF	\$1,887,235.08

and, be it


FURTHER RESOLVED, the ratification of payment of checks by the Board of Education

October, 2019

in the amount of

\$1,818,050.75

I hereby certify the above agenda item 10.1.1.



Kelvin L. Smith

Business Administrator/Board Secretary

10/10/19
Date

Moved by Gary Johnson

APPROVAL OF PAYMENT OF BILLS AND CLAIMS: OCTOBER, 2019

Seconded by Grover McKenzie

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SECRETARY'S REPORT

**APPROVAL OF PAYMENT OF BILLS AND CLAIMS: OCTOBER, 2019
(cont'd)**

SEPTEMBER/OCTOBER 2019 OFF CYCLE COMPUTER CHECKS						
Date	Payee	Check No.	Amount	Reason for Issuance		
9/23/2019	Vincenzo's	150172	\$ 96.24	Refreshments for the Board Meeting on 9/23/2019		
9/25/2019	Dr. Charles Blachford	150173	\$ 6,057.00	Interim Superintendent Services from August 20-30, 2019		
9/25/2019	ESS Northeast, LLC	150174	\$ 75,205.56	ESS Services for substitute teachers and clerks		
9/25/2019	Rancocas Valley Regional HS	150175	\$ 7,209.40	Transportation Services for the 2018/2019 School Year		
9/27/2019	Ready Refresh	150176	\$ 702.42	Water for the District for the month of September 2019		
9/27/2019	Ready Refresh	150177	\$ 985.14	Water for the District for the month of September 2019		
10/1/2019	Gilder Lehrman Institute	150178	\$ 550.00	Admission to Hamilton Student Performance in New York City		
10/2/2019	Dr. Charles Blachford	150179	\$ 13,460.00	Interim Superintendent Services for the month of September 2019		
10/2/2019	Ocean Casino Resort	150180	\$ 342.00	Hotel Reservations for Alexis Harkley for the NJJSBA Convention on 10/21-24, 2019		
10/7/2019	Post Master	150181	\$ 5,000.00	Postage		
10/7/2019	Teachers Pension and Annuity Fund	150182	\$ 1,325.18	Pension Contribution for Rufus Spruill		
10/8/2019	School Alliance Insurance Fund	150183	\$ 4,625.50	Deductible for Damages/Legal Fees		
10/8/2019	School Alliance Insurance Fund	150184	\$ 15,044.40	Deductible for Damages/Legal Fees		
10/8/2019	School Alliance Insurance Fund	150185	\$ 920.55	Deductible for Damages/Legal Fees		
	Sub Total for Off Cycle Checks		\$ 131,523.39			
	Payroll for September 30, 2019		\$ 1,686,527.36			
	Sub Total For Payroll for 9/1302019		\$ 1,686,527.36			
9/3/2019						
9/3/2019						
	Grand Total		\$ 1,818,050.75			

SECRETARY'S REPORT

**APPROVAL OF PAYMENT OF BILLS AND CLAIMS: OCTOBER, 2019
(cont'd)**

**Willingboro Public School District
Bills And Claims Report By Vendor Name**
Check Date is 10/16/2019

va_bill5.102317
08/31/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
A BEEP LLC/ 5941	20-00874	11-190-100-610-2302-/ ED SUPPLIES HAWTH	87380	CF	ED SUPPLIES HAWTH	150186	428.00
ACCURATE LABEL DESIGNS INC/ 1016	20-01227	11-190-100-610-2302-/ ED SUPPLIES HAWTH	167699	CF	ED SUPPLIES HAWTH	150187	152.95
ADP, LLC/ 1027	20-00867	11-000-291-250-9B46-/ UNEMPLOYMENT COMP.	542847778	CF	UNEMPLOYMENT COMP.	150188	459.83
ALLEN, GREGORY/ 6210	20-01487	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIAL SEPT19	CF	ATHLET OTHER PURCH SER	150189	60.00
ALLIANCE COMMERCIAL PEST CONTROL/ 1056							
	20-00666	11-000-262-330-9B47-/ OPER PURCH SER MAINT	417721	CF	OPER PURCH SER MAINT	150190	65.00
		11-000-262-330-9B47-/ OPER PURCH SER MAINT	418247	CF	OPER PURCH SER MAINT	150190	120.00
		11-000-262-330-9B47-/ OPER PURCH SER MAINT	417038	CF	OPER PURCH SER MAINT	150190	588.00
					Total for ALLIANCE COMMERCIAL PEST CONTROL/ 1056		\$773.00
ALLIED FILTER CO., INC./ 5556							
	20-01137	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	8974	CF	OPER GEN SUP CUSTOD	150191	396.40
	20-01138	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	8975	CF	OPER GEN SUP CUSTOD	150191	566.60
	20-01136	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	8972	CF	OPER GEN SUP CUSTOD	150191	5,640.40
					Total for ALLIED FILTER CO., INC./ 5556		\$6,603.40
AMEY, KEVIN/ 3424							
	20-01484	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIAL SEPT19	CF	ATHLET OTHER PURCH SER	150192	81.00
AP EXAMS/ 6248							
	19-03626	P1-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	19-03626	CF	ED SUPPLIES WHS GENERAL	150193	3,060.00
APPLE INC./ 3847							
	20-01515	11-000-252-610-AB28-/ SUPPLIES DIST COMP PROG	AB01685336	CF	SUPPLIES DIST COMP PROG	150194	1,199.00
		11-000-252-610-AB28-/ SUPPLIES DIST COMP PROG	AB00979859	CF	SUPPLIES DIST COMP PROG	150194	183.00
					Total for APPLE INC./ 3847		\$1,382.00
ARCHWAY PROGRAMS/ 1113							

SECRETARY'S REPORT

**APPROVAL OF PAYMENT OF BILLS AND CLAIMS: OCTOBER, 2019
(cont'd)**

**Willingboro Public School District
Bills And Claims Report By Vendor Name**
Check Date is 10/16/2019

va_bill5.102317
08/31/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
20-00901		11-000-100-566-5B00-/ TUITION/ PRIVATE SCHOOL	ARCHWAY OCT19	CF	TUITION/ PRIVATE SCHOOL	150195	10,579.80
ARTHUR J OGREN INC/ 5581	20-00576	11-000-262-890-9B47-/ MISC EXP CUSTODIAL	AJ OGREN INVOICE	CF	MISC EXP CUSTODIAL	150196	6,125.00
BANCROFT NEURO HEALTH/ 1153	20-00902	11-000-100-566-5B00-/ TUITION/ PRIVATE SCHOOL	BANCROFT OCT19	CF	TUITION/ PRIVATE SCHOOL	150197	37,231.90
BARNES AND NOBLE/ 1167	20-00743	11-190-100-640-7B00-/ TEXTBOOKS DISTRICTWIDE	3872865	CF	TEXTBOOKS DISTRICTWIDE	150198	5,372.90
	20-00948	11-000-240-610-4901-/ ADM SUPPLIES WHS	3879431	CF	ADM SUPPLIES WHS	150198	239.52
	20-01237	11-190-100-640-7B00-/ TEXTBOOKS DISTRICTWIDE	3885039	CF	TEXTBOOKS DISTRICTWIDE	150198	5,015.54
					Total for BARNES AND NOBLE/ 1167		\$10,627.96
BASP REFUND/ 4217				CF	TASHARA PRIVOTT	511477	217.00
BCIT/ 1181	20-01211	11-000-100-563-5B00-/ REG TUITION/CO VOC/BCIT	BCIT OCT19	CF	REG TUITION/CO VOC/BCIT	150199	228,257.60
BEAM, KENNETH/ 5936	20-01382	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIAL SEPT19	CF	ATHLET OTHER PURCH SER	150200	60.00
BENJAMIN BANNEKER PREPARATORY/ 5511	20-00734	10-000-100-564-5B00-/ TRANS TO CHARTER SCHOOL	BB CHARTER OCT19	CF	TRANS TO CHARTER SCHOOL	150201	536,653.00
BOARD 34 IAABO/ 3923	20-01419	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	ASSIGNOR FEE 19/20	CF	ATHLET OTHER PURCH SER	150202	256.50
BOOKSOURCE, INC./ 6214	20-00770	11-190-100-640-7B00-/ TEXTBOOKS DISTRICTWIDE	846535	CF	TEXTBOOKS DISTRICTWIDE	150203	3,778.68
	20-00772	11-190-100-640-7B00-/ TEXTBOOKS DISTRICTWIDE	847330	CF	TEXTBOOKS DISTRICTWIDE	150203	3,732.00
					Total for BOOKSOURCE, INC./ 6214		\$7,510.68
BROOKS IRVINE MEM FOOTBALL CLUB/ 1266							

* CF - Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial
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SECRETARY'S REPORT

**APPROVAL OF PAYMENT OF BILLS AND CLAIMS: OCTOBER, 2019
(cont'd)**

**Willingboro Public School District
Bills And Claims Report By Vendor Name**
Check Date is 10/16/2019

va_bill5.102317
08/31/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type * Multi Remit To	Check Description or Check Name	Check #	Check Amount
Unposted Checks							
20-01318	11-402-100-891-6B31- / ATHLETICSSTUDENT TRAVEL	CAPTAIN'S DAY LUNCH		CF	ATHLETICSSTUDENT TRAVEL	150204	69.00
BUENA REGIONAL SCHOOL DISTRICT/ 5424	20-01465	11-000-100-561-5B00- / REG TUITION/LEA W/ STAT	19-00145	CF	REG TUITION/LEA W/ STAT	150205	631.75
C 3 TECHNOLOGIES, LLC/ 6633	20-00792	11-000-261-610-9B47- / REQ MAINT SUPPLIES	99177	CF	REQ MAINT SUPPLIES	150206	175.00
		11-000-261-610-9B47- / REQ MAINT SUPPLIES	99996	CF	REQ MAINT SUPPLIES	150206	175.00
					Total for C 3 TECHNOLOGIES, LLC/ 6633		\$350.00
CASCADE SCHOOL SUPPLIES/ 3562	20-00435	11-000-218-610-2700- / GUIDANCE SUPP TWIN HILLS	62486	CF	SUPPLIES	150207	40.66
	20-00485	11-190-100-610-4900- / ED SUPPLIES WHS GENERAL	62342	CF	SUPPLIES	150207	36.54
					Total for CASCADE SCHOOL SUPPLIES/ 3562		\$77.20
CDW GOVERNMENT INC/ 1365	20-01067	11-190-100-610-4900- / ED SUPPLIES WHS GENERAL	TQS7840	CF	ED SUPPLIES WHS GENERAL	150208	98.18
	20-01219	20-238-100-600-0000- / TITLE 1 REALLOC SUPPLIES	TZW4750	CF	TITLE 1 REALLOC SUPPLIES	150208	4,515.30
	20-01220	20-218-100-600-0000- / PREK SUPPLIES & MATERIA	TZV7847	CF	PREK SUPPLIES & MATERIA	150208	728.98
	20-01067	11-190-100-610-4900- / ED SUPPLIES WHS GENERAL	TQM8631	CF	ED SUPPLIES WHS GENERAL	150208	870.28
	20-01251	11-000-252-610-AB28- / SUPPLIES DIST COMP PROG	TZS9175	CF	SUPPLIES DIST COMP PROG	150208	1,808.10
	20-01462	11-190-100-610-2202- / ED SUPPLIES LEVITT	VCK7680	CF	ED SUPPLIES LEVITT	150208	1,462.35
					Total for CDW GOVERNMENT INC/ 1365		\$9,483.19
CERAMIC SUPPLY INC/ 6564	20-00490	11-190-100-610-4900- / ED SUPPLIES WHS GENERAL	49178165	CF	SUPPLIES	150209	637.50
CHACHKO, DENNIS/ 6843	20-01534	11-402-100-590-6B31- / ATHLET OTHER PURCH SER	GAME OFFICIAL SEPT19	CF	ATHLET OTHER PURCH SER	150210	86.00
CHILDCRAFT EDUCATION CORPORATION/ 3566	20-00438	11-000-218-610-2700- / GUIDANCE SUPP TWIN HILLS	308103366328	CF	SUPPLIES	150211	99.65
	20-00440	11-190-100-610-2702- / ED SUPPLIES T HILLS	208123182383	CF	SUPPLIES	150211	102.52
		11-190-100-610-2702- / ED SUPPLIES T HILLS	208123927437	CF	SUPPLIES	150211	51.26
	20-00447	11-190-100-610-2802- / ED SUPPLIES MEMORIAL	208123672899	CF	SUPPLIES	150211	48.76
					Total for CHILDCRAFT EDUCATION CORPORATION/		\$302.19

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Unposted Checks							
CM3 BUILDING SOLUTIONS INC./ 5975	20-00800	12-000-252-730-0000-/ UNDISTRIBUTED EXPENDITUR	V1934902	CF	UNDISTRIBUTED EXPENDITUR	150212	700.00
COLLEGE ACHIEVE CENTRAL/ 6588	20-00735	10-000-100-564-5B00-/ TRANS TO CHARTER SCHOOL	COLLEGE OCT19	CF	TRANS TO CHARTER SCHOOL	150213	2,073.00
CONNECTED OFFICE PRODUCTS/ 1446	20-01292	11-000-266-610-0B49-/ SECURITY SUPPLIES	2437023	CF	SECURITY SUPPLIES	150214	990.00
		11-000-266-610-0B49-/ SECURITY SUPPLIES	2437107	CF	SECURITY SUPPLIES	150214	7.00
		Total for CONNECTED OFFICE PRODUCTS/ 1446					\$997.00
COPE JR., STEPHEN E./ 6841	20-01532	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIALSEPT 19	CF	ATHLET OTHER PURCH SER	150215	86.00
COPPOLA, FRANCO/ 6467	20-01509	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIALSEPT 19	CF	ATHLET OTHER PURCH SER	150216	81.00
COURIER POST/GANNETT NJ/ 3363	20-01394	11-000-230-592-8B00-/ BOE PURCH SERVICES	0003717266	CF	BOE PURCH SERVICES	150217	17.16
		11-000-230-592-8B00-/ BOE PURCH SERVICES	0003718549	CF	BOE PURCH SERVICES	150217	12.32
		11-000-230-592-8B00-/ BOE PURCH SERVICES	0003719867	CF	BOE PURCH SERVICES	150217	12.32
		11-000-251-580-9B46-/ TRAVEL BUS OFF	0003796860	CF	TRAVEL BUS OFF	150217	23.76
		Total for COURIER POST/GANNETT NJ/ 3363					\$65.56
CPC BEHAVIORAL HEALTHCARE, INC./ 6737	20-01148	11-000-100-566-5B00-/ TUITION/ PRIVATE SCHOOL	CPC SEPT19	CF	TUITION/ PRIVATE SCHOOL	150218	6,569.64
		11-000-100-566-5B00-/ TUITION/ PRIVATE SCHOOL	CPC OCT19	CF	TUITION/ PRIVATE SCHOOL	150218	8,029.56
		Total for CPC BEHAVIORAL HEALTHCARE, INC./ 6737					\$14,599.20
CPR SAVERS & FIRST AID SUPPLY/ 6802	20-01001	11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	755308	CF	ED SUPPLIES WHS GENERAL	150219	2,107.25
		11-190-100-610-4910-/ ED SUPP WHS PHYS ED	755308	CF	ED SUPP WHS PHYS ED	150219	700.00
		Total for CPR SAVERS & FIRST AID SUPPLY/ 6802					\$2,807.25

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Unposted Checks							
DAVIS, SHAUN/ 5799	20-01482	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIAL SEPT10	CF	ATHLET OTHER PURCH SER	150220	60.00
DEMCO, INC./ 1558	20-00897	11-190-100-610-2R02-/ ED SUPPLIES STUART	6669081	CF	ED SUPPLIES STUART	150221	3,515.60
	20-00380	11-000-222-610-4900-/ MEDIA SUPPLIES WHS	6664522	CF	SUPPLIES	150221	234.03
					Total for DEMCO, INC./ 1558		\$3,749.63
DERBY APPLIANCES INC./ 4021	20-01399	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	76027	CF	OPER GEN SUP CUSTOD	150222	2,199.85
	20-01384	60-990-320-610-7B57-/ GENERAL SUPPLIES	76024	CF	GENERAL SUPPLIES	511478	629.00
					Total for DERBY APPLIANCES INC./ 4021		\$2,828.85
DEVECE, WILLIAM J/ 6844	20-01538	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIAL SPET19	CF	ATHLET OTHER PURCH SER	150223	81.00
DMOCHOWSKI, JULIAN F/ 1587	20-01609	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	G. OFFICIAL OCT19	CF	ATHLET OTHER PURCH SER	150224	81.00
DOOLING, RYAN/ 6840	20-01536	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	OFFICIAL SEPT19	CF	ATHLET OTHER PURCH SER	150225	86.00
ENVIRONMENTAL SAFETY MGF. CORP/ 5304	20-01386	11-000-261-420-9B47-/ PS REQ MAINT - MAINT	18-071802	CF	PS REQ MAINT - MAINT	150226	825.00
ESS NORTHEAST, LLC/ 4731	20-01452	11-190-100-320-9B00-/ PURCHASED PROF EDUCATION	INV239928	CF	PURCHASED PROF EDUCATION	150227	752.71
		11-190-100-320-9B00-/ PURCHASED PROF EDUCATION	INV129931	CF	PURCHASED PROF EDUCATION	150227	2,277.00
		11-190-100-320-9B00-/ PURCHASED PROF EDUCATION	INV131349	CF	PURCHASED PROF EDUCATION	150227	860.24
		11-190-100-320-9B00-/ PURCHASED PROF EDUCATION	INV131351	CF	PURCHASED PROF EDUCATION	150227	9,108.00
		11-190-100-320-9B00-/ PURCHASED PROF EDUCATION	INV135384	CF	PURCHASED PROF EDUCATION	150227	1,062.63
		11-190-100-320-9B00-/ PURCHASED PROF EDUCATION	INV135385	CF	PURCHASED PROF EDUCATION	150227	1,828.01
		11-190-100-320-9B00-/ PURCHASED PROF EDUCATION	INV135386	CF	PURCHASED PROF EDUCATION	150227	7,514.10

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Unposted Checks							
		11-190-100-320-9B00-/ PURCHASED PROF EDUCATION	INV136803	CF	PURCHASED PROF EDUCATION	150227	2,258.13
		11-190-100-320-9B00-/ PURCHASED PROF EDUCATION	INV136802	CF	PURCHASED PROF EDUCATION	150227	7,229.73
		11-190-100-320-9B00-/ PURCHASED PROF EDUCATION	INV131352	CF	PURCHASED PROF EDUCATION	150227	1,707.75
		11-190-100-320-9B00-/ PURCHASED PROF EDUCATION	INV136804	CF	PURCHASED PROF EDUCATION	150227	16,963.66
	20-01552	11-190-100-320-9B00-/ PURCHASED PROF EDUCATION	INV138264	CF	PURCHASED PROF EDUCATION	150228	10,512.48
		11-190-100-320-9B00-/ PURCHASED PROF EDUCATION	INV138265	CF	PURCHASED PROF EDUCATION	150228	3,978.61
		11-190-100-320-9B00-/ PURCHASED PROF EDUCATION	INV138266	CF	PURCHASED PROF EDUCATION	150228	16,679.04
			Total for ESS NORTHEAST, LLC/ 4731				\$82,732.09
ETA HAND 2MIND/ 4121	20-00455	11-423-100-610-3T01-/ SUPPLIES AND MATERIALS	60177089	CF	SUPPLIES	150229	49.11
F. W. WEBB COMPANY/ 5661	20-01441	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	64549375	CF	OPER GEN SUP CUSTOD	150230	58.11
		11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	64549375-2	CF	OPER GEN SUP CUSTOD	150230	15.58
	20-01305	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	64397535	CF	OPER GEN SUP CUSTOD	150230	272.08
	20-01239	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	64304871	CF	OPER GEN SUP CUSTOD	150230	540.68
	20-01247	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	64339619	CF	OPER GEN SUP CUSTOD	150230	322.20
	20-01264	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	64326796	CF	OPER GEN SUP CUSTOD	150230	950.00
	20-01375	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	64477912	CF	OPER GEN SUP CUSTOD	150230	1,520.31
	20-01376	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	64450740	CF	OPER GEN SUP CUSTOD	150230	103.40
			Total for F. W. WEBB COMPANY/ 5661				\$3,782.36
FOLLETT SCHOOL SOLUTIONS, INC./ 1718	20-01059	11-190-100-610-7B00-/ ED SUPP DIST	1371689	CF	ED SUPP DIST	150231	2,513.70
GARFIELD PARK ACADEMY/ 1757	20-00900	11-000-100-566-5B00-/ TUITION/ PRIVATE SCHOOL	1920-2	CF	TUITION/ PRIVATE SCHOOL	150232	13,145.16
			WILLINGBORO				
		11-000-100-566-5B00-/ TUITION/ PRIVATE SCHOOL	1-1 1920-2 JB	CF	TUITION/ PRIVATE SCHOOL	150232	3,129.00
		11-000-100-566-5B00-/ TUITION/ PRIVATE SCHOOL	1-11920-EAWIL CF	CF	TUITION/ PRIVATE SCHOOL	150232	2,980.00
			LING				
		11-000-100-566-5B00-/ TUITION/ PRIVATE SCHOOL	1-11920-1	CF	TUITION/ PRIVATE SCHOOL	150232	2,682.00
			WILLINGBORO				
	20-01461	11-000-100-566-5B00-/ TUITION/ PRIVATE SCHOOL	1920-1 SK	CF	TUITION/ PRIVATE SCHOOL	150232	5,633.64
		11-000-100-566-5B00-/ TUITION/ PRIVATE SCHOOL	1920-2 SK	CF	TUITION/ PRIVATE SCHOOL	150232	6,572.58
			Total for GARFIELD PARK ACADEMY/ 1757				\$34,142.38

* CF - Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial
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Unposted Checks						
GRAINGER/ 1804	20-01402	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	9303267885	CF OPER GEN SUP CUSTOD	150233	2,610.72
	20-01344	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	9297643679	CF OPER GEN SUP CUSTOD	150233	15.98
				Total for GRAINGER/ 1804		\$2,626.70
GREYHAWK NORTH AMERICA, LLC/ 5083	19-02912	30-000-400-732-4900-/ WHS EQUIP NON INST-CHILL	0000011	CF WHS EQUIP NON INST	304144	3,667.00
GRIEF, GINNY/ 3851	20-01572	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	G. OFFICIAL OCT19	CF ATHLET OTHER PURCH SER	150234	81.00
GRIFFITH ELEC SUPPLY CO., INC./ 1828	20-01346	11-000-261-610-9B47-/ REQ MAINT SUPPLIES	S2086967.001	CF REQ MAINT SUPPLIES	150235	690.64
H. A. DEHART & SON/ 3529	20-01347	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	X101001798:01	CF OPER GEN SUP CUSTOD	150236	4,590.00
HAINESPORT ENTERPRISES, INC./ 1844	20-00577	11-000-262-330-9B47-/ OPER PURCH SER MAINT	339335	CF OPER PURCH SER MAINT	150237	135.00
	20-01374	11-000-262-330-9B47-/ OPER PURCH SER MAINT	339464	CF OPER PURCH SER MAINT	150237	844.90
				Total for HAINESPORT ENTERPRISES, INC./ 1844		\$979.90
HEINEMANN/ 4992	20-01424	11-190-100-640-7B00-/ TEXTBOOKS DISTRICTWIDE	7138133	CF TEXTBOOKS DISTRICTWIDE	150238	180.00
	20-01119	11-190-100-640-7B00-/ TEXTBOOKS DISTRICTWIDE	7118482	CF TEXTBOOKS DISTRICTWIDE	150238	11,148.38
	20-00974	20-237-100-600-0000-/ SUP RESERVE DISTRICT INS	7106468	CF SUP RESERVE DISTRICT INS	150238	32,224.50
		20-237-100-600-0000-/ SUP RESERVE DISTRICT INS	7113802	CF SUP RESERVE DISTRICT INS	150238	5,370.75
				Total for HEINEMANN/ 4992		\$48,923.63
HENNESSY, DENNIS/ 4077	20-01390	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIALSEPT 19	CF ATHLET OTHER PURCH SER	150239	81.00
HENRY SCHEIN/ 1892	20-00393	11-000-213-610-2305-/ HEALTH SUPPLIES HAWTH	68191761	CF SUPPLIES	150240	65.61
	20-00399	11-000-213-610-4905-/ HEALTH SUPPLIES WHS	66696812	CF SUPPLIES	150240	136.29
	20-00391	11-190-100-610-2302-/ ED SUPPLIES HAWTH	68191765	CF SUPPLIES	150240	2.22
	20-00403	11-402-100-610-6B31-/ ATHLETIC SUPPLIES	66696902	CF SUPPLIES	150240	125.97

* CF - Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial
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Unposted Checks							
HERTZ FURNITURE SYSTEMS CORP/ 1898							
20-01226	11-190-100-610-2302-7	ED SUPPLIES HAWTH	651873	CF	ED SUPPLIES HAWTH	150241	\$330.09
20-00832	11-190-100-610-2302-7	ED SUPPLIES HAWTH	082819	CF	ED SUPPLIES HAWTH	150241	421.20
20-00984	11-214-100-610-5800-7	AUTISTIC SUPPLIES	650334	CF	AUTISTIC SUPPLIES	150241	2,306.40
Total for HERTZ FURNITURE SYSTEMS CORP/ 1898							\$5,930.44
HEWITT PSYCHIATRIC, PC/ 4569							
20-01360	11-000-216-320-5800-7	SUPPORT PURCHASE SERVICE	35423	CF	SUPPORT PURCHASE SERVICE	150242	575.00
	11-000-216-320-5800-7	SUPPORT PURCHASE SERVICE	35567	CF	SUPPORT PURCHASE SERVICE	150242	575.00
	11-000-216-320-5800-7	SUPPORT PURCHASE SERVICE	35563	CF	SUPPORT PURCHASE SERVICE	150242	575.00
Total for HEWITT PSYCHIATRIC, PC/ 4569							\$1,725.00
HOWARD TECHNOLOGY SOLUTIONS/ 6757							
20-01254	20-237-100-600-2300-7	TITLE 1 HAWTHORNE SUP	19-00869031	CF	TITLE 1 HAWTHORNE SUP	150243	7,924.00
	20-237-100-600-2300-7	TITLE 1 HAWTHORNE SUP	19-00869252	CF	TITLE 1 HAWTHORNE SUP	150243	700.00
20-00984	20-237-100-600-0000-7	SUP RESERVE DISTRICT INS	19-00869920	CF	SUP RESERVE DISTRICT INS	150243	56,600.00
	20-237-100-600-0000-7	SUP RESERVE DISTRICT INS	19-00869926	CF	SUP RESERVE DISTRICT INS	150243	5,000.00
Total for HOWARD TECHNOLOGY SOLUTIONS/ 6757							\$70,224.00
INSTITUTE FOR MULTI-SENSORY EDUCATION/ 6530							
20-01235	20-252-200-300-0000-7	IDEA 6B C/O SUPP PURCH S	76372	CF	IDEA 6B C/O SUPP PURCH S	150244	2,596.16
	20-252-200-300-0000-7	IDEA 6B C/O SUPP PURCH S	76375	CF	IDEA 6B C/O SUPP PURCH S	150244	2,596.16
Total for INSTITUTE FOR MULTI-SENSORY EDUCATION/ 6530							\$5,192.32
INTERSTATE MUSIC/CASCIO/ 5470							
20-00416	11-190-100-610-2202-7	ED SUPPLIES LEVITT	9308748	CF	SUPPLIES	150245	126.10
JACKAMONIS, WILLIAM/ 5028							
20-01383	11-402-100-590-6831-7	ATHLET OTHER PURCH SER	GAME OFFICIAL SEPT19	CF	ATHLET OTHER PURCH SER	150246	60.00
KENT, JOHN/ 6294							
20-01389	11-402-100-590-6831-7	ATHLET OTHER PURCH SER	GAME OFFICIAL	CF	ATHLET OTHER PURCH SER	150247	81.00

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Unposted Checks								
KEYBOARD CONSULTANTS, INC./ 3980	20-01389		SEPT19					
	20-01142	12-000-252-730-AB51-/ EQUIP INFO SYS DISTRICT	85080	CF	EQUIP INFO SYS DISTRICT		150248	8,000.00
	20-01143	20-218-100-600-0000-/ PREK SUPPLIES & MATERIA	85081	CF	PREK SUPPLIES & MATERIA		150248	1,000.00
					Total for KEYBOARD CONSULTANTS, INC./ 3980			\$9,000.00
KURTZ BROS/ 2090	20-00446	11-190-100-610-2802-/ ED SUPPLIES MEMORIAL	42760.00	CF	SUPPLIES		150249	22.50
LAB-AIDS INCORPORATED/ 3362	20-01350	11-190-100-640-7B00-/ TEXTBOOKS DISTRICTWIDE	00138761	CF	TEXTBOOKS DISTRICTWIDE		150250	406.45
LAKESHORE LEARNING MATERIALS/ 2094	20-01322	11-216-100-610-5B00-/ PSD FULL DAY ED SUPPLIES	1810370919	CF	PSD FULL DAY ED SUPPLIES		150251	665.36
	20-01187	20-218-100-600-0000-/ PREK SUPPLIES & MATERIA	1297690919	CF	PREK SUPPLIES & MATERIA		150251	3,901.50
	20-01072	20-218-100-600-0000-/ PREK SUPPLIES & MATERIA	6465550819	CF	PREK SUPPLIES & MATERIA		150251	1,966.50
	20-01073	20-218-100-600-0000-/ PREK SUPPLIES & MATERIA	5465640819	CF	PREK SUPPLIES & MATERIA		150251	1,795.50
	20-01190	20-218-100-600-0000-/ PREK SUPPLIES & MATERIA	1297680919	CF	PREK SUPPLIES & MATERIA		150251	269.10
	20-01189	11-190-100-610-2R02-/ ED SUPPLIES STUART	1297670919	CF	ED SUPPLIES STUART		150251	341.10
	20-01192	20-218-100-600-0000-/ PREK SUPPLIES & MATERIA	1297660919	CF	PREK SUPPLIES & MATERIA		150251	1,224.90
					Total for LAKESHORE LEARNING MATERIALS/ 2094			\$10,163.96
LEAP ACADEMY UNI CHARTER SCHOOL/ 2121	20-00736	10-000-100-564-5B00-/ TRANS TO CHARTER SCHOOL	LEAP OCT19	CF	TRANS TO CHARTER SCHOOL		150252	19,961.00
LEARNING A-Z/ 4397	20-00971	20-237-100-600-0000-/ SUP RESERVE DISTRICT INS	2133118	CF	SUP RESERVE DISTRICT INS		150253	10,567.00
LEXISNEXIS RISK SOLUTIONS/ 6649	20-01049	11-000-211-340-7B00-/ ATTENDNCE PURCH SERVICES	1708747-20190	CF	ATTENDNCE PURCH SERVICES		150254	155.00
			930					
LIMINEX, INC./ 6598	20-01013	12-000-252-730-AB51-/ EQUIP INFO SYS DISTRICT	INV16276	CF	EQUIP INFO SYS DISTRICT		150255	12,100.00
LRP PUBLICATIONS/ 2171	20-00917	11-000-218-390-4900-/ GUIDANCE PURCH SERV WHS	915263	CF	GUIDANCE PURCH SERV WHS		150256	100.00
		11-000-218-610-2200-/ GUIDANCE SUP LEVITT	915263	CF	GUIDANCE SUP LEVITT		150256	84.50
		11-000-218-610-2802-/ GUIDANCE SUPPLIES MEMORI	915263	CF	GUIDANCE SUPPLIES MEMORI		150256	100.00
					Total for LRP PUBLICATIONS/ 2171			\$284.50

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Unposted Checks							
MANTENANCE SUPPLY COMPANY/ 6274	20-00409	11-402-100-610-6B31-/ ATHLETIC SUPPLIES	20727	CF	SUPPLIES	150257	21.60
MARLEE CONTRACTORS, LLC/ 5751	20-01238	61-910-310-340-9C64-/ PURCHASED PROFESSIONAL S	89910	CF	PURCHASED PROFESSIONAL S	501671	428.76
		61-910-310-340-9C64-/ PURCHASED PROFESSIONAL S	89947	CF	PURCHASED PROFESSIONAL S	501671	287.25
	20-00768	61-910-310-420-9C64-/ FOOD SERVICE RENTALS	89932	CF	FOOD SERVICE RENTALS	501671	2,856.72
					Total for MARLEE CONTRACTORS, LLC/ 5751		\$3,542.73
MARSHALL, JOEL G / 6847	20-01605	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	G OFFICIAL SEPT19	CF	ATHLET OTHER PURCH SER	150258	78.00
MATTHEW, ADRIAN L / 6323	20-01486	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICALSEPT 19	CF	ATHLET OTHER PURCH SER	150259	60.00
MCCURDY, MICHAEL / 6849	20-01604	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	G. OFFICIAL OCT19	CF	ATHLET OTHER PURCH SER	150260	81.00
MCGRAW HILL SCHOOL EDUCATION/ 3372	20-00958	20-237-100-600-0000-/ SUP RESERVE DISTRICT INS	109478186001	CF	SUP RESERVE DISTRICT INS	150261	4,500.00
MCMANIMON, SCOTLAND & BAUMANN, LLC/ 2241	20-01432	11-000-230-331-8B00-/ LEGAL SERVICES	164986	CF	LEGAL SERVICES	150262	322.50
		11-000-230-331-8B00-/ LEGAL SERVICES	164987	CF	LEGAL SERVICES	150262	408.50
		11-000-230-331-8B00-/ LEGAL SERVICES	164988	CF	LEGAL SERVICES	150262	774.00
		11-000-230-331-8B00-/ LEGAL SERVICES	164989	CF	LEGAL SERVICES	150262	3,413.48
					Total for MCMANIMON, SCOTLAND & BAUMANN, LLC/ 2241		\$4,918.48
MEDCO SUPPLY COMPANY/ 3342	20-00402	11-000-213-610-4905-/ HEALTH SUPPLIES WHS	IN91768383	CF	SUPPLIES	150263	86.95
		11-000-213-610-4905-/ HEALTH SUPPLIES WHS	IN91791262	CF	SUPPLIES	150263	3.52
		11-000-213-610-4905-/ HEALTH SUPPLIES WHS	IN91809308	CF	SUPPLIES	150263	2.82
		11-000-213-610-4905-/ HEALTH SUPPLIES WHS	IN91869568	CF	SUPPLIES	150263	5.40
	20-00395	11-000-213-610-2305-/ HEALTH SUPPLIES HAWTH	IN91591721	CF	SUPPLIES	150263	3.98

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Unposted Checks								
		11-000-213-610-2305-/ HEALTH SUPPLIES HAWTH	IN91583487	CF	SUPPLIES	150263	38.79	
		11-000-213-610-2305-/ HEALTH SUPPLIES HAWTH	IN91614556	CF	SUPPLIES	150263	4.22	
	20-00410	11-402-100-610-6B31-/ ATHLETIC SUPPLIES	IN91626303	CF	SUPPLIES	150263	56.26	
		11-402-100-610-6B31-/ ATHLETIC SUPPLIES	IN9126303	CF	SUPPLIES	150263	73.20	
		11-402-100-610-6B31-/ ATHLETIC SUPPLIES	IN91770781	CF	SUPPLIES	150263	1,670.92	
		11-402-100-610-6B31-/ ATHLETIC SUPPLIES	IN91796497	CF	SUPPLIES	150263	10.45	
		11-402-100-610-6B31-/ ATHLETIC SUPPLIES	IN91809323	CF	SUPPLIES	150263	14.23	
	20-01274	11-402-100-610-6B31-/ ATHLETIC SUPPLIES	IN91865532	CF	ATHLETIC SUPPLIES	150263	240.62	
		11-402-100-610-6B31-/ ATHLETIC SUPPLIES	IN91905408	CF	ATHLETIC SUPPLIES	150263	175.00	
	20-00395	11-000-213-610-2305-/ HEALTH SUPPLIES HAWTH	IN91593926	CF	SUPPLIES	150263	13.00	
		Total for: MEDCO SUPPLY COMPANY/ 3342						\$2,399.36
MERCADIEN, P.C. CERTIFIED/ 6439		11-000-251-330-PB46-/ PURCHASED PROFESSIONAL S	199650	CF	PURCHASED PROFESSIONAL S	150264	1,680.00	
MERCER COUNTY SPECIAL SERVICES DII/ 5704		11-000-100-565-5B00-/ TUITION CSSD & REGIONAL	20-00050	CF	TUITION CSSD & REGIONAL	150265	33,400.00	
MFON, EZEKIEL/ 6848		11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	G OFFICIAL SEPT19	CF	ATHLET OTHER PURCH SER	150266	78.00	
MIDDLESEX WELDING SALES CO. INC./ 55689		11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	932257	CF	OPER GEN SUP CUSTOD	150267	73.40	
MOORE, KEVIN/ 4356		11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIAL SEPT19	CF	ATHLET OTHER PURCH SER	150268	81.00	
MOUNT, BOB/ 3815		11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFI C/ALSEPT19	CF	ATHLET OTHER PURCH SER	150269	58.00	
MUSIC AND ARTS CENTERS/ 4802		11-190-100-610-2702-/ ED SUPPLIES T HILLS	INV019167706	CF	SUPPLIES	150270	20.00	
MUSIC IN MOTION/ 2328		11-190-100-610-2702-/ ED SUPPLIES T HILLS	00735652	CF	SUPPLIES	150271	249.75	
NZY LLC/ 6801								

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Unposted Checks							
	20-01405	20-252-200-300-0000-/IDEA 6B C/O SUPP PURCH S	INV-1011857	CF	IDEA 6B C/O SUPP PURCH S	150272	471.83
	20-00908	20-252-200-300-0000-/IDEA 6B C/O SUPP PURCH S	INV-1007409	CF	IDEA 6B C/O SUPP PURCH S	150272	4,996.68
		20-257-100-300-0000-/IDEA-6B PS PURCH SERVICE	INV-1007409	CF	IDEA-6B PS PURCH SERVICE	150272	4,000.00
					Total for N2Y LLC/ 6801		\$9,468.41
NASCO/ 2343							
	20-00454	11-190-100-610-2302-/ ED SUPPLIES HAWTH	509188	CF	SUPPLIES	150273	88.80
	20-01174	11-190-100-610-4913-/ ED SUPP WHS SCIENCE	091019	CF	ED SUPP WHS SCIENCE	150273	47.00
	20-00457	11-190-100-610-2202-/ ED SUPPLIES LEVITT	509187	CF	SUPPLIES	150273	37.98
	20-00488	11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	513654	CF	SUPPLIES	150273	1,533.38
		11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	549358	CF	SUPPLIES	150273	112.60
	20-00400	11-190-100-610-2202-/ ED SUPPLIES LEVITT	511746	CF	SUPPLIES	150273	33.60
	20-00301	11-190-100-610-2802-/ ED SUPPLIES MEMORIAL	511761	CF	SUPPLIES	150273	31.74
	20-00488	11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	561866	CF	SUPPLIES	150273	40.50
					Total for NASCO/ 2343		\$1,925.60
NATIONAL ART & SCHOOL SUPPLIES/ 5897							
	20-00489	11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	705277	CF	SUPPLIES	150274	216.25
NATIONAL ASSOCIATION OF SECOND/ 2347							
	20-01557	11-190-100-890-2802-/ MEMORIAL DUES & MISC EX	9001237841 19/20	CF	MEMORIAL DUES & MISC EX	150275	385.00
NATIONAL GEOGRAPHIC LEARNING/ 6487							
	20-01022	11-190-100-640-7B00-/ TEXTBOOKS DISTRICTWIDE	67831274	CF	TEXTBOOKS DISTRICTWIDE	150276	6,895.88
NETWORKFLEET, INC./ 6167							
	20-01121	61-910-310-340-9C64-/ PURCHASED PROFESSIONAL S	OSV000001858 605	CF	PURCHASED PROFESSIONAL S	501672	37.90
NJASAJ 2418							
	20-01388	11-000-221-890-AB63-/ OTHER OBJECTS	NJASA DUES 19/20 RZ	CF	OTHER OBJECTS	150277	1,520.00
NJPSA/ 4016							
	20-00850	11-000-240-890-2R02-/ STUART DUES	48729MC 19/20	CF	STUART DUES	150278	845.00
	20-00963	11-000-219-890-5B33-/ CST OTHER OBJECTS	79255 MC 19/20	CF	CST OTHER OBJECTS	150278	920.00
	20-00914	11-000-240-890-2201-/ MISC ADM EXP LEVITT	46348 NT 19/20	CF	MISC ADM EXP LEVITT	150278	920.00
	20-00873	11-000-240-890-2301-/ HAWTH ADMIN DUES & MISC	42179DB 19/20	CF	HAWTH ADMIN DUES & MISC	150278	920.00

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Unposted Checks							
20-00872		11-000-240-890-2301- / HAWTH ADMIN DUES & MISC	47457 DM 19/20 CF	CF	HAWTH ADMIN DUES & MISC	150278	920.00
20-00824		11-000-240-890-4901- / MEMBERSHIP FEES	56749 TH 19/20 CF	CF	MEMBERSHIP FEES	150278	845.00
		11-000-240-890-4901- / MEMBERSHIP FEES	71420 HB 19/20 CF	CF	MEMBERSHIP FEES	150278	845.00
		11-000-240-890-4901- / MEMBERSHIP FEES	50331 KA 19/20 CF	CF	MEMBERSHIP FEES	150278	845.00
20-00813		11-000-240-890-2601- / MISC ADM EXP JAMES SMW	47804 19/20 CF	CF	MISC ADM EXP JAMES SMW	150278	845.00
Total for NJPSA/ 4016							\$7,905.00
NJWOA SOUTHERN CHAPTER 2017-2018/ 2876							
20-01372		11-402-100-590-6B31- / ATHLET OTHER PURCH SER	VARIETY FEES 19/20	CF	ATHLET OTHER PURCH SER	150279	85.00
OCCUPATIONAL TRAINING CENTER OF/ 5477							
20-00887		11-000-262-610-9B47- / OPER GEN SUP CUSTOD	INV2858	CF	OPER GEN SUP CUSTOD	150280	1,117.50
20-01466		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54210812	CF	PURCHASED PROF EDUCATION	150281	636.30
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54237226	CF	PURCHASED PROF EDUCATION	150281	678.72
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54237530	CF	PURCHASED PROF EDUCATION	150281	630.00
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54234270	CF	PURCHASED PROF EDUCATION	150281	1,134.78
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54234184	CF	PURCHASED PROF EDUCATION	150281	567.00
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54231106	CF	PURCHASED PROF EDUCATION	150281	832.50
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54234388	CF	PURCHASED PROF EDUCATION	150281	466.62
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54284105	CF	PURCHASED PROF EDUCATION	150281	872.27
20-01396		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54284137	CF	PURCHASED PROF EDUCATION	150281	636.30
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54287502	CF	PURCHASED PROF EDUCATION	150281	630.00
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54284117	CF	PURCHASED PROF EDUCATION	150281	847.88
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54284108	CF	PURCHASED PROF EDUCATION	150282	795.38
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54282130	CF	PURCHASED PROF EDUCATION	150282	661.50
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54274669	CF	PURCHASED PROF EDUCATION	150282	588.58
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54301361	CF	PURCHASED PROF EDUCATION	150282	636.30
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54302381	CF	PURCHASED PROF EDUCATION	150282	583.28
20-01492		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54332101	CF	PURCHASED PROF EDUCATION	150282	159.08
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54350077	CF	PURCHASED PROF EDUCATION	150282	636.30
		11-190-100-320-9B00- / PURCHASED PROF EDUCATION	54331951	CF	PURCHASED PROF EDUCATION	150282	872.27

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Unposted Checks							
		11-190-100-320-9800- / PURCHASED PROF EDUCATION	54332081	CF	PURCHASED PROF EDUCATION	150282	752.96
		11-190-100-320-9800- / PURCHASED PROF EDUCATION	54333726	CF	PURCHASED PROF EDUCATION	150282	630.00
		11-190-100-320-9800- / PURCHASED PROF EDUCATION	54332032	CF	PURCHASED PROF EDUCATION	150282	808.50
		11-190-100-320-9800- / PURCHASED PROF EDUCATION	54331988	CF	PURCHASED PROF EDUCATION	150283	742.35
		11-190-100-320-9800- / PURCHASED PROF EDUCATION	54330162	CF	PURCHASED PROF EDUCATION	150283	630.00
		11-190-100-320-9800- / PURCHASED PROF EDUCATION	54331995	CF	PURCHASED PROF EDUCATION	150283	577.97
		Total for OFFICE TEAM/ 6629					\$17,006.84
OPEN SYSTEMS INTEGRATORS, INC./ 4245							
	20-00709	11-000-261-420-9B47- / PS REQ MAINT - MAINT	38660	CF	PS REQ MAINT - MAINT	150284	163.50
ORIENTAL TRADING COMPANY, INC./ 2466							
	20-01357	11-000-219-610-5B33- / CST/SUPPLIES PPS	698388190-02	CF	CST/SUPPLIES PPS	150285	103.77
PASSON'S SPORTS/SPORTS SUPPLY/ 3727							
	20-00300	11-190-100-610-2302- / ED SUPPLIES HAWTH	906013133	CF	SUPPLIES	150286	53.54
	20-00519	11-190-100-610-2802- / ED SUPPLIES MEMORIAL	906013383	CF	SUPPLIES	150286	178.54
	20-00387	11-402-100-610-6B31- / ATHLETIC SUPPLIES	905855824	CF	SUPPLIES	150286	1,902.27
	20-00486	11-190-100-610-2702- / ED SUPPLIES T HILLS	906013472	CF	SUPPLIES	150286	37.12
	20-00389	11-190-100-610-2202- / ED SUPPLIES LEVITT	906012983	CF	SUPPLIES	150286	208.62
		Total for PASSON'S SPORTS/SPORTS SUPPLY/ 3727					\$2,380.09
PEAR DECK, INC/ 6812							
	20-01154	11-190-100-610-4900- / ED SUPPLIES WHS GENERAL	INV-5047	CF	ED SUPPLIES WHS GENERAL	150287	1,707.20
PEARSON EDUCATION INC./ 2508							
	20-00953	20-237-100-600-0000- / SUP RESERVE DISTRICT INS	4025971276	CF	SUP RESERVE DISTRICT INS	150288	7,920.06
		20-237-100-600-0000- / SUP RESERVE DISTRICT INS	4025985804	CF	SUP RESERVE DISTRICT INS	150288	7,920.07
	20-01414	20-272-200-300-0000- / TITLE 2A PUR PROF	7026962162	CF	TITLE 2A PUR PROF	150288	1,900.00
	20-01232	11-190-100-640-7B00- / TEXTBOOKS DISTRICTWIDE	7026930293	CF	TEXTBOOKS DISTRICTWIDE	150288	2,876.40
		Total for PEARSON EDUCATION INC./ 2508					\$20,616.53
PEDRONI/ 2514							
	20-01613	11-000-270-610-9B52- / SUPPLIES TRANSPOR	553859	CF	SUPPLIES TRANSPOR	150289	6,471.77
		11-000-262-626-9B00- / GAS & DIE FOR MAINT & GR	554616	CF	GAS & DIE FOR MAINT & GR	150289	2,000.00
		11-000-270-610-9B52- / SUPPLIES TRANSPOR	554616	CF	SUPPLIES TRANSPOR	150289	812.05
		Total for PEDRONI/ 2514					\$9,283.82
PESI HEALTHCARE, LLC/ 2528							

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Unposted Checks							
PICKARD, JOHN W / 6830	20-01326	11-000-219-610-5B33-/ CST/SUPPLIES PPS	77444	CF	CST/SUPPLIES PPS	150290	113.94
	20-01431	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIALSEPT 19	CF	ATHLET OTHER PURCH SER	150291	81.00
PITNEY BOWES / 2550	20-00805	11-000-230-530-9B46-/ POSTAGE/POSTAGE METER	3309638131	CF	POSTAGE/POSTAGE METER	150292	3,119.37
PREFERRED HOME HEALTH CARE / 5695	20-01361	11-000-217-320-5B00-/ EXTRAORDIN SUPPORT SERV	4063258	CF	EXTRAORDIN SUPPORT SERV	150293	1,134.00
		11-000-217-320-5B00-/ EXTRAORDIN SUPPORT SERV	2019056870905 6-70	CF	EXTRAORDIN SUPPORT SERV	150293	756.00
		11-000-217-320-5B00-/ EXTRAORDIN SUPPORT SERV	2019206161256 3-131	CF	EXTRAORDIN SUPPORT SERV	150293	756.00
		11-000-217-320-5B00-/ EXTRAORDIN SUPPORT SERV	4063396	CF	EXTRAORDIN SUPPORT SERV	150293	756.00
		11-000-217-320-5B00-/ EXTRAORDIN SUPPORT SERV	2019159780770 2-112	CF	EXTRAORDIN SUPPORT SERV	150293	378.00
	20-01362	11-000-217-320-5B00-/ EXTRAORDIN SUPPORT SERV	2019338116635 2-110	CF	EXTRAORDIN SUPPORT SERV	150293	283.50
		11-000-217-320-5B00-/ EXTRAORDIN SUPPORT SERV	2019038946074 6-105	CF	EXTRAORDIN SUPPORT SERV	150293	684.18
PRO-ED / 3897					Total for PREFERRED HOME HEALTH CARE / 5695		\$4,747.68
PSE&G / 2588	20-01325	11-000-219-610-5B33-/ CST/SUPPLIES PPS	2797818	CF	CST/SUPPLIES PPS	150294	1,072.50
	20-00808	11-000-262-621-9B00-/ ENERGY (NATURAL GAS)	PSE&G SEPT19 GAS	CF	ENERGY (NATURAL GAS)	150295	7,178.06
		11-000-262-622-9B00-/ ENERGY (ELECTRICITY)	PSE&G ELEC. SEPT19	CF	ENERGY (ELECTRICITY)	150295	93,338.10
					Total for PSE&G / 2588		\$100,516.16
RANCH HOPE INC / 4405	20-01328	11-000-100-566-5B00-/ TUITION / PRIVATE SCHOOL	009027	CF	TUITION / PRIVATE SCHOOL	150296	7,866.39
		11-000-100-566-5B00-/ TUITION / PRIVATE SCHOOL	009051	CF	TUITION / PRIVATE SCHOOL	150296	4,495.08
					Total for RANCH HOPE INC / 4405		\$12,361.47

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Unposted Checks							
RANDA HITCHNER/ 6817	20-01261	20-218-200-330-0000-/ PRESCHOOL PD		CF	Painting and Murals FOR STUART	150297	1,100.00
REMINGTON, VERNICK& ARANGO, EN/ 2641	19-02911	30-000-400-732-4900-/ WHS EQUIP NON INST-CHILL		CF	WHS EQUIP NON INST	304145	2,655.00
	20-00718	11-000-261-420-9B47-/ PS REQ MAINT - MAINT		CF	PS REQ MAINT - MAINT	150298	11,209.14
	19-03265A	11-000-261-420-9B47-/ PS REQ MAINT - MAINT		CF	PS REQ MAINT - MAINT	150298	1,012.50
					Total for REMINGTON, VERNICK& ARANGO, EN/ 2641		\$14,876.64
RIVERBANK CHARTER SCHOOL OF EXCELLENCE/ 4828	20-00737	10-000-100-564-5B00-/ TRANS TO CHARTER SCHOOL		CF	TRANS TO CHARTER SCHOOL OCT19	150299	20,617.00
S & S WORLDWIDE/ 2716	20-00448	11-190-100-610-2802-/ ED SUPPLIES MEMORIAL		CF	SUPPLIES	150300	20.10
SAM'S CLUB DIRECT/ 2731	20-01214	11-423-100-610-3T01-/ SUPPLIES AND MATERIALS		CF	SUPPLIES AND MATERIALS	150301	463.02
SATTERTHWAITE, KEYON/ 6834	20-01454	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER		CF	ATHLET OTHER PURCH SER OFFICIALSEPT 19	150302	60.00
SAX ARTS & CRAFTS/ 2746	20-00478	11-190-100-610-2702-/ ED SUPPLIES T HILLS		CF	SUPPLIES	150303	104.01
	20-00487	11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL		CF	SUPPLIES	150303	386.22
					Total for SAX ARTS & CRAFTS/ 2746		\$490.23
SCHOLASTIC INC./ 2758	20-00724	11-190-100-640-7B00-/ TEXTBOOKS DISTRICTWIDE		CF	TEXTBOOKS DISTRICTWIDE	150304	17,944.36
	20-00726	11-190-100-640-7B00-/ TEXTBOOKS DISTRICTWIDE		CF	TEXTBOOKS DISTRICTWIDE	150304	17,944.36
					Total for SCHOLASTIC INC./ 2758		\$35,888.72
SCHOOL HEALTH CORP/ 2761	20-00412	11-190-100-610-2202-/ ED SUPPLIES LEVITT		CF	SUPPLIES	150305	83.88
	20-00345	11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL		CF	SUPPLIES	150305	106.51
	20-00401	11-000-213-610-4905-/ HEALTH SUPPLIES WHS		CF	SUPPLIES	150305	363.17

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Unposted Checks							
		11-000-213-610-4905-/ HEALTH SUPPLIES WHS	3620189-01	CF	SUPPLIES	150305	38.57
20-00394		11-000-213-610-2305-/ HEALTH SUPPLIES HAWTH	3619368-00	CF	SUPPLIES	150305	223.72
20-00392		11-190-100-610-2302-/ ED SUPPLIES HAWTH	3619356-00	CF	SUPPLIES	150305	35.44
20-00450		11-190-100-610-2202-/ ED SUPPLIES LEVITT	3619360-00	CF	SUPPLIES	150305	19.93
20-00407		11-190-100-610-2202-/ ED SUPPLIES LEVITT	3621032-00	CF	SUPPLIES	150305	303.94
20-01152		11-402-100-610-6B31-/ ATHLETIC SUPPLIES	3657507-00	CF	ATHLETIC SUPPLIES	150305	235.00
20-00404		11-402-100-610-6B31-/ ATHLETIC SUPPLIES	3620718-00	CF	SUPPLIES	150305	432.71
20-00401		11-000-213-610-4905-/ HEALTH SUPPLIES WHS	3663204-00	CF	SUPPLIES	150305	66.15
Total for SCHOOL HEALTH CORP/ 2761							\$1,909.02
SCHOOL SPECIALTY ED. ESSENTIALS/ 2767							
20-00353		11-190-100-610-2202-/ ED SUPPLIES LEVITT	308103435108	CF	SUPPLIES	150307	2,032.78
20-00330		11-423-100-610-3T01-/ SUPPLIES AND MATERIALS	2081238950613	CF	SUPPLIES	150307	28.77
20-00533		11-190-100-610-2802-/ ED SUPPLIES MEMORIAL	208123895062	CF	ED SUPPLIES MEMORIAL	150306	710.95
20-00532		11-190-100-610-2802-/ ED SUPPLIES MEMORIAL	208123895056	CF	SUPPLIES	150306	149.69
20-00349		11-190-100-610-2202-/ ED SUPPLIES LEVITT	208123881671	CF	SUPPLIES	150306	95.89
		11-190-100-610-2202-/ ED SUPPLIES LEVITT	208123994871	CF	SUPPLIES	150306	7.59
20-01324		20-252-200-300-0000-/ IDEA 6B C/O SUPP PURCH S	208123985416	CF	IDEA 6B C/O SUPP PURCH S	150306	590.21
20-00503		11-190-100-610-2302-/ ED SUPPLIES HAWTH	20812389550	CF	SUPPLIES	150306	86.62
20-00529		11-190-100-610-2802-/ ED SUPPLIES MEMORIAL	308103436867	CF	SUPPLIES	150306	141.33
20-01276		11-190-100-640-7B00-/ TEXTBOOKS DISTRICTWIDE	308103440838	CF	TEXTBOOKS DISTRICTWIDE	150306	1,164.54
20-00501		11-000-240-610-2301-/ ADM SUPPLIES HAWTH	308103413186	CF	SUPPLIES	150306	144.98
20-00967		11-190-100-610-2602-/ ED SUPPLIES JAMES	208123952346	CF	ED SUPPLIES JAMES	150306	7,049.16
20-00373		11-190-100-610-2202-/ ED SUPPLIES LEVITT	208123694241	CF	SUPPLIES	150306	100.42
20-00365		11-190-100-610-2202-/ ED SUPPLIES LEVITT	208123694256	CF	SUPPLIES	150306	100.42
20-00318		11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	308103406525	CF	SUPPLIES	150306	470.10
20-00319		11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	308103416576	CF	SUPPLIES	150306	644.40
20-00317		11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	308103377572	CF	SUPPLIES	150306	413.64
20-00366		11-190-100-610-2202-/ ED SUPPLIES LEVITT	308103416522	CF	SUPPLIES	150306	105.93
20-00355		11-190-100-610-2202-/ ED SUPPLIES LEVITT	308123694246	CF	SUPPLIES	150306	30.00
20-00890		11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	308103421724	CF	ED SUPPLIES WHS GENERAL	150306	34,790.40
20-00336		11-000-213-610-3T05-/ HEALTH SUPPLIES AP	20812325250	CF	SUPPLIES	150307	9.10
		11-000-213-610-3T05-/ HEALTH SUPPLIES AP	208123717361	CF	SUPPLIES	150307	27.81

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Unposted Checks							
	20-00354	11-000-213-610-3T05-/ HEALTH SUPPLIES AP	208123681687	CF	SUPPLIES	150307	138.13
	20-00320	11-190-100-610-2202-/ ED SUPPLIES LEVITT	208123694230	CF	SUPPLIES	150307	28.79
	20-00336	11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	208123673532	CF	SUPPLIES	150307	18.24
	20-00335	11-000-213-610-3T05-/ HEALTH SUPPLIES AP	208123705969	CF	SUPPLIES	150307	8.94
	20-00331	11-423-100-610-3T01-/ SUPPLIES AND MATERIALS	308103399153	CF	SUPPLIES	150307	81.10
	20-00327	11-423-100-610-3T01-/ SUPPLIES AND MATERIALS	2081236681403	CF	SUPPLIES AND MATERIALS	150307	110.82
	20-00326	11-423-100-610-3T01-/ SUPPLIES AND MATERIALS	208123681404	CF	SUPPLIES AND MATERIALS	150307	45.50
	20-00328	11-000-240-610-3T01-/ ADM SUPPLIES AP	308103399998	CF	SUPPLIES	150307	399.51
	20-00332	11-423-100-610-3T01-/ SUPPLIES AND MATERIALS	308103399997	CF	SUPPLIES AND MATERIALS	150307	143.09
	20-00333	11-423-100-610-3T01-/ SUPPLIES AND MATERIALS	308103404323	CF	SUPPLIES	150307	113.51
	20-00329	11-423-100-610-3T01-/ SUPPLIES AND MATERIALS	208123692855	CF	SUPPLIES AND MATERIALS	150307	132.41
	20-00330	11-423-100-610-3T01-/ SUPPLIES AND MATERIALS	208123681402	CF	SUPPLIES AND MATERIALS	150307	178.02
			208123681401	CF	SUPPLIES	150307	107.96
			Total for SCHOOL SPECIALTY ED. ESSENTIALS/ 2787				\$50,400.75
SHELTON, CHRIS/ 6836	20-01608	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	G. OFFICIAL	CF	ATHLET OTHER PURCH SER	150308	81.00
	20-01485	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	OCT19	CF	ATHLET OTHER PURCH SER	150308	162.00
			OFFICIAL	CF	ATHLET OTHER PURCH SER		
			SEPT19	CF	ATHLET OTHER PURCH SER		
			Total for SHELTON, CHRIS/ 6836				\$243.00
SHI INTERNATIONAL CORP./ 5510	20-01118	11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	B10502262	CF	ED SUPPLIES WHS GENERAL	150309	468.00
		11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	B10532567	CF	ED SUPPLIES WHS GENERAL	150309	1,287.00
			Total for SHI INTERNATIONAL CORP./ 5510				\$1,755.00
SIEMENS INDUSTRY, INC./ 6150	20-01021	11-000-262-610-9B47-/ OPER GEN SUP CUSTOD	5445691083	CF	OPER GEN SUP CUSTOD	150310	611.20
SIMMONS, KEENON/ 6837	20-01488	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME	CF	ATHLET OTHER PURCH SER	150311	60.00
			OFFICIALSEPT	CF	ATHLET OTHER PURCH SER		
			19	CF	ATHLET OTHER PURCH SER		
	20-01533	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	G	CF	ATHLET OTHER PURCH SER	150311	86.00
			OFFICIALSEPT	CF	ATHLET OTHER PURCH SER		

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Unposted Checks							
20-01533			19		Total for SIMMONS, KEENON/ 6837		\$146.00
SIMONIK TRANS. AND WAREHOUSE GROUP/ 5909	20-01140	11-000-262-330-9B47-/ OPER PURCH SER MAINT	B19408	CF	OPER PURCH SER MAINT	150312	6,377.00
SIR SPEEDY PRINTING/ 2824	20-01163	11-000-251-610-9B46-/ SUPPLIES BUS OFF	88295	CF	SUPPLIES BUS OFF	150313	767.70
SJDL/CHEROKEE HIGH SCHOOL/ 4314	20-01407	11-000-240-890-4901-/ MEMBERSHIP FEES	SJDL DUES 19/20	CF	MEMBERSHIP FEES	150314	250.00
SPORTIME/ 2885							
20-00530	11-190-100-610-2802-/ ED SUPPLIES MEMORIAL	208123672897	CF	SUPPLIES	150315	107.18	
20-00323	11-190-100-610-2802-/ ED SUPPLIES MEMORIAL	208123974628	CF	SUPPLIES	150315	52.80	
20-00378	11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	208123682555	CF	SUPPLIES	150315	45.28	
	11-402-100-610-6B31-/ ATHLETIC SUPPLIES	208123695552	CF	SUPPLIES	150315	227.70	
				Total for SPORTIME/ 2885		\$432.96	
SPORTS PARADISE/ 2887							
20-01273	11-402-100-610-6B31-/ ATHLETIC SUPPLIES	26755	CF	ATHLETIC SUPPLIES	150316	250.00	
20-00983	11-402-100-610-6B31-/ ATHLETIC SUPPLIES	26567	CF	ATHLETIC SUPPLIES	150316	1,200.00	
				Total for SPORTS PARADISE/ 2887		\$1,450.00	
SRI & ETT/ 5088							
20-01171	20-272-200-580-0000-/ TITLE 2A TRAVEL	23673	CF	TITLE 2A TRAVEL	150317	178.00	
STAPLES/ 3728							
20-00474	11-423-100-610-3T01-/ SUPPLIES AND MATERIALS	3422033484	CF	SUPPLIES	150319	15.92	
20-00473	11-423-100-610-3T01-/ SUPPLIES AND MATERIALS	3422033483	CF	SUPPLIES	150319	83.36	
20-00838	11-000-240-610-2301-/ ADM SUPPLIES HAWTH	073119	CF	ADM SUPPLIES HAWTH	150318	51.79	
20-00434	11-190-100-610-2302-/ ED SUPPLIES HAWTH	3422033476	CF	SUPPLIES	150318	190.67	
20-01210	11-190-100-610-2302-/ ED SUPPLIES HAWTH	3424689566	CF	ED SUPPLIES HAWTH	150318	19.89	
20-00460	11-000-240-610-2801-/ ADM SUPPLIES MEM	3421959026	CF	SUPPLIES	150318	32.52	
	11-000-240-610-2801-/ ADM SUPPLIES MEM	3421959025	CF	SUPPLIES	150318	485.75	
20-01333	60-990-320-610-7B57-/ GENERAL SUPPLIES	3425340058	CF	GENERAL SUPPLIES	511479	284.95	
20-01307	11-000-221-610-7B00-/ CURRICULUM SUPPLIES	3425340057	CF	CURRICULUM SUPPLIES	150318	87.96	
	11-000-221-610-7B00-/ CURRICULUM SUPPLIES	3425505243	CF	CURRICULUM SUPPLIES	150318	22.65	

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Unposted Checks							
20-00476		11-190-100-610-2202-/ ED SUPPLIES LEVITT	3422823707	CF	SUPPLIES	150318	214.62
		11-190-100-610-2202-/ ED SUPPLIES LEVITT	3422823706	CF	SUPPLIES	150318	505.14
		11-190-100-610-2202-/ ED SUPPLIES LEVITT	3422823705	CF	SUPPLIES	150318	1,628.25
		11-190-100-610-2202-/ ED SUPPLIES LEVITT	3423027580	CF	SUPPLIES	150318	21.90
		11-190-100-610-2202-/ ED SUPPLIES LEVITT	3423027582	CF	SUPPLIES	150318	8.25
20-00849		11-190-100-610-2302-/ ED SUPPLIES HAWTH	3421736654	CF	ED SUPPLIES HAWTH	150318	341.35
20-00445		11-190-100-610-2R02-/ ED SUPPLIES STUART	3421959024	CF	SUPPLIES	150318	334.04
20-01244		11-000-218-610-4900-/ GUIDANCE SUPPLY WHS	3424609044	CF	GUIDANCE SUPPLY WHS	150318	174.04
20-00467		11-190-100-610-4915-/ ED SUPPLIES CTE	3421959029	CF	SUPPLIES	150318	11.28
		11-190-100-610-4915-/ ED SUPPLIES CTE	3421959028	CF	SUPPLIES	150318	488.47
20-01064		20-218-100-600-0000-/ PREK SUPPLIES & MATERIA	3424263063	CF	PREK SUPPLIES & MATERIA	150319	2,386.99
		20-218-100-600-0000-/ PREK SUPPLIES & MATERIA	3424263064	CF	PREK SUPPLIES & MATERIA	150319	99.98
20-00463		11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	3422212909	CF	SUPPLIES	150319	0.53
		11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	3422033478	CF	SUPPLIES	150319	208.75
20-00466		11-000-218-610-4900-/ GUIDANCE SUPPLY WHS	080919	CF	SUPPLIES	150319	4.69
		11-000-218-610-4900-/ GUIDANCE SUPPLY WHS	3422033482	CF	SUPPLIES	150319	17.88
		11-000-218-610-4900-/ GUIDANCE SUPPLY WHS	3422033481	CF	SUPPLIES	150319	4.69
		11-000-218-610-4900-/ GUIDANCE SUPPLY WHS	3422033480	CF	SUPPLIES	150319	1,332.06
20-00468		11-402-100-610-6831-/ ATHLETIC SUPPLIES	3423027577	CF	SUPPLIES	150319	261.64
20-01417		11-190-100-610-2702-/ ED SUPPLIES T HILLS	3426307042	CF	ED SUPPLIES T HILLS	150319	81.16
		11-190-100-610-2702-/ ED SUPPLIES T HILLS	3426307044	CF	ED SUPPLIES T HILLS	150319	1,599.96
20-01338		11-000-240-610-2301-/ ADM SUPPLIES HAWTH	3425409963	CF	ADM SUPPLIES HAWTH	150319	20.88
		11-000-240-610-2301-/ ADM SUPPLIES HAWTH	3425799664	CF	ADM SUPPLIES HAWTH	150319	20.79
Total for STAPLES/ 3728							\$11,042.80
STEWART BUSINESS SYSTEMS/ 5641							
20-00981		11-190-100-610-7800-/ ED SUPP DIST	IN570345	CF	ED SUPP DIST	150320	6,644.00
STYLE YOUR TEE LLC/ 6732							
20-01323		11-000-219-610-5B33-/ CST/SUPPLIES PPS	1251	CF	CST/SUPPLIES PPS	150321	60.00
SUPER DUPER PUBLICATIONS/ 4261							
20-00451		11-190-100-610-2202-/ ED SUPPLIES LEVITT	2445772A	CF	SUPPLIES	150322	59.95
20-00452		11-190-100-610-2202-/ ED SUPPLIES LEVITT	2445775A	CF	SUPPLIES	150322	69.95
20-00449		11-190-100-610-2202-/ ED SUPPLIES LEVITT	2445777A	CF	SUPPLIES	150322	69.90
Total for SUPER DUPER PUBLICATIONS/ 4261							\$199.80

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Unposted Checks							
TACTICAL PUBLIC SAFETY LLC/ 5631							
	20-00886	30-000-400-732-4901-/ WHS SECURITY - GAN	20-073	CF	WHS SECURITY - GAN	304146	15,195.00
TEACHERS' CURRICULUM INSTITUTE (TCI)/ 6597							
	20-01055	11-190-100-640-7B00-/ TEXTBOOKS DISTRICTWIDE	INV68508	CF	TEXTBOOKS DISTRICTWIDE	150323	588.00
	20-00702	11-190-100-640-7B00-/ TEXTBOOKS DISTRICTWIDE	INV56463	CF	TEXTBOOKS DISTRICTWIDE	150323	7,520.00
					Total for TEACHERS' CURRICULUM INSTITUTE (TCI)/ 6597		\$8,108.00
THE CONTINENTAL PRESS, INC./ 5175							
	20-00951	20-242-100-600-0000-/ TITL 3 ED SUPPLIES	653099	CF	TITLE 3 ED SUPPLIES	150324	972.44
THE DANIELSON GROUP LLC/ 5640							
	20-00943	20-272-200-300-0000-/ TITL 2A PUR PROF	1330	CF	TITLE 2A PUR PROF	150325	4,200.00
	20-01170	11-000-223-580-7B00-/ STAFF DEVL DISTRICT TRA	1433	CF	STAFF DEVL DISTRICT TRA	150325	750.00
					Total for THE DANIELSON GROUP LLC/ 5640		\$4,950.00
THE FRANKLIN INSTITUTE/ 2984							
	20-00975	20-238-100-600-0000-/ TITL 1 REALLOC SUPPLIES	SS105009	CF	TITLE 1 REALLOC SUPPLIES	150326	1,650.00
THE PARENT INSTITUTE/ 2994							
	20-01291	20-237-200-300-0000-/ TITL 1 PROG ADMIN	JX02769732	CF	TITLE 1 PROG ADMIN	150327	1,710.00
TLC LANDSCAPE CO./ 6574							
	20-00554	11-000-263-300-9B47-/ GROUNDS PURCH SERV	4538	CF	GROUNDS PURCH SERV	150328	13,800.00
TOZOUR-TRANE/ 5590							
	20-00664	11-000-261-420-9B47-/ PS REQ MAINT - MAINT	055598132	CF	PS REQ MAINT - MAINT	150329	4,228.00
	20-00855	11-000-261-420-9B47-/ PS REQ MAINT - MAINT	055597898	CF	PS REQ MAINT - MAINT	150329	1,710.00
					Total for TOZOUR-TRANE/ 5590		\$5,938.00
TREASURER, STATE OF NEW JERSEY/ 3065							
	20-01527	20-238-200-200-0000-/ TITL 1 REALLC BENEFITS	TPAF&FICA	CF	TITLE 1 REALLC BENEFITS	150330	1,610.08
					TITLE1		
TRIARCO ARTS & CRAFTS/ 3729							
	20-00491	11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	517358	CF	SUPPLIES	150331	189.03
		11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	523452	CF	SUPPLIES	150331	22.02
					Total for TRIARCO ARTS & CRAFTS/ 3729		\$211.05
U.S. SECURITY ASSOCIATES, INC./ 6625							

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Unposted Checks							
	20-01392	11-000-266-100-S000-/ SECURITY SALARIES	9211415	CF	SECURITY SALARIES	150332	6,157.79
	20-01511	11-000-266-100-S000-/ SECURITY SALARIES	9244135	CF	SECURITY SALARIES	150332	16,273.83
	20-01586	11-000-266-100-S000-/ SECURITY SALARIES	9260767	CF	SECURITY SALARIES	150332	15,986.21
		11-000-266-100-S000-/ SECURITY SALARIES	9282218	CF	SECURITY SALARIES	150332	14,842.82
					Total for U.S. SECURITY ASSOCIATES, INC./ 6925		\$53,260.65
VALIANT I.M.C./WOLSTEN/ 3128	20-01334	11-190-100-610-2202-/ ED SUPPLIES LEVITT	1743289	CF	ED SUPPLIES LEVITT	150333	318.00
VENA, RYAN/ 6842	20-01537	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	G.OFFICIALSE PT19	CF	ATHLET OTHER PURCH SER	150334	86.00
VERIZON WIRELESS/ 3144	20-00882	11-000-230-530-9B00-/ TELEPHONE DISTRICT	9838381791	CF	TELEPHONE DISTRICT	150335	161.98
	20-00755	11-000-230-530-9B00-/ TELEPHONE DISTRICT	9838734367	CF	TELEPHONE DISTRICT	150335	1,641.82
	20-00758	11-000-252-340-AB51-/ PUR TECH SERV INFO SYS	9838734368	CF	PUR TECH SERV INFO SYS	150335	78.02
	20-00752	60-990-320-300-7B57-/ PURCH PRO & TECH SERVICE	9838734369	CF	PURCH PRO & TECH SERVICE	511480	267.70
					Total for VERIZON WIRELESS/ 3144		\$2,149.52
VIEIRA, ADILSON/ 6839	20-01516	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIAL SEPT19	CF	ATHLET OTHER PURCH SER	150336	78.00
W.B. MASON CO., INC./ 3158	20-01345	11-000-261-610-9B47-/ REQ MAINT SUPPLIES	203096042	CF	REQ MAINT SUPPLIES	150337	236.92
	20-01331	11-000-251-610-9B46-/ SUPPLIES BUS OFF	202957515	CF	SUPPLIES BUS OFF	150337	61.07
	20-00492	11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	201319414	CF	SUPPLIES	150337	94.50
	20-01107	20-218-100-600-0000-/ PREK SUPPLIES & MATERIA	202325891	CF	PREK SUPPLIES & MATERIA	150337	53.74
	20-00495	20-218-100-600-0000-/ PREK SUPPLIES & MATERIA	202280708	CF	PREK SUPPLIES & MATERIA	150337	2,373.26
	20-00942	11-190-100-610-2202-/ ED SUPPLIES LEVITT	200410306	CF	SUPPLIES	150337	68.74
	20-01427	11-190-100-610-2202-/ ED SUPPLIES LEVITT	200875465	CF	SUPPLIES	150337	31.49
	20-00492	11-000-221-610-7B00-/ CURRICULUM SUPPLIES	203233202	CF	CURRICULUM SUPPLIES	150337	10.06
	20-00492	11-000-251-610-9B00-/ BA OFFICE SUPPLIES	203334037	CF	BA OFFICE SUPPLIES	150337	112.99
	20-00942	11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	200921821	CF	SUPPLIES	150337	116.60
		11-000-221-610-7B00-/ CURRICULUM SUPPLIES	2036000828	CF	CURRICULUM SUPPLIES	150337	32.45
					Total for W.B. MASON CO., INC./ 3158		\$3,191.82

* CF - Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial
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SECRETARY'S REPORT

**APPROVAL OF PAYMENT OF BILLS AND CLAIMS: OCTOBER, 2019
(cont'd)**

**Willingboro Public School District
Bills And Claims Report By Vendor Name**
Check Date is 10/16/2019

va_bill5.102317
08/31/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
WALKER, DERRICK/ 3168	20-01480	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIALSEPT 19	CF	ATHLET OTHER PURCH SER	150338	60.00
WASTE MANAGEMENT OF NJ, INC./ 3176	20-00761	11-000-262-330-9B47-/ OPER PURCH SER MAINT	2891727-0502-1	CF	OPER PURCH SER MAINT	150339	6,720.00
WATKINS, TERRELL TYRONE/ 6835	20-01481	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIAL SEPT19	CF	ATHLET OTHER PURCH SER	150340	60.00
WEISBROD, JONATHAN C./ 5770	20-01483	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIALSEPT 19	CF	ATHLET OTHER PURCH SER	150341	81.00
WHELAN, BILL/ 5524	20-01296	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	GAME OFFICIALSEPT 19	CF	ATHLET OTHER PURCH SER	150342	58.00
WILLIAMS SCOTSMAN, INC./ 3207	20-00691	11-000-262-330-9B47-/ OPER PURCH SER MAINT	7076411	CF	OPER PURCH SER MAINT	150343	80.00
		11-000-262-330-9B47-/ OPER PURCH SER MAINT	7104910	CF	OPER PURCH SER MAINT	150343	75.00
		11-000-262-330-9B47-/ OPER PURCH SER MAINT	7107165	CF	OPER PURCH SER MAINT	150343	75.00
		11-000-262-330-9B47-/ OPER PURCH SER MAINT	7117812	CF	OPER PURCH SER MAINT	150343	75.00
		11-000-262-330-9B47-/ OPER PURCH SER MAINT	7121013	CF	OPER PURCH SER MAINT	150343	75.00
		11-000-262-330-9B47-/ OPER PURCH SER MAINT	7137357	CF	OPER PURCH SER MAINT	150343	75.00
		11-000-262-330-9B47-/ OPER PURCH SER MAINT	7149176	CF	OPER PURCH SER MAINT	150343	75.00
		11-000-262-330-9B47-/ OPER PURCH SER MAINT	7143146	CF	OPER PURCH SER MAINT	150343	75.00
					Total for WILLIAMS SCOTSMAN, INC./ 3207		\$605.00
WILSON LANGUAGE TRAINING/ 3236	20-01258	20-237-100-600-0000-/ SUP RESERVE DISTRICT INS	1775097	CF	SUP RESERVE DISTRICT INS	150344	7,326.72
	20-01259	20-237-100-600-0000-/ SUP RESERVE DISTRICT INS	1775243	CF	SUP RESERVE DISTRICT INS	150344	9,158.40
	20-01260	20-237-100-600-0000-/ SUP RESERVE DISTRICT INS	1775096	CF	SUP RESERVE DISTRICT INS	150344	7,151.86

* CF - Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial
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SECRETARY'S REPORT

**APPROVAL OF PAYMENT OF BILLS AND CLAIMS: OCTOBER, 2019
(cont'd)**

**Willingboro Public School District
Bills And Claims Report By Vendor Name**

va_bill5.102317
08/31/2019

Check Date is 10/16/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
		20-237-100-600-2600-/ TITLE 1 JAMES SUP	1775096	CF	TITLE 1 JAMES SUP	150344	174.86
					Total for WILSON LANGUAGE TRAINING/ 3236		\$23,811.84
WINNING TEAMS BY NISSEL LLC/ 4995							
	20-00356	11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	13174	CF	SUPPLIES	150345	327.42
WOODBURY MEDICAL OFFICE/ 3836							
	20-01179	11-000-251-340-PB45-/ ADVERT & TECH SERV HR		CF	ADVERT & TECH SERV HR SEPT19	150346	525.00
WORKNET OCEAN BAY OCCUPATIONAL MEDICINE/ 4557							
	20-01327	11-000-217-320-5B00-/ EXTRA/ORDIN SUPPORT SERV	03100310-00	CF	EXTRA/ORDIN SUPPORT SERV	150347	70.00
WORTHINGTON DIRECT/ 3271							
	20-00956	11-190-100-610-4900-/ ED SUPPLIES WHS GENERAL	INV342154WIL1	CF	ED SUPPLIES WHS GENERAL 71	150348	4,374.27
XEROX CORPORATION/ 5665							
	20-00700	11-190-100-340-7B00-/ PURCH ED TECH ASST SUP	098150007	CF	PURCH ED TECH ASST SUP	150349	52.66
	20-00698	11-190-100-340-7B00-/ PURCH ED TECH ASST SUP	098312354	CF	PURCH ED TECH ASST SUP	150349	945.77
	20-00700	11-190-100-340-7B00-/ PURCH ED TECH ASST SUP	098168236	CF	PURCH ED TECH ASST SUP	150349	197.75
		11-190-100-340-7B00-/ PURCH ED TECH ASST SUP	098168237	CF	PURCH ED TECH ASST SUP	150349	150.35
					Total for XEROX CORPORATION/ 5665		\$1,346.53
XTEL COMMUNICATIONS, INC./ 3695							
	20-00788	11-000-230-530-9B00-/ TELEPHONE DISTRICT	41544596	CF	TELEPHONE DISTRICT	150350	40,289.24
Y.A.L.E. SCHOOL NORTH, II, INC./ 5530							
	20-01145	11-000-100-566-5B00-/ TUITION/ PRIVATE SCHOOL	NOR2/SEPT19	CF	TUITION/ PRIVATE SCHOOL 14	150351	4,256.85
		11-000-100-566-5B00-/ TUITION/ PRIVATE SCHOOL	NOR2/OCT19	CF	TUITION/ PRIVATE SCHOOL 14	150351	6,243.38
					Total for Y.A.L.E. SCHOOL NORTH, II, INC./ 5530		\$10,500.23
Y.A.L.E. SCHOOL SOUTHEAST III, INC./ 5951							
	20-01147	11-000-100-566-5B00-/ TUITION/ PRIVATE SCHOOL	SEIII/SEPT19	CF	TUITION/ PRIVATE SCHOOL 06	150352	4,417.95
		11-000-100-566-5B00-/ TUITION/ PRIVATE SCHOOL	SEIII/OCT19	CF	TUITION/ PRIVATE SCHOOL 06	150352	6,479.66
					Total for Y.A.L.E. SCHOOL SOUTHEAST III, INC./ 5951		\$10,897.61

SECRETARY'S REPORT

**APPROVAL OF PAYMENT OF BILLS AND CLAIMS: OCTOBER, 2019
(cont'd)**

**Willingboro Public School District
Bills And Claims Report By Vendor Name**

va_bill5.102317
08/31/2019

Check Date is 10/16/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type * Multi Remit To Check Name	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
Y.A.L.E. SCHOOL SOUTHEAST, INC/ 3277	20-00899	11-000-100-586-5B00-/ TUITION/ PRIVATE SCHOOL	SE/OCT/19/042	CF	TUITION/ PRIVATE SCHOOL	150353	41,688.90
YOUNG, LARRY/ 6473	20-01416	11-402-100-590-6B31-/ ATHLET OTHER PURCH SER	G.OFFICIALSE PT19	CF	ATHLET OTHER PURCH SER	150354	81.00
Total for Unposted Checks							\$1,887,235.08

SECRETARY'S REPORT

**APPROVAL OF PAYMENT OF BILLS AND CLAIMS: OCTOBER, 2019
(cont'd)**

Willingboro Public School District

Bills And Claims Report By Vendor Name

va_bill5.102317
08/31/2019

Check Date is 10/16/2019

Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.

Kelvin [Signature]

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10	\$579,304.00				\$579,304.00
10	11	\$1,046,159.37				\$1,046,159.37
10	12	\$20,800.00				\$20,800.00
10	P1	\$3,060.00				\$3,060.00
Fund 10	TOTAL	\$1,649,323.37				\$1,649,323.37
20	20	\$211,415.43				\$211,415.43
30	30	\$21,517.00				\$21,517.00
60	60	\$1,181.65	\$217.00			\$1,398.65
61	61	\$3,580.63				\$3,580.63
GRAND	TOTAL	\$1,887,018.08	\$217.00	\$0.00	\$0.00	\$1,887,235.08

SECRETARY'S REPORT**10.2.1 APPROVAL OF FIELD TRIP DESTINATIONS FOR THE 2019-2020 SCHOOL YEAR & 2020 ESY**

In accordance with N.J.A.C. 6A:23A-5.8, the following field trip destinations for students of the Willingboro Public School District are pre-approved for the 2019-2020 school year including the 2020 Extended School Year.

Any subsequent Field Trip to a destination not listed below must be pre-approved by the Willingboro Board of Education.

Destination	Destination Street	Destination City	State
30 Strikes Bowling Alley	501 S. White Horse Pike	Stratford	NJ
Academy of Natural Science	1900 Benjamin Franklin Parkway	Philadelphia	PA
Adventure Aquarium	1 Aquarium Drive	Camden	NJ
The African American Museum	701 Arch St.	Philadelphia	PA
Air Victory Museum	68 Stacy Haines Rd	Lumberton	NJ
Annenberg Center	3680 Walnut St	Philadelphia	PA
Brookdale Senior Living	480 Woodlane Rd	Mt. Holly	NJ
Burlington City - Walking Tour	High Street	Burlington	NJ
Burlington City Historical Society	451 High Street	Burlington	NJ
Care the Tender Adult Day Care	16 E Main St # 3	Moorestown	NJ
Cedar Run Wildlife Refuge	4 Sawmill Road	Medford	NJ
Constitution Center	525 Arch St	Philadelphia	PA
Einstein House	158 Nassau St.	Princeton	NJ
Franklin Institute	222 N 20th St	Philadelphia	PA
Ft. Dix		Browns Mills	NJ
Garden State Discovery Museum	2040 Springdale Rd	Cherry Hill	NJ
Greater Millville Chamber of Commerce	4 City Park Dr	Millville	NJ
Historic Smithville Park	803 Smithville Road	Eastampton	NJ
Historical Walking Tour of Philadelphia	5th and Market	Philadelphia	PA
Holiday Skating Center	1775 Creek Road	Delanco	NJ
Insectarium	8046 Frankford Avenue	Philadelphia	PA
James A. Michener Museum	138 S. Pine St	Doylestown	PA
JFK Center	429 John F Kennedy Way	Willingboro	NJ

SECRETARY'S REPORT

APPROVAL OF FIELD TRIP DESTINATIONS FOR THE 2019-2020 SCHOOL YEAR & 2020 ESY (cont'd)

Destination	Destination Street	Destination City	State
Johnson's Corner Farm	Hartford & Church Roads	Mt. Laurel	NJ
Laurel Lanes	2825 New Jersey 73	Maple Shade	NJ
Lehigh University	27 Memorial Dr W	Bethlehem	PA
Liberty Science Center	222 Jersey City Blvd.	Jersey City	NJ
Lockheed Martin	199 Bortons Landing Rd	Moorestown	NJ
McGuire AFB		Wrightstown	NJ
Mill Creek Park	Paegant Ln & Beverly Rancocas Rd	Willingboro	NJ
Moorestown - Walking tour	Main & 3rd Street	Moorestown	NJ
New Jersey Marines Sciences Consortium	22 Magruder Road	Fort Hancock	NJ
New Jersey State Museum	Green and West State Street	Trenton	NJ
Palmyra Nature Cove	1300 Route 73 North	Palmyra	NJ
Paws Farm	1105 Hainesport Mt Laurel Rd	Mt. Laurel	NJ
Philadelphia Zoo	3400 W. Girard Street	Philadelphia	PA
Please Touch Museum	210 N. 21st Street	Philadelphia	PA
Rancocas Nature Center	794 Rancocas Rd	Mt. Holly	NJ
Ronald McDonald House	550 Mickle Blvd	Camden	NJ
Rutgers Gardens	112 Ryders Lane	New Brunswick	NJ
State Building	125 W. State St	Trenton	NJ
Willingboro Public Library	220 Willingboro Pkwy	Willingboro	NJ

In addition to the above mentioned destinations, field trips to any accredited State of New Jersey public school, non-public school, private school, University or College for the purpose of a school based athletic event, competition, or a curriculum based event is approved for the 2019-2020 school year.

Moved by Gary Johnson

**APPROVAL OF FIELD TRIP
DESTINATIONS FOR THE 2019-2020
SCHOOL YEAR & 2020 ESY**

Seconded by Grover McKenzie

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SECRETARY'S REPORT

**10.2.2 APPROVAL OF BURLINGTON COUNTY EDUCATIONAL SERVICES
JOINT TRANSPORTATION AGREEMENT SPECIAL EDUCATION SUMMER
SCHOOLS**

Pursuant to official action taken at the meeting of the Board of Education of Willingboro in Burlington County held on July 29, 2019:

1. Said Board agrees that transportation shall be provided according to the attached formulas to public and private schools for the students of the districts herein joined including:

- | | |
|----------------------|--|
| Bass River Twp. | Moorestown Twp. |
| Beverly City | Mt. Holly Twp. |
| Bordentown Regional | Mt. Laurel Twp. |
| Burlington City | New Hanover Twp. |
| Burlington Twp. | North Hanover Twp. |
| Chesterfield Twp. | North Burlington County Regional |
| Cinnaminson Twp. | Palmyra Borough |
| Delanco Twp. | Pemberton Borough |
| Delran Twp. | Pemberton Twp. |
| Eastampton Twp. | Rancocas Valley Reg. H.S. |
| Edgewater Park Twp. | Riverside Twp. |
| Evesham Twp. | Riverton Borough |
| Florence Twp. | Shamong Twp. |
| Hainesport Twp. | Southampton Twp. |
| Lenape Regional H.S. | Springfield Twp. |
| Lumberton Twp. | Tabernacle Twp. |
| Mansfield Twp. | Washington Twp. |
| Maple Shade Twp. | Westampton Twp. |
| Medford Lake Borough | Willingboro Twp. |
| Medford Twp. | Woodland Twp. |
| | Burlington County Special Services School District |

2. The terms of the agreement shall be in effect from July1, 2019 to August 31, 2019.

In witness whereof the Board of Education of the school district of _____ in the County of Burlington have by resolution directed that their Board President and Board Secretary set their signature.

Board of Education
District of _____

(Board President)

(Board Secretary)

Burlington County Office of Education

Approved _____

(County Superintendent)

SECRETARY'S REPORT

**APPROVAL OF BURLINGTON COUNTY EDUCATIONAL SERVICES
JOINT TRANSPORTATION AGREEMENT SPECIAL EDUCATION SUMMER
SCHOOLS (cont'd)**

Moved by Gary Johnson

**APPROVAL OF BURLINGTON
COUNTY EDUCATIONAL SERVICES
JOINT TRANSPORTATION
AGREEMENT SPECIAL EDUCATION
SUMMER SCHOOLS**

Seconded by Debra Williams

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

**10.2.3 APPROVAL OF BURLINGTON COUNTY EDUCATIONAL SERVICES
JOINT TRANSPORTATION AGREEMENT SPECIAL EDUCATION WINTER
BUS ROUTES**

BURLINGTON COUNTY EDUCATIONAL SERVICES UNIT

JOINT TRANSPORTATION AGREEMENT

SPECIAL EDUCATION WINTER BUS ROUTES

Pursuant to official action taken at the meeting of the Board of Education of Willingboro in Burlington County held on July 29, 2019:

1. Said Board agrees that transportation shall be provided according to the attached formulas to public and private schools for the students of the districts herein joined including:

Bass River Twp.
 Beverly City
 Bordentown Regional
 Burlington City
 Burlington Twp.
 Chesterfield Twp.
 Cinnaminson Twp.
 Delanco Twp.
 Delran Twp.
 Eastampton Twp.
 Edgewater Park Twp.
 Evesham Twp.

Moorestown Twp.
 Mt. Holly Twp.
 Mt. Laurel Twp.
 New Hanover Twp.
 North Hanover Twp.
 North Burlington County Regional
 Palmyra Borough
 Pemberton Borough
 Pemberton Twp.
 Rancocas Valley Reg. H.S.
 Riverside Twp.
 Riverton Borough

SECRETARY'S REPORT

**APPROVAL OF BURLINGTON COUNTY EDUCATIONAL SERVICES
JOINT TRANSPORTATION AGREEMENT SPECIAL EDUCATION WINTER
BUS ROUTES (cont'd)**

Florence Twp.	Shamong Twp.
Hainesport Twp.	Southampton Twp.
Lenape Regional H.S.	Springfield Twp.
Lumberton Twp.	Tabernacle Twp.
Mansfield Twp.	Washington Twp.
Maple Shade Twp.	Westampton Twp.
Medford Lake Borough	Willingboro Twp.
Medford Twp.	Woodland Twp.
	Burlington County Special Services School Dist.

2. The terms of the agreement shall be in effect from September 1, 2019 to June 30, 2020.

In witness whereof the Board of Education of the school district of Willingboro in the County of Burlington have by resolution directed that their Board President and Board Secretary set their signature.

Board of Education
District of _____

(Board President)

(Board Secretary)

Burlington County Office of Education

Approved _____

(County Superintendent)

Moved by Gary Johnson

**APPROVAL OF BURLINGTON
COUNTY EDUCATIONAL SERVICES
JOINT TRANSPORTATION
AGREEMENT SPECIAL EDUCATION
WINTER BUS ROUTES**

Seconded by Debra Williams
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SECRETARY'S REPORT

**10.2.4 APPROVAL OF BURLINGTON COUNTY EDUCATIONAL SERVICES
JOINT TRANSPORTATION AGREEMENT PUBLIC, NON-PUBLIC AND
VOCATIONAL SCHOOLS**

Pursuant to official action taken at the meeting of the Board of Education of Willingboro in Burlington County held on July 29, 2019:

1. Said Board agrees that transportation shall be provided according to the attached formulas to public and private schools for the students of the districts herein joined including:

- | | |
|----------------------|--|
| Bass River Twp. | Moorestown Twp. |
| Beverly City | Mt. Holly Twp. |
| Bordentown Regional | Mt. Laurel Twp. |
| Burlington City | New Hanover Twp. |
| Burlington Twp. | North Hanover Twp. |
| Chesterfield Twp. | North Burlington County Regional |
| Cinnaminson Twp. | Palmyra Borough |
| Delanco Twp. | Pemberton Borough |
| Delran Twp. | Pemberton Twp. |
| Eastampton Twp. | Rancocas Valley Reg. H.S. |
| Edgewater Park Twp. | Riverside Twp. |
| Evesham Twp. | Riverton Borough |
| Florence Twp. | Shamong Twp. |
| Hainesport Twp. | Southampton Twp. |
| Lenape Regional H.S. | Springfield Twp. |
| Lumberton Twp. | Tabernacle Twp. |
| Mansfield Twp. | Washington Twp. |
| Maple Shade Twp. | Westampton Twp. |
| Medford Lake Borough | Willingboro Twp. |
| Medford Twp. | Woodland Twp. |
| | Burlington County Special Services School District |

2. The terms of the agreement shall be in effect from September 1, 2019 to June 30, 2020.

In witness whereof the Board of Education of the school district of _____ in the County of Burlington have by resolution directed that their Board President and Board Secretary set their signature.

Board of Education
District of _____

(Board President)

(Board Secretary)

Burlington County Office of Education

Approved _____

(County Superintendent)

SECRETARY'S REPORT

APPROVAL OF BURLINGTON COUNTY EDUCATIONAL SERVICES JOINT TRANSPORTATION AGREEMENT PUBLIC, NON-PUBLIC AND VOCATIONAL SCHOOLS (cont'd)

Moved by Gary Johnson

APPROVAL OF BURLINGTON COUNTY EDUCATIONAL SERVICES JOINT TRANSPORTATION AGREEMENT PUBLIC, NON-PUBLIC AND VOCATIONAL SCHOOLS

Seconded by Debra Williams

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

10.2.5 APPROVAL TO PAY STAFF FROM FEDERAL GRANTS

The Office of Management and Budget Circular A-87: Attachment B: Section 8(h) dictates we must support all salary and wages for staff paid from Federal Grants.

Be it resolve that the Willingboro Board of Education approves the attached list of staff to be paid from the grant listed

<u>IDEA</u>			<u>Annual</u>
Marchelle Coleman	100%	7/1/2019 - 6/30/2020	\$93,916.58
Douglas Hobson	75%	9/1/2019 - 6/30/2020	\$30,771.75
Matthew Perry	75%	9/1/2019 - 6/30/2020	\$30,771.75
Donita Zepeda	100%	9/1/2019 - 6/30/2020	\$61,650.00

Moved by Gary Johnson

APPROVAL TO PAY STAFF FROM FEDERAL GRANTS

Seconded by Debra Williams

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SECRETARY’S REPORT

10.2.6 APPROVAL TO PURCHASE GUIDED READING READER’S WORKSHOP, SHARED WRITING, LEARNING CENTERS, PROFESSIONAL DEVELOPMENT/COACHING AND RELATED MATERIALS FOR PRE-K THRU 4TH GRADE FOR ESSA FOR THE 2019-2020 SCHOOL YEAR

Whereas, pursuant to NJSA 18A: 18A-1ff, and 2CFR part 200 et seq. The Board of Education advertised for a Competitive Proposal for “Guided Reading, Reader’s Workshop, Shared Writing, Learning Centers, Professional Development/Coaching and Related Materials for Pre-K thru 4th Grade” using ESSA funds;

Whereas, proposals were received, publicly opened and read aloud in the office of the Business Administrator at on October 9, 2019;

Whereas the proposals were evaluated by a committee composed of Principals and Administrators, and each proposal was scored on technical criteria, management criteria, and cost criteria as it relates to each area of service, where the highest possible score is 100;

Whereas the cost proposals are aligned as it relates to the Willingboro School District ESSA grant award; and,

Now be it resolved the Willingboro Board of Education award Guided Reading, Reader’s Workshop, Shared Writing, Learning Centers, Professional Development/Coaching and Related Materials to the winning vendor Children’s Literacy Initiative at a cost of \$200,000.

Moved by Gary Johnson

APPROVAL TO PURCHASE GUIDED READING READER’S WORKSHOP, SHARED WRITING, LEARNING CENTERS, PROFESSIONAL DEVELOPMENT/COACHING AND RELATED MATERIALS FOR PRE-K THRU 4TH GRADE FOR ESSA FOR THE 2019-2020 SCHOOL YEAR

Seconded by Debra Williams

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SECRETARY'S REPORT

10.3.1 APPROVAL OF TUITION FOR OUT OF DISTRICT PLACEMENT FOR THE 2019-2020 SCHOOL YEAR

Willingboro Board of Education is requested to approve tuition for the following Willingboro student to attend **Bancroft NeuroHealth**, 1255 Caldwell Road, Attn: Barbara Lockbaum, Cherry Hill, NJ 08034:

School Year	Case No.	Age	Classification	Tuition Cost	Effective Date	Comments
2019-2020	1348787	3.5	Preschool Disabled	\$ 50,672.28	09/12/19 06/20/20	New student-Continuum of Program

Moved by Gary Johnson

APPROVAL OF TUITION FOR OUT OF DISTRICT PLACEMENT FOR THE 2019-2020 SCHOOL YEAR

Seconded by Grover McKenzie

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

10.3.2 APPROVAL OF RATIFICATION OF TUITION FOR OUT OF DISTRICT PLACEMENT FOR THE 2019-2020 SCHOOL YEAR

The Willingboro Board of Education is requested to ratify tuition for the following Willingboro students to attend Mercer County Special Services School District, 1020 Old Trenton Road, 2nd floor, Hamilton, NJ 08690

School Year	Case No.	Age	Classification	Tuition Cost	Effective Date	Comments
2019-2020	1341357	11.5	Autistic	\$ 66,230.00 include out of county fee	09/05/2019 06/22/2020	Not a New Placement.
2019-2020	1345527	12.10	Moderate Intellectual Disability	\$ 66,230.00 include out of county fee	09/05/2019 06/22/2020	Not a New Placement

SECRETARY'S REPORT**APPROVAL OF RATIFICATION OF TUITION FOR OUT OF DISTRICT PLACEMENT FOR THE 2019-2020 SCHOOL YEAR (cont'd)**

School Year	Case No.	Age	Classification	Tuition Cost	Effective Date	Comments
2019-2020	1344376	12.10	Autistic	\$ 66,230.00 include out of county fee	09/05/2019 06/22/2020	Not a New Placement
2019-2020	1330116	16.5	Autistic	\$ 66,230.00 include out of county fee	09/05/2019 06/22/2020	Not a New Placement

The Willingboro Board of Education is requested to ratify tuition for the following Willingboro student to attend Archway Programs, 280 Jackson Road, P.O. Box 668, Atco, NJ 08004-0668:

School Year	Case No.	Age	Class	Tuition Cost	Effective Date	Comments
2019-2020	1349461	7.1	Autistic	\$ 68,481.00 Tuition include extraordinary services	09/05/2019 06/30/2020	New Student Continuum of Program

The Willingboro Board of Education is requested to ratify tuition for the following Willingboro student to attend Y.A.L.E., School Southeast Inc., 10-A Jennings Road, Medford, NJ 08055:

School Year	Case No.	Age	Classification	Tuition Cost	Effective Date	Comments
2019-2020	1329735	20.3	Autistic	\$ 68,218.20	09/09/2019 06/19/2020	Not a New Placement / Changed school location

The Willingboro Board of Education is requested to ratify tuition for the following Willingboro student attending Garfield Park Academy, 24 Glenolden Lane, P.O. Box 189, Willingboro, NJ 08046:

School Year	Case No.	Age	Class	Tuition Cost	Effective Date	Comments
2019-2020	1346881	20.3	Emotionally Disturbed	\$ 81,308.48	09/11/2019 06/19/2020	Not a New Placement

SECRETARY'S REPORT

APPROVAL OF RATIFICATION OF TUITION FOR OUT OF DISTRICT PLACEMENT FOR THE 2019-2020 SCHOOL YEAR (cont'd)

The Willingboro Board of Education is requested to ratify tuition for the following Willingboro student to attend Y.A.L.E., School, Inc., 10-A Jennings Road, Medford, NJ 08055:

School Year	Case No.	Age	Classification	Tuition Cost	Effective Date	Comments
2019-2020	1324264	19.9	Mild Intellectual Disability	\$ 9,343.50	08/28/2019 09/25/2019	New Placement

The Willingboro Board of Education is requested to ratify tuition for the following Willingboro student to attend Y.A.L.E., School North, 10-A Jennings Road, Medford, NJ 08055:

School Year	Case No.	Age	Classification	Tuition Cost	Effective Date	Comments
2019-2020	1341477	13.10	Multiple Disabilities	\$46,670.40	09/09/2019 06/30/2020	Not a New Placement

The Willingboro Board of Education is requested to ratify tuition for the following Willingboro students to attend Burlington County Special Services School District, 20 Pioneer Boulevard, Westampton, NJ 08060:

School Year	Case No.	Age	Classification	Tuition Cost	Effective Date	Comments
2019-2020	1346405	9.0	Autistic	\$49,742.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1348484	8.4	Multiple Disabilities	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1339723	12.10	Multiple Disabilities	\$ 49,742.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1331375	16.3	Other Health Impaired	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1347693	10.0	Autistic	\$49,742.00	09/05/2018 06/19/2019	Not A New Placement

SECRETARY'S REPORT**APPROVAL OF RATIFICATION OF TUITION FOR OUT OF DISTRICT
PLACEMENT FOR THE 2019-2020 SCHOOL YEAR (cont'd)**

School Year	Case No.	Age	Classification	Tuition Cost	Effective Date	Comments
2019-2020	1325011	18.11	Autistic	\$49,742.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1341576	10.00	Auditory Impaired	\$41,249.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1339199	13.6	Multiple Disabilities	\$45,496.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1348354	15.1	Other Health Impaired	\$41,249.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1342259	10.7	Autistic	\$49,742.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1327447	18.10	Autistic	\$49,742.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1328118	17.2	Multiple Disabilities	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1345172	10.11	Multiple Disabilities	\$45,496.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1344030	10.3	Multiple Disabilities	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1342473	19.2	Multiple Disabilities	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1324723	18.11	Multiple Disabilities	\$45,496.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1333596	14.8	Multiple Disabilities	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1328445	18.3	Autistic	\$49,742.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1339692	17.4	Autistic	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement

SECRETARY'S REPORT**APPROVAL OF RATIFICATION OF TUITION FOR OUT OF DISTRICT
PLACEMENT FOR THE 2019-2020 SCHOOL YEAR (cont'd)**

School Year	Case No.	Age	Classification	Tuition Cost	Effective Date	Comments
2019-2020	1332400	15.2	Multiple Disabilities	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1345091	19.9	Autistic	\$49,742.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1346243	6.4	Autistic	\$49,742.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1340138	18.0	Moderate Cognitive Impaired	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1340137	15.7	Multiple Disabilities	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1328514	18.6	Multiple Disabilities	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1340385	12.4	Multiple Disabilities	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1348756	10.2	Autistic	\$41,249.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1349191	10.7	Multiple Disabilities	\$41,249.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1347578	9.2	Other Health Impaired	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1332587	16.3	Emotionally Disturbed	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1344565	15.6	Autistic	\$49,742.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1342450	11.4	Multiple Disabilities	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1326174	19.10	Multiple Disabilities	\$49,742.00	09/05/2019 06/19/2020	Not A New Placement

SECRETARY'S REPORT

APPROVAL OF RATIFICATION OF TUITION FOR OUT OF DISTRICT PLACEMENT FOR THE 2019-2020 SCHOOL YEAR (cont'd)

School Year	Case No.	Age	Classification	Tuition Cost	Effective Date	Comments
2019-2020	1344484	9.3	Other Health Impaired	\$41,249.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1339691	15.6	Other Health Impaired	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1348017	15.8	Emotionally Disturbed	\$39,500.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1341993	13.3	Emotionally Disturbed	\$39,500.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1346273	7.9	Autistic	\$45,496.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1347663	19.4	Multiple Disabilities	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement
2019-2020	1348238	17.0	Multiple Disabilities	\$43,676.00	09/05/2019 06/19/2020	Not A New Placement

Moved by Gary Johnson

APPROVAL OF RATIFICATION OF TUITION FOR OUT OF DISTRICT PLACEMENT FOR THE 2019-2020 SCHOOL YEAR

Seconded by Grover McKenzie

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

SECRETARY'S REPORT

10.3.3 APPROVAL OF RATIFICATION OF TUITION FOR OUT OF DISTRICT PLACEMENT FOR THE 2019-2020 SCHOOL YEAR (CORRECTION)

The Willingboro Board of Education is requested to ratify tuition for the following Willingboro student to attend Union County Educational Services Commission, 45 Cardinal Drive, Westfield, NJ 07090:

School Year	Case No.	Age	Class	Tuition Cost	Effective Date	Comments
2019-2020	1342964	17.1	Emotionally Disturbed	\$ 64,940.00	07/01/19 06/24/20	Student was placed by DCP&P Willingboro is the billing district

Tuition amount has changed from \$55,720.00
TO: \$64,940.00 ESY was not included previously

Moved by Gary Johnson

APPROVAL OF RATIFICATION OF TUITION FOR OUT OF DISTRICT PLACEMENT FOR THE 2019-2020 SCHOOL YEAR (CORRECTION)

Seconded by Grover McKenzie

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

10.5.1 APPROVAL TO ACCEPT DONATION

Be it resolved that the Willingboro Board of Education Accepts the Donation of \$500.00 from Willingboro Municipal Utilities Authority to support the Willingboro High School at Willingboro Public Schools.

Moved by Grover McKenzie

APPROVAL TO ACCEPT DONATION

Seconded by Gary Johnson

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

COMMITTEE REPORTS:

Gary Johnson – Operations Committee:

- Stated that there were no proposals for McGinley School.
- Regarding the lunch issue will continue to evaluate situation and if continue to see an accrument fine if not will have to send over to policy and board will decide how to go from there.

Kelvin Smith:

- Point of information. Wanted to clarify to what Mr. Johnson said about having no proposals for property and that it was an RFP it was an auction bid for properties.

Dennis Tunstall:

- Referred back to agenda item 9.4.3.

Dr. Blachford:

- Informed the board that the salary for the honorarium should be \$4,286.00

Lester Taylor:

- Stated that the contract for this particular position didn't specify how many but did show the amount being correct and maybe further discussion to be held during Closed Session.

Grover McKenzie:

- Talked about the Urban Boards Committee and encourage board members to think about participating and how it has been interesting and worth wild for him.

Gary Johnson:

- Mentioned that maybe the district could schedule a trip for students to attend Arlington Cemetery.

Grover McKenzie:

- Mr. McKenzie stated that the district serves pre-k through 12th, so what grades would you recommend to go and it was suggested high school students.

PRESIDENT’S REPORT

12.1.1 APPROVAL OF CONFIDENTIAL SPECIAL EDUCATION AGREEMENT

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the attached Special Education Agreement.

Moved by Gary Johnson

**APPROVAL OF CONFIDENTIAL
SPECIAL EDUCATION AGREEMENT**

Seconded by Carlos Worthy
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

12.1.2 APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE

Be it resolved that the Willingboro Board of Education approves the policies, as listed below.

<u>ABOLISH</u>	
Regulation 5512	Harassment, Intimidation and Bullying Investigation Procedures
<u>TO BE UPDATED</u>	
Policy 5512	Harassment, Intimidation and Bullying

See Attached:

Moved by Gary Johnson

**APPROVAL OF POLICIES FOR
DISTRICT COMPLIANCE**

Seconded by Carlos Worthy
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

PRESIDENT'S REPORT

APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE (cont'd)

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[See POLICY ALERT Nos. 163, 179, 180, 181, 182, 183, 188, 193, 194, 200,
and 216]

5512 HARASSMENT, INTIMIDATION, AND BULLYING

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APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE (cont'd)

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- P. Reports to Law Enforcement
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- R. Students with Disabilities
- S. **Approved Private Schools for Students with Disabilities (APSSD)**
- A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. **Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.** Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.



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APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE (cont'd)

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Harassment, Intimidation, and Bullying

B. Harassment, Intimidation, and Bullying Definition

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).



PRESIDENT'S REPORT

APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE (cont'd)

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“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

C. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;



PRESIDENT'S REPORT

APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE (cont'd)

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3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.



PRESIDENT'S REPORT

APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE (cont'd)

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D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8. ~~consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.~~

Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.



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APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE (cont'd)

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Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.



PRESIDENT'S REPORT

APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE (cont'd)

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Harassment, Intimidation, and Bullying

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are **varied and graded** according to the **nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; severity of the offenses; consider the developmental age of the student; offenders and the students' student's histories history of inappropriate problem behaviors and performance behaviors** consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;



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2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.



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Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures – Environmental
(Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;



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19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.



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Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.



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The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. **The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense.** The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, Students, parents, and visitors may report an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action for violations of the Code of Student Conduct may not be taken solely on the basis of an based solely on the anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.



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A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. **Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)**

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.



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2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;



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- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.



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[Option – Principal's Preliminary Determination

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14. The Superintendent or designee may sign-off on the preliminary determination.

The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.

A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.]

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the district. The Principal or designee, in consultation with the Superintendent or designee, will appoint a staff member to complete these investigations.



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The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.



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A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten school business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school



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staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.



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4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.



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Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school



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administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.



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L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.



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The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent, ~~and the Principal(s), and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists,~~ shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, **and any report(s) and/or finding(s) of the School Safety/School Climate Team(s).** ~~with input from the schools' Anti-Bullying Specialists, and The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c.,~~ as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.



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Harassment, Intimidation, and Bullying

N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.



PRESIDENT'S REPORT

APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE (cont'd)

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Harassment, Intimidation, and Bullying

R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. Approved Private Schools for Students with Disabilities (APSSD)

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted:



PRESIDENT'S REPORT

APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE (cont'd)

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Harassment, Intimidation, or Bullying
Investigation Procedure
Jul 18
M

[See POLICY ALERT Nos. 151, 162, 163, 183, 193, 200 and 216]

ABOLISHED

~~R-5512 HARASSMENT, INTIMIDATION, OR BULLYING
INVESTIGATION PROCEDURE~~

~~The Board of Education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6.~~

~~The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:~~

- ~~1. An investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident and shall be conducted by a school's Anti Bullying Specialist, in coordination with the Principal.
 - ~~a. The Principal may appoint additional personnel who are not school Anti Bullying Specialists to assist in the investigation.~~~~
- ~~2. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.
 - ~~a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten day period, the school Anti Bullying Specialist may amend the original report of the results of the investigation to reflect the information.~~~~
- ~~3. The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.).~~



PRESIDENT'S REPORT

APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE (cont'd)

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Harassment, Intimidation, or Bullying
Investigation Procedure

4. ~~The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.~~
5. ~~The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education Meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.~~
6. ~~Parents of individual student offenders and targets/victims shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.~~
7. ~~A parent may request a hearing before the Board of Education after receiving the information.~~
 - a. ~~This hearing shall be held within ten school days of the request;~~
 - b. ~~The Board shall meet in executive session for the hearing to protect the confidentiality of the students; and~~
 - c. ~~At the hearing the Board may hear from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.~~



PRESIDENT'S REPORT

APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE (cont'd)

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**Harassment, Intimidation, or Bullying
Investigation Procedure**

8. ~~At the next regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of each investigation to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.~~

9. ~~A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).~~

Issued:



PRESIDENT'S REPORT

**12.1.3 APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE
(2ND READINGS)**

Be it resolved that the Board of Education approves the policies as listed below.

<u>NEW – TO BE ADOPTED</u>	
Policy 2431.8	Varsity Letters for Interscholastic Extracurricular Activities (M)
Policy 6480	Purchase of Food Supplies (M) (Missing)
Policy 7424	Bed Bugs (Missing – District Discretion)
Policy 7425	Lead Testing of Water in Schools (Missing – District Discretion)
Policy 7522	School District Provided Technology Devices to Staff Members (Missing – District Discretion)
Policy 7523	School District Provided Technology Devices to Pupils (Missing – District Discretion)
Policy 8350	Records Retention (Missing – District Discretion)
Policy 8540	School Nutrition Programs – (Missing – District Discretion)
Policy 8550	Outstanding Food Service Charges (Missing – District Discretion)
Policy 9242	Use of Electronic Signatures – (Missing – District Discretion)
<u>TO BE UPDATED</u>	
Policy 2464	Gifted and Talented Students (M)
Policy 2622	Student Assessment (M)
Policy 2700	Service to Nonpublic School Students (M)
Policy 3111	Creating Positions
Policy 3125	Employment of Teaching Staff Members (M)
Policy 3125.2	Employment of Substitute Teachers
Policy 3126	District Mentoring Program
Policy 5612	Assaults on District Board of Education Members or Employees (M)
Policy 5613	Removal of Students for Assaults with Weapons Offenses (M)
Policy 5615	Suspected Gang Activity
Policy 5620	Expulsion (M)
Policy 5750	Equal Educational Opportunity (M)
Policy 5755	Equity in Educational Programs and Services (M)
Policy 6320	Purchases Subject to Bid
Policy 6471	School District Travel (M)
Policy 6510	Payroll Authorization (M)

PRESIDENT'S REPORT

**APPROVAL OF POLICIES FOR DISTRICT COMPLIANCE
(2ND READINGS) (cont'd)**

<u>TO BE UPDATED</u>	
Policy 7100	Long-Range Facilities Planning (M)
Policy 7101	Educational Adequacy of Capital Projects
Policy 7102	Site Selection and Acquisition
Policy 7130	School Closing
Policy 7300	Disposition of Property
Policy 7440	School District Security (M)
Policy 7441	Electronic Surveillance in School Buildings and on School Grounds (M)
Policy 8330	Student Records (M)
Policy 8441	Care of Injured and Ill Persons (M)
Policy 8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drugs Offenses (M)
Policy 8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M)
Policy 8507	Breakfast Offer Versus Serve (OVS) (M)
Policy 8508	Lunch Offer Versus Serve (OVS)
Policy 8630	Bus Driver/Bus Aide Responsibility (M)
Policy 8740	Bonding
Policy 8820	Opening Exercises/Ceremonies
Policy 8860	Memorials
Policy 9120	Public Relations Program (M)
Policy 9541	Student Teachers/Interns

Moved by Gary Johnson

**APPROVAL OF POLICIES FOR
DISTRICT COMPLIANCE 2ND
READINGS**

Seconded by Carlos Worthy
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

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PROGRAM

2431.8/page 1 of 1

Varsity Letters for Interscholastic
Extracurricular Activities

Apr 18

M

[See POLICY ALERT No. 215]

[Required for School Districts with any of the Grades 9-12]

2431.8 VARSIY LETTERS FOR INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

In accordance with the provisions of N.J.S.A. 18A:42-7, a school district that includes any of the grades nine through twelve shall adopt a policy to provide a student enrolled in those grades who participates in any school-sponsored, interscholastic extracurricular activity that includes competitions in which the student competes against students enrolled in schools outside of the school district may be eligible to earn a varsity letter awarded by the school district.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall approve the school-sponsored, interscholastic extracurricular activities that include competitions in which students compete against other students enrolled in schools outside of the school district. The criteria for a student to earn a varsity letter in the school-sponsored, interscholastic extracurricular activity shall be approved by the Superintendent or designee.

Nothing in N.J.S.A. 18A:42-7 or this Policy shall be construed to require the school district to award varsity letters or to establish any school-sponsored, interscholastic extracurricular activity.

N.J.S.A. 18A:42-7

Adopted:



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Purchase of Food Supplies
Mar 87
Dec 12
M

[See POLICY ALERT Nos. 162 and 198]

6480 PURCHASE OF FOOD SUPPLIES

The Board of Education authorizes the purchase of certain food supplies without ~~resort to~~ advertising for bids.

For the purpose of this policy, "food supplies" means only those supplies that are to be eaten or drunk and those substances that may enter into the composition of a food in the operation of a school cafeteria or in a home economics class.

The Board of Education authorizes the _____ School Business Administrator/Board Secretary or designee to ~~may~~ purchase all food supplies ~~with or~~ without advertising for bids in accordance with N.J.S.A. 18A:18A:5 and N.J.A.C. 6A:23A-16.5 et seq. ~~6A:23-2.6(c), except the following food supplies which will be purchased in accordance with N.J.S.A. 18A:18A-4 et seq. and N.J.S.A. 18A:18A-6:~~

(List food supplies to be bid):

The School Business Administrator/Board Secretary or designee _____ shall obtain price quotations for all food supplies purchased without advertising for bids in accordance with N.J.A.C. ~~6A:23-2.6 et seq.~~ 6A:23A-16.5 et seq.



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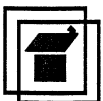
FINANCES
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Purchase of Food Supplies

Vendors interested in providing food supplies to the school district shall submit a written request to the School Business Administrator/Board Secretary or designee to receive specifications for food supplies to be purchased by the school district. The School Business Administrator/Board Secretary or designee will maintain a list of interested vendors and will mail specifications for food supplies to those vendors who requested such specifications.

Each time a purchase of food supplies is to be made, the School Business Administrator/Board Secretary or designee shall solicit quotations from interested, eligible vendors. Quotations for fresh or frozen fruits, vegetables, and meats need not be solicited more than once in any two week period.

The School Business Administrator/Board Secretary or designee shall provide definite and uniform specifications governing setting standards of quality shall be given to each eligible interested vendor from whom quotations are solicited. Specifications for food supplies will indicate a time in which all quotations must be submitted to the school district for consideration. Opportunity shall be provided to as many responsible suppliers as possible to do business with the district. Lists of potential suppliers for various types of foods shall be maintained, and quotations shall be solicited in accordance with N.J.S.A. 18A:18A-4 et seq. Food purchases up to \$250 in any one month may be made without solicitation of quotations provided that the purchaser files a statement indicating the reason why quotations could not be obtained.

All quotations from interested, eligible vendors will be evaluated by the School Business Administrator/Board Secretary or designee. Food supplies shall be purchased from the vendor who submits the lowest quotation, except that food supplies may be purchased from another vendor who submitted a quotation when the _____ School Business Administrator/Board Secretary or designee can justify the purchase has reason to justify the purchase at a higher price. Any such justification, together with all quotations received, shall be kept in permanent record form, attached to the purchase order and available to school officials, the Board, and the State Department of Education for a minimum of three years following the purchase. The Board shall offer a hearing to any unsuccessful vendor whose quotation for food supplies was lower than the quotation accepted.



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FINANCES

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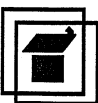
Purchase of Food Supplies

The School Business Administrator/Board Secretary or designee may purchase food supplies for any school cafeteria or home economics class to the extent of not more than \$500.00 any month without soliciting quotations provided the School Business Administrator/Board Secretary provides a written signed statement filed with the invoice indicating the reason why quotations could not be obtained. The signed statement filed with the invoice shall be retained for review and audit.

Nothing in this Policy shall prevent the Board from purchasing food supplies by advertising for bids and awarding contracts in accordance with N.J.S.A. 18A:18A-4.

N.J.S.A. 18A:18A-4 et seq.; 18A:18A-5a.(6); 18A:18A-6
N.J.A.C. ~~6A:23-2.6~~ 6A:23A-16.5

Adopted:



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Bed Bugs
May 17

[See POLICY ALERT No. 212]

7424 BED BUGS

The Board of Education is concerned for students who may have bed bugs in their home with the potential for these students to bring bed bugs into the school building. Bed bugs can be transmitted from one location to another in backpacks, clothing, books, and other items. A bed bug infestation is unlikely in a school and the Board adopts this Policy as a proactive action to prevent infestation and to stop bed bugs from spreading within the school setting if a bed bug is transmitted into a school.

Bed bugs are parasitic insects that feed exclusively on blood and are mainly active at night, but are not exclusively nocturnal. A common bed bug prefers human blood and typically feeds on their hosts without being noticed. Bed bugs are not known to transmit disease, but cause reasonable distress and health concerns for many people. The presence of bed bugs in a home does not mean the home is unclean, bed bugs can be found in any home.

Bed bugs typically do not infest people as they hide during the day and come out during the night. Bed bugs are attracted to humans primarily by carbon dioxide, warmth, and by some chemicals. Bed bugs prefer exposed skin, preferably the face, neck, and arms of a sleeping person. Bed bug bites may lead to a range of skin manifestations from no visible effects to prominent blisters. The bite usually produces a swelling with no red spots, but when many bugs feed on a small area, reddish spots may appear after the swelling subsides. Effects also may include skin rashes, psychological effects, and allergic symptoms.

Any staff member who observes what may be bed bug bites on a student shall send the student to the school nurse. The school nurse shall examine the student to determine if there are any bed bugs present on the student or if the bites may be bed bug bites. The school nurse will inform the Principal and contact the student's parent on the results of the examination.

In the event the school nurse observes what appears to be a bed bug on the student or on the student's possessions, the school nurse will inform the Principal who will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present in the classroom area. If a licensed pest management professional cannot complete an inspection within twenty-four hours of the request from the school district, the district custodial staff will vacuum the student's classroom(s) with a vacuum cleaner using a new vacuum cleaner bag and when finished the staff member shall



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Bed Bugs

seal the bag and discard it in a receptacle outside the school building. If the vacuum does not have a bag, the contents of the vacuum shall be emptied into a secure plastic bag, sealed, and discarded into a receptacle outside the school building. The Principal shall determine if the classroom(s) should be occupied by staff and students until the inspection by a licensed pest management professional is conducted.

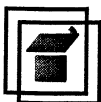
In the event the inspection determines bed bugs are in the school, the area(s) where bed bugs have been found or could be found will be treated by a licensed pest management professional.

The parent of any student who is found to have a live bed bug on them will be contacted by the school nurse and the parent will be required to pick-up their child to arrange for the child to return home to change clothes and to inspect any items the student brings to school. Upon the student's return to school, the student will be required to report to the school nurse who will examine the child and the child's possessions. If there are no signs of bed bugs on the student or in or on the student's possessions, the student will be able to resume their school day. The school nurse may determine to examine the child subsequent to their initial return to school to ensure the student and possessions are free of bed bugs. In the event the nurse finds live bed bugs on the student or in or on the student's possessions upon the student's initial return to school, or upon any subsequent examination by the school nurse, the school nurse will contact the parent and require the parent to pick-up the student from school.

The Principal, in consultation with the school nurse, will determine if the parents of other students should be informed of the presence of bed bugs in an area of the school where their child may have been or is during the school day. This determination will be made on a case-by-case basis. Parents of other students may not be informed if bed bugs are found on a student or in or on the student's possessions, and are not found in the school building. The school district will comply with all notification requirements and other requirements of the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

Any student suspected of having bed bugs in their home or on or in their possessions will be treated with discretion, dignity, and respect. The district will offer the student counseling, if needed. The Principal or designee will work sensitively with parents of any student living in an infested home to develop strategies for preventing the further spread of bed bugs.

Adopted:



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Lead Testing of Water in Schools
Dec 17

[See POLICY ALERT No. 214]

7425 LEAD TESTING OF WATER IN SCHOOLS

The health, safety, and welfare of the children in the school district are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board of Education shall provide, in accordance with N.J.A.C. 6A:26-12.4, testing for lead in all district sources of drinking water.

The Board shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has or may have access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017, unless the district qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(d)(h)(i). This testing shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, 2, and 3, and shall be in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1.

Within twenty-four hours after the Board or designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This notification shall include: a description of the measures taken by the Board or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; the measures taken to ensure that alternate drinking water has been made available to all students and staff members; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2. After the initial screening, the Board will conduct these lead screenings every six years and shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4(f)1 and 2.



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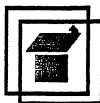
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Lead Testing of Water in Schools

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the school district completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4(g).

The Board may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4(j).

N.J.S.A. 58:12A-1 et seq.
N.J.A.C. 6A:26-12.4

Adopted:



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School District Provided Technology Devices to
Staff Members

Jun 13

[See POLICY ALERT No. 199]

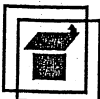
7522 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STAFF MEMBERS

The Board of Education may provide technology devices to staff members for the express purpose of enhancing productivity and improving operational efficiency. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to staff members. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to staff members to be used in their school business related responsibilities.

A technology device provided by the school district to a staff member may include pre-loaded software. A staff member shall not download additional software onto the technology device or tamper with software included on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device. A staff member(s) will be designated to administer and implement the issuance of school district technology devices to staff members.

In the event the Board of Education provides a technology device to a staff member, the staff member shall be required to sign an agreement with the Board of Education requiring the staff member to comply with certain provisions. These provisions may include, but are not limited to:

1. A technology device provided to a staff member shall be used for the sole and express purpose of conducting official school district business;
2. Use of all such devices is subject to the school district's acceptable use of technology policies and any other Board policies regarding appropriate and acceptable conduct by a staff member;



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School District Provided Technology Devices to Staff Members

3. All technology devices are considered the personal property of the Board of Education and shall be returned upon termination of employment with the school district or immediately upon request by the Superintendent of Schools or designee;
4. Technology devices provided by the school district to staff members may include the school district's software image and pre-loaded software for specific tasks. The installation of other software images or software on such technology devices may only be done by school district authorized staff members;
5. Staff members that are provided technology devices are expected to take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use of such technology devices. These appropriate measures and precautions for school district provided technology devices to staff members shall include, but are not limited to, the following:
 - a. Keep the technology device in a locked and secured environment when not being used;
 - b. Do not leave the technology device in a vehicle for prolonged periods of time, especially in extreme temperatures;
 - c. Keep food and drinks away from all technology devices and work areas;
 - d. Prohibit the use of any technology device by any other person except as authorized by the Superintendent or designee;
 - e. Do not leave the technology device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office); and
 - f. Keep the technology device in sight at all times while in public places, such as public transportation, airports, restaurants, etc.



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School District Provided Technology Devices to
Staff Members

6. Should the staff member have reason to believe the technology device may have been stolen, the staff member must:
 - a. Immediately report the incident to his/her immediate supervisor;
 - b. File an official police report documenting the theft; and
 - c. Provide a copy of the police report to his/her immediate supervisor.

If a staff member fails to adhere to these procedures, the staff member will be held legally and financially responsible for the replacement of such technology device. A staff member may be financially responsible for the loss or damage of a technology device;

7. A staff member must contact the district designated staff member in the event the technology device is not functioning properly or for repairs and/or required maintenance;
8. The Board of Education is under no legal, financial, or other obligation to provide a replacement technology device to any employee whose device is lost, stolen, or damaged;
9. Any technology device provided to a staff member is the property of the Board of Education. As such, the staff member shall have no expectation of privacy in the use of such device. The technology device may have security settings, monitoring or auditing software, tracking technology, and any other software that could monitor the use of the technology device;
10. The staff member(s) designated to administer and implement the issuance of technology devices to staff members shall:



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School District Provided Technology Devices to Staff Members

- a. Maintain direct oversight of the inventory of devices, service contracts, agreements, and internal controls for all school district provided technology devices provided to staff members; and
 - b. Ensure compliance with regulatory policies and procedures as applicable.
11. Any violation of Board of Education policies or procedures including, but not limited to, school district provided technology devices to staff members; acceptable use of computer networks, computers, and resources; and/or inappropriate staff conduct may result in appropriate disciplinary action.
 12. Other - _____

 13. Other - _____

 14. Other - _____

A copy of this Policy shall be attached to the agreement that shall be signed by any staff member who receives a technology device in accordance with the provisions of this Policy.

Adopted:



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School District Provided Technology Devices to Pupils

Jun 13

[See POLICY ALERT No. 199]

7523 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

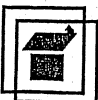
The Board of Education may provide technology devices to pupils in the district school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;



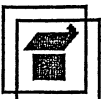
POLICY GUIDE

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School District Provided Technology Devices to Pupils

2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;
6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
7. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;



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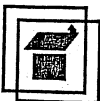
School District Provided Technology Devices to Pupils

9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.
13. Other - _____

14. Other - _____

15. Other - _____

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent



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School District Provided Technology Devices to Pupils

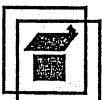
acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 – “The Anti-Big Brother Act”

Adopted:



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OPERATIONS
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Records Retention
Feb 17

[See POLICY ALERT No. 211]

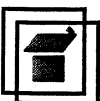
8350 RECORDS RETENTION

The New Jersey Department of the Treasury - Records Management Services places all public records on Records Retention Schedules that list the minimum legal and fiscal time periods public records must be retained by State and local governmental and educational agencies. Records Management Services determines these retention periods in conformance with State and Federal codes, regulations, and statutes of limitation. Final approval of the schedules comes from the State Records Committee, which is comprised of representatives of the Attorney General, State Treasurer, State Auditor, Director of Local Government Services, and the director of the division.

Part and parcel to a good records management program is the timely destruction of records once their retention period has expired. This pertains to the destruction of paper records as well as those that are microfilmed, have been imaged, or are electronic. Unique records disposal request (such as the disposal of fire damaged records which have not yet outlived their retention period) require specific authorization from the State Records Committee.

As per the Destruction of Public Records Act of 1953 (P.L. 1953, c. 410), the Board of Education must receive prior written authorization from Records Management Services to dispose of their public records regardless of the medium in which the information is maintained. Authorization to dispose public records shall be submitted electronically by the school district custodian of such records to Records Management Services. Records must be retained in accordance with the Records Retention Schedules and shall not be disposed until approval for such disposal is obtained from Records Management Services.

Adopted:



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OPERATIONS

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School Nutrition Programs Free and Reduced

Rate Meals

Jul 15

[See POLICY ALERT Nos. 96 and 206]

8540 SCHOOL NUTRITION PROGRAMS FREE AND REDUCED RATE MEALS

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program. ~~of good nutrition to each student's educational performance and directs that needy students be provided with lunch~~

Optional

~~[and breakfast]~~

~~at reduced rates or free of charge.~~

The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.

Students ~~may shall~~ be eligible for free or reduced rate pricing meals ~~who would not otherwise receive proper nourishment in accordance with the requirements of the program operating in the school district.~~ Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.



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School Nutrition Programs Free and Reduced Rate Meals

~~The Board designates the _____ to determine, in accordance with standards issued annually by the State Department of Education, the students eligible for free or reduced rate meals.~~

~~The Superintendent or designee shall annually notify all parents of all children interested persons in the school district of the availability, eligibility requirements, and application procedures for free or and reduced rate price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture by the distribution of an application for such meals to the family of each student enrolled in the district, by placing a notice in the Board's official newspaper, and by informing appropriate municipal agencies and community organizations.~~

~~The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student's eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.~~

~~A parent(s) or legal guardian(s) who so may requests a household application and instructions from the Principal of their child's school shall be given an application form and at least two weeks to prepare and submit the form. A household application must be completed before eligibility is determined. Where necessary, the Principal or the Principal's designee shall assist the applicant in the preparation of the household application form.~~

~~Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of the receipt of the completed application. The student's eligibility shall be determined and the applicant shall be notified of that determination in writing within _____ working days of the receipt of the application. Any student found eligible shall be offered free or reduced price rate meals or free milk immediately upon the establishment of his/her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.~~



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School Nutrition Programs ~~Free and Reduced~~
~~Rate Meals~~

A denial of eligibility for free or reduced price rate meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's applicant's right to appeal the denial, and the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and at the convenience of the parent applicant and before a hearing officer other than the school official who denied the application; the parent's applicant's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary _____. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price rate meals will be protected, and they Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the, Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).



POLICY GUIDE

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School Nutrition Programs ~~Free and Reduced~~ Rate Meals

~~The Superintendent shall develop regulations to implement this policy and shall seek out and apply for such Federal, State, and local funds as may be applied to the district's program of free and reduced rate meals.~~

7 C.F.R. 210.1 et seq.
N.J.S.A. 18A:33-5; 18A:58-7.2
N.J.A.C. 2:36

Adopted:



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OPERATIONS

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Outstanding Food Service Charges

Mar 16

[See POLICY ALERT Nos. 206 and 208]

8550 OUTSTANDING FOOD SERVICE CHARGES

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide the student with breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast/lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears, the Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student

[Select one option

will not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice.

will be provided a basic lunch that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture beginning the eighth calendar day from the date of the second notice.]

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter. ~~In the event the parent refuses to meet with the Principal or designee or is unable to resolve the matter the Principal or designee will report the parent's failure to provide breakfast or lunch, as applicable, for the child, to the New Jersey Department of Children and Families, Division of Child Protection and Permanency.~~



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Outstanding Food Service Charges

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

The This provisions of N.J.S.A. 18A:33-21 and this Policy will be made available to parents of all children in the school district in a manner as determined by the Superintendent.

N.J.S.A. 18A:33-21

Adopted:



POLICY GUIDE

COMMUNITY
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Use of Electronic Signatures
Dec 17

[See POLICY ALERT No. 214]

9242 USE OF ELECTRONIC SIGNATURES

The New Jersey Uniform Electronic Transactions Act (UETA) authorizes a Board of Education to use electronic forms, filings, and signatures to conduct official business with the public. The use of electronic forms, filings, and signatures may save school district resources and will provide a convenient and cost-efficient option for parents to receive, review, and acknowledge receipt of information from the school district. Therefore, the Board of Education authorizes the use of electronic forms, filings, and signatures in communications between the school district and parents pursuant to the UETA.

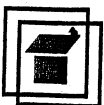
For the purposes of this Policy, “electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

For the purposes of this Policy, “electronic record” means a record created, generated, sent, communicated, received, or stored by electronic means.

For the purposes of this Policy, “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

For the purposes of this Policy, “information processing system” means an electronic system for creating, generating, sending, receiving, storing, displaying, or processing information.

The school district may electronically send documents to parents of students enrolled in the school district. These documents may include, but are not limited to: informational notices; school or school related events or activities; periodic updates on a student’s progress; school district forms; requests for information; and any other communications between the school district and home. Some documents electronically sent to parents may require the parent to: acknowledge receipt of a document; provide parental consent for such matters as student compliance with the district’s acceptable use of school district computers and administration of surveys; and/or acknowledge receipt and acceptance of terms of a Board of Education policy, regulation, or practice. Any document sent to parents of students enrolled in the school district must be capable of retention by the recipient. To be capable of retention, the recipient at the time of receipt, must



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Use of Electronic Signatures

be able to retain and accurately reproduce the document for later reference by all persons who are entitled to retain the record. A record is not capable of retention by the recipient if the sender of its information processing system inhibits the ability of the recipient to print or store the electronic record.

The Board of Education authorizes documents may be electronically sent to parents of students enrolled in the school district only with the approval of the Superintendent of Schools. The Superintendent shall establish an information processing system to include a process for parents to electronically send, sign, and return documents to the school district. The school district shall make accommodations for a parent who is unable or unwilling to conduct business electronically. In addition, a parent may refuse to conduct business electronically for any reason and at any time. In this event, the school district shall make available a hard copy of the document(s) to the parent to review, maintain, and any document(s) requiring signatures to be returned to the district. The Superintendent will only implement an information processing system in accordance with the provisions of the UETA.

Documents that are electronically signed and returned to the school district may be maintained by the school district in electronic or non-electronic form. Documents returned to the district that are not electronically signed shall be maintained by the district in non-electronic form. However, nothing shall prevent the school district from converting a non-electronic document to an electronic document and for such document to be stored in electronic form. All electronic or non-electronic documents returned to the school district shall be maintained by the school district in accordance with the New Jersey Department of the Treasury - Records Management Services - Records Retention Schedules and in accordance with N.J.S.A. 12A:12-12.

N.J.S.A. 12A:12-1 et seq.

Adopted:



POLICY GUIDE

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Gifted and Talented Students
Feb 17
M

[See POLICY ALERT Nos. 95, 153, 161, 164, and 211]

2464 GIFTED AND TALENTED STUDENTS

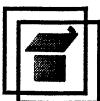
The Board of Education recognizes its responsibility to identify gifted and talented students within the school district and to provide these students **with** appropriate instructional adaptations and services. To that end, the Board directs each such student in the school district be identified and offered an appropriate educational program and services.

For purposes of this Policy, “gifted and talented students” **means** ~~will be defined as those exceptionally able~~ students who possess or demonstrate high levels of **ability** ~~abilities~~, in one or more content areas, when compared to their chronological peers in the district and who require modification of their educational program if they are to achieve in accordance with their capabilities.

The ~~Board~~ **Superintendent** will develop appropriate curricular and instructional modifications ~~to be used for~~ gifted and talented students indicating content, process, products, and learning environments.

The Superintendent will develop procedures, ~~using multiple measures~~, for an ongoing **Kindergarten through grade twelve** identification process and ~~appropriate educational challenges for~~ gifted and talented students ~~initiated in Kindergarten and reviewed annually through grade twelve~~ **that includes multiple measures. Multiple measures may include, but are not limited to: achievement test scores; grades; student performance or products; intelligence testing; parent, student, and/or teacher recommendation; and other appropriate measures.** The identification methodology will be developmentally appropriate, non-discriminatory, and related to the programs and services offered by the district. ~~The~~ **These identification** procedures will be reviewed annually.

The Superintendent will take into consideration the Pre-Kindergarten through Grade Twelve Gifted Programming Standards of the National Association for Gifted Children in developing programs for gifted and talented students. The educational program offered to gifted and talented students will encourage and challenge them in the specific areas of their abilities, but will not replace the basic instructional program of the various grades of this district. The program offered to a gifted and talented students may **be include,**



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Gifted and Talented Students

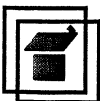
but are not limited to: pull-out programs; classroom differentiated instruction; acceleration; flexible pacing; compacted curricula; distance learning; advanced classes; or individual programs infused into the student's regular instructional program, provided that a written description of the infusion has been prepared and filed in the student's record.

Programs for the gifted and talented **students** will be periodically evaluated for their continuing efficacy and adjusted accordingly.

The parent(s) or legal guardian(s) of any student identified as gifted or talented shall be consulted regarding any program designed to address the student's particular needs.

N.J.S.A. 18A:61A-2; 18A:35-4.16
N.J.A.C. ~~6:37-1.1~~; 6A:8-1.3; 6A:8-3.1(a)5-
P.L. 108-382, Sec. 10201 et seq.

Adopted:



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2622/page 1 of 3
Student Assessment
Jun 16
M

[See POLICY ALERT Nos. 120, 135, 147, 153, 168, 170, 197, 205 and 209]

2622 STUDENT ASSESSMENT

The Commissioner of Education shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:8-4.1 et seq. The Board of Education is required to administer the applicable Statewide assessments according to the schedule prescribed by the Commissioner.

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

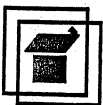
The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

Statewide Assessment System

The Superintendent of Schools shall develop and annually present to the Board for its approval an assessment program that complies with the rules of the State Board of Education.

Test Administration Procedures and Security Measures

All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.



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Student Assessment

Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student achievement after administration of each test in accordance with the provisions of N.J.A.C. 6A:8-4.2. The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. Information regarding individual student test scores shall only be released in accordance with Federal and State law.

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education as required by the New Jersey Department of Education. The Board will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.23. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below established levels of student proficiency in any content area either on Statewide or local assessments. All students are expected to demonstrate the knowledge and skills of the Core Curriculum Content Standards as measured by the Statewide assessment system.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the Core Curriculum Content Standards as measured by the Statewide assessment system. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.



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2622/page 3 of 3
Student Assessment

Student Accommodations/Modifications

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the Individualized Educational Plan (IEP) or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1.

N.J.S.A. 18A:7C-1

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;
6A:14-4.10

Adopted:



POLICY GUIDE

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2700/page 1 of 6
Services to Nonpublic School Students
Jul 17
M

[See POLICY ALERT Nos. 111, 120, 142, 144, 147, 165 and 213]

2700 SERVICES TO NONPUBLIC SCHOOL STUDENTS

The Board of Education shall provide, in accordance with law and to the limit of State aid available for such purposes, services to students enrolled in nonpublic schools located within this school district in which a child may legally fulfill compulsory school attendance requirements and which complies with Title VI of the Civil Rights Act of 1964.

For the purpose of this Policy, "district of attendance" shall mean the school district in which the nonpublic school is located.

- A. Special Education and Related Services - N.J.S.A. 18A:46-19; N.J.S.A. 18A:46A-1; N.J.A.C. 6A:14-6

The Board of Education of the district of attendance, as required by Federal law and regulation under Part B of the Individuals with Disabilities Education Act (IDEA), shall provide a genuine opportunity for the equitable participation of students with disabilities who are enrolled in nonpublic schools or early childhood programs by their parents. The district of attendance shall make the final decisions with respect to the services to be provided to eligible students with disabilities enrolled in nonpublic schools or early childhood programs. Services shall be provided only upon the written consent of the parent and shall be provided in a location determined by the Board pursuant to N.J.S.A. 18A:46-19.5. The district of attendance shall spend an amount of money equal to a proportionate amount of Federal funds available under Part B of the IDEA for the provision of services to students with disabilities who are attending nonpublic schools.

The district of attendance, after timely and meaningful consultation with representatives of the nonpublic school, shall undertake a child find process in accordance with IDEA and its implementing regulations to determine the number of parentally placed children with disabilities attending nonpublic schools located within the district. As part of the child find process the district shall consult with private school representatives and representatives of parents of parentally placed nonpublic school children with disabilities in the design and development



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Services to Nonpublic School Students

of special education and related services for such children in accordance with N.J.A.C. 6A:14-6.1(c)1. Furthermore, services may be provided by district personnel or through contracts with individuals, approved clinics, or agencies. In addition, services provided shall be secular, neutral, and non-ideological. Those procedural safeguards available to nonpublic school students with disabilities and their parents as specified by Federal law and rules under Part B of the IDEA shall apply in accordance with N.J.A.C. 6A:14-6.1(e).

If a nonpublic school student with a disability will receive special education or related services from the district, the district shall initiate and conduct meetings according to N.J.A.C. 6A:14-2.3(k) to develop, review, and revise a service plan for the student and ensure a representative of the nonpublic school or early childhood program attends each meeting pursuant to N.J.A.C. 6A:14-6.1(f)2.

The Board shall provide for the services of a certified speech-language specialist for each child attending a nonpublic school located in the school district and classified pursuant to N.J.S.A. 18A:46-8 as requiring the services of a certified speech-language specialist. Services for children enrolled in nonpublic schools shall be provided only upon the consent of the parent or guardian and shall be provided in a location determined by the Board pursuant to rules and regulations of the State Board of Education. The Board shall provide for such transportation and maintenance and the cost shall be paid from State aid received by the district in accordance with N.J.S.A. 18A:46-19.6. Contracts for speech correction services shall be in accordance with N.J.S.A. 18A:46-19.7. Costs and provisions for speech correction services shall be managed in accordance with N.J.S.A. 18A:46-19.7 and N.J.S.A. 18A:46-19.8.

The Board shall provide for the receipt of auxiliary services by children between the ages of five and twenty residing in the State and enrolled full-time in a nonpublic school located in the district in accordance with N.J.S.A. 18A:46A-3. Auxiliary services shall mean compensatory education services for the improvement of students' communication skills; supportive services acquiring communication proficiency in the English language for children of limited English-speaking ability; and home instruction services. Services for children enrolled in nonpublic schools shall be provided only upon the consent of the parent and in a location



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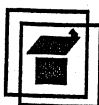
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determined by the Board pursuant to rules and regulations of the State Board of Education. The cost of transportation for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-6. Contracts for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-7. Cost limitations for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-8. Calculation of the costs by the Commissioner shall be managed in accordance with N.J.S.A. 18A:46A-9.

B. Health Services - N.J.S.A. 18A:40-23 through 31; N.J.A.C. 6A:16-2.5

The Board shall provide nursing services for students who are enrolled full-time in a nonpublic school located in their district pursuant to N.J.S.A. 18A:40-23. The services shall include assistance with medical examinations; including dental screening, conducting screening of hearing examinations, the maintenance of student health records, and notification of local or county health officials of any student who has not been properly immunized; and conducting examinations of students between the ages of ten and eighteen for the condition known as scoliosis. The Board shall adopt written policies and procedures extending the emergency care provided to public school students to those students who are enrolled full-time in the nonpublic school or are injured or become ill at school or during participation on a school team or squad in accordance with N.J.A.C. 6A:16-2.5(b).

Nursing services funded by the Board pursuant to N.J.S.A. 18A:40-23 et seq. shall be provided by a registered nurse licensed by the New Jersey State Board of Nursing who is an employee of the school district or a third-party contractor or is an independent contractor. The Board shall either employ a qualified independent contractor to provide nursing services or shall contract, pursuant to N.J.S.A. 18A:40-28, with other district Boards of Education or with a public or private agency approved by the Commissioner to provide nursing services, pursuant to N.J.A.C. 6A:14-5.2. Prior to any change in the provision of nursing services, the Board shall provide timely and meaningful consultation with appropriate nonpublic school representatives, including parents, pursuant to N.J.S.A. 18A:40-28.



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The nursing services provided to nonpublic school students shall not include instructional services in accordance with N.J.A.C. 6A:16-2.5(f). A nonpublic school may decline nursing services required or permitted by submitting to the district of attendance notification in accordance with N.J.A.C. 6A:16-2.5(g). A student who is enrolled in a nonpublic school and whose parent objects to the student receiving any service provided under N.J.A.C. 6A:16-2.5 shall not be compelled to receive the service except for a physical or medical examination to determine whether the student is ill or infected with a communicable disease pursuant to N.J.S.A. 18A:40-30.

The Board of Education shall provide health services based upon the following: the funding for services shall be based upon the nonpublic school enrollment on the last school day prior to October 16 of the preceding school year; a report provided to the New Jersey Department of Education (NJDOE) by the district of attendance or nonpublic school that includes the nonpublic school enrollment on the last school day prior to October 16 of the preceding school year; and the funds expended by the district of attendance for administrative costs shall be limited to the actual costs or six percent of the funds allocated annually for each participating nonpublic school, whichever is less. Administrative costs shall include, but not be limited to, the costs related to the district of attendance annual consultation, bidding, program and contract management, and oversight and quality control.

The Superintendent or designee of the district of attendance in which a nonpublic school is located shall confer annually with the administrator of the nonpublic school for the following purposes: to advise the nonpublic school of the amount of funds allocated to it by the NJDOE for the provision of health services for full-time students enrolled in the nonpublic school; to agree on the basic health services that shall be provided; the additional medical services, equipment, or supplies that may be provided as set forth in N.J.S.A. 18A:40-23 et seq.; to discuss the criteria to be used in the selection of a nursing service provider by the district of attendance for the nonpublic school; and to ascertain the level of satisfaction of the nonpublic school with the current nursing service provider. If the Superintendent or designee and the nonpublic school administrator cannot reach agreement regarding the health services and additional medical services to be provided, the County Office of Education shall provide



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assistance; to assure that a description of the provision of nursing services is reflected in the nursing services plan of the district of attendance; and to ensure nonpublic school students in the district of attendance who are knowingly without medical coverage have access to the New Jersey FamilyCare program and to make information accessible regarding the program to the nonpublic school students, pursuant to N.J.S.A. 18A:40-34. The Superintendent or designee must submit a report to the Executive County Superintendent on or before October 1 annually in accordance with N.J.A.C. 6A:16-2.5(k).

C. Textbook Aid to Public and Nonpublic Schools - N.J.S.A. 18A:58-37 et seq.; N.J.A.C. 6A:23A-20 et seq.

N.J.S.A. 18A:58-37.3 requires the Board in which a nonpublic school is located to purchase and to loan, without charge, upon individual requests, textbooks to students in the nonpublic school or schools located within the district of attendance when such students are residents of the State. The Board shall not be required to expend funds for the purchase and loan of textbooks in excess of the amounts provided in State aid. Students who are enrolled in a nonpublic school whose parents do not maintain a residence in this State are not eligible to receive such textbooks. Students who are enrolled in a nonpublic school whose tuition is paid by the district of attendance are not eligible to receive such textbooks. The Board shall distribute to all students on an equitable basis existing book stocks and newly purchased textbooks purchased pursuant to N.J.S.A. 18A:58-37.1 et seq. The Board shall not discriminate against students in either public or nonpublic schools.

An individual written request for the loan of textbooks shall be signed by the parent(s) of nonpublic school students and shall be submitted directly to the Board of the district of attendance or may be forwarded collectively by the nonpublic school. Requests must be received by the Board by March 1 preceding the school year. All individual requests must be made in accordance with N.J.A.C. 6A:23A-20.3.

In accordance with N.J.A.C. 6A:23A-20.4, all textbooks purchased under the provisions of N.J.S.A. 18A:58-37.1 et seq. shall remain the property of the district which shall indicate such ownership in each book by a label. The Board shall be responsible for the receipt of the textbooks from the



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vendor and inventory of such textbooks. The Board may require that the textbooks be returned to the district at the end of the school year or may enter into agreements with the nonpublic schools to store such books. In the event of such an agreement, the Board shall not pay storage charges of any kind to a nonpublic school for this service.

The Board's accounting entries in relation to expenditures for the purchase of textbooks shall be managed in accordance with N.J.A.C. 23A-20.5.

N.J.S.A. 18A:40-23 through 31; 18A:46-19; 18A:46A-1; 18A:58-37 et seq.
N.J.A.C. 6A:14-6; 6A:16-2.5; 6A:23A-20 et seq.

Adopted:



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TEACHING STAFF MEMBERS

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Creating Positions

Jun 16

[See POLICY ALERT Nos. 96, 172 and 209]

3111 CREATING POSITIONS

The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public schools.

The Board shall, **upon the Superintendent's recommendation**, create new positions as they are required, and approve job titles and job descriptions, and specify the number of positions required to staff adequately each employment category. ~~Job descriptions shall be prepared in accordance with Policy No. 1400.~~ The job description Board shall, on a careful review of the position, establish outline the background experiences and personal qualities, if any, to be required of candidates or preferred among applicants for a particular position. Any such local qualifications shall be flexibly applied.

The Superintendent shall recommend to the Board such new positions or additions to existing employment categories as may be required by the specific instructional needs of students of the district and each school within the district.

In accordance with the provisions of N.J.A.C. 6A:9B-5.5, titles assigned to teaching staff members shall be recognized by the New Jersey Department of Education. The Department of Education shall maintain and make available a list of approved job titles with corresponding authorized certificates. In the event the Board desires to use an unrecognized title, or if a previously established unrecognized title exists, the Board, prior to appointing a candidate, shall submit to the Executive County Superintendent a written request, including a detailed job description, for permission to use the proposed title. The Executive County Superintendent shall exercise discretion regarding approval of the request and shall determine the appropriate certification and title for the position. Positions shall, to the maximum extent possible, conform to certification regulations of the State Board of Education. ~~When district organization requires the creation of a nonconforming, unrecognized position, the approval of the Executive County Superintendent shall be sought before the position is filled.~~



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Creating Positions

The Executive County Superintendent shall review annually all previously approved unrecognized position titles and shall determine whether the titles will be continued for the next school year. Decisions rendered by the Executive County Superintendent regarding titles and certificates for unrecognized positions shall be binding upon future seniority determinations on a case-by-case basis.

N.J.S.A. 18A:16-1; 18A:28-1 et seq.

N.J.A.C. ~~6A:9-5.1~~ **6A:9B-5.1**; ~~6A:9-5.5~~ **6A:9B-5.5**

Adopted:



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TEACHING STAFF MEMBERS

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Employment of Teaching Staff Members

Jun 16

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[See POLICY MEMO Nos. 35 and 74]

[See POLICY ALERT Nos. 79, 85, 95, 103, 116, 135, 149, 156,
166, 202 and 209]

3125 EMPLOYMENT OF TEACHING STAFF MEMBERS

The Board of Education believes it is vital to the successful operation of the school district that teaching staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district.

No teaching staff member shall be employed unless he/she is a holder of a valid certificate in accordance with the New Jersey Department of Education and applicable statutes and administrative codes. The Superintendent shall require proof of any candidate's certification or pending application for certification.

The Board will employ substitutes for absent teachers in order to ensure continuity in the instructional program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent teaching staff member.

In accordance with the provisions of N.J.S.A. 18A:16-1.1, the Board of Education will provide written notice to a teaching staff member, other than a per diem substitute, of his/her designation as a replacement when the teaching staff member has been designated or appointed by the Board to act in place of any officer or employee during an absence, disability, or disqualification of any such officer or employee subject to the provisions of N.J.S.A. 18A:17-13. Per diem substitutes shall also be informed in their notice of approval that their employment is as a replacement staff member.



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Employment of Teaching Staff Members

The Board may use a private contractor to secure a substitute teacher in accordance with N.J.A.C. 6A:9B-7.1(f) et seq.

The Board shall approve the employment, fix the compensation, and set the term of employment for each person employed in a summer school program. The Board will employ only those candidates recommended by the Superintendent. Service as a summer school teacher will not count toward the accrual of tenure or seniority.

The Superintendent shall recommend to the Board the employment of qualified coaches for the district's interscholastic and/or intramural athletic programs. The Board will employ as athletic coaches only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to students.

In accordance with the provisions of N.J.A.C. 6A:9B-5.16(a), any teaching staff member in the employ of the Board of Education shall be permitted to organize public school students for purposes of coaching or for conducting games, events, or contests in physical education or athletics. ~~In accordance with the provisions of N.J.A.C. 6A:9-5.18(b),~~ **The Superintendent may recommend to the Board the employment of a qualified candidate for an interscholastic athletic coaching position who is a holder of either a New Jersey teaching certificate or a substitute credential, pursuant to N.J.A.C. 6A:9-6.5 6A:9B-5.16(b),** to work in the interscholastic athletic program provided the position has been advertised. The twenty day limitation noted in N.J.A.C. 6A:9-6.5(b) **6A:9B-7.4(a)** shall not apply to coaching situations.

An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He/She shall be paid the stipend and no out-of-district athletic coach shall be eligible for tenure or for employment benefits.

An athletic trainer shall possess an educational services certificate issued by the State Board of Examiners pursuant to N.J.S.A. 18A:26-2.4 and 18A:26-2.5.

The Board of Education shall not employ for pay or contract for the paid services of any teaching staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that



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Employment of Teaching Staff Members

no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A teaching staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.



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Employment of Teaching Staff Members

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27.1 et seq.; 18A:27-4.1;
18A:27-7; 18A:27-8

N.J.S.A. 18A:54-20 [vocational districts]

N.J.A.C. ~~6A:9-5.18; 6A:9-5.19~~ **6A:9B-5.16; 6A:9B-7.4**

Adopted:



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Employment of Substitute Teachers
Jun 16

[See POLICY ALERT Nos. 193 and 209]

3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS

The Board of Education will employ substitutes in order to ensure continuity in the instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. ~~6A:9-6.5~~ **6A:9B-7.1 et seq.** All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A:6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b. and N.J.A.C. **6A:9B-7.4(c)**, a vacant teaching position ~~may only shall not~~ be filled in ~~any school year~~ by one or more individuals employed as substitute teachers and holding an **instructional certificate of eligibility (CE)**, ~~or a certificate of eligibility with advanced standing (CEAS), or standard certificate~~ issued by the New Jersey State Board of Examiners **with an endorsement within the scope of the subject being taught** and ~~working in an area authorized by their credentials~~ for **no more than a total amount of time exceeding sixty school instructional days in the same classroom per year.** **The sixty day limit may be extended if the Executive County Superintendent is notified of an extension by the school district which shall demonstrate:**



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Employment of Substitute Teachers

1. **The school district was unable to hire an appropriately certified teacher for the vacant position;**
2. **The school district is filling the position subject to the limitations in a local contract or N.J.A.C. 6A:9B-7.1; and**
3. **Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:**
 - a. **CE or CEAS holders obtain a provisional certificate;**
 - b. **CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate;**
 - c. **CE holders are accepted into a CE educator program and will begin coursework in the program's next available cohort.**

~~The Executive County Superintendent of Schools may grant an extension upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original sixty day time limit. In the event that one individual employed pursuant to this~~ **the provisions of N.J.S.A. 18A:16-1.1b.** is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.

In accordance with the provisions of N.J.S.A. 18A:16-1.1c. **and N.J.A.C. 6A:9B-7.4(b),** a vacant teaching position ~~may only shall not be filled in any school year by one or more individuals employed as substitute teachers and holding an instructional certificate of eligibility CE, or a certificate of eligibility with advanced standing CEAS, or a standard certificate issued by the New Jersey State Board of Examiners with an endorsement not within the scope of the subject being taught and working in an area not authorized by their credentials for no more than forty instructional days in the same classroom per year a total amount of time exceeding twenty school days.~~ **The Executive County Superintendent of Schools shall be notified by the Superintendent or**



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~~designee if a holder of an instructional CE or CEAS substitutes for more than twenty instructional days in the same classroom. may grant an extension of up to an additional twenty days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty day time limit.~~

~~In accordance with the provisions of N.J.S.A. 18A:16-1.1d., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a standard instructional certificate issued by the New Jersey State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding forty school days.~~

Holders of a career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5 shall be permitted to substitute for no more than forty instructional days in the same classroom per year in accordance with the provisions of N.J.A.C. 6A:9B-7.4(b)2.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a. and N.J.A.C. 6A:9B-7.4(a), a vacant teaching position **may only shall not** be filled in any school year by one or more individuals holding a substitute credential **or holding an administrative or educational services certificate without an instructional CE, CEAS, or standard certificate** issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for **no more than a total amount of time exceeding twenty instructional school days in the same classroom per year.** The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.;
18A:16-1.1c.; 18A:16-1.1d.

N.J.A.C. 6A:9B-7.1; 6A:9B-7.2; 6A:9B-7.3; 6A:9B-7.4; 6A:9B-7.5

Adopted:



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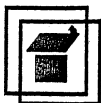
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Induction Program for Provisional Teachers
District Mentoring Program
Jun 16

[See POLICY ALERT Nos. 123, 125, 187 and 209]

3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS DISTRICT MENTORING PROGRAM

The Board of Education shall develop a district mentoring program to provide nontenured teachers, including novice professional teachers who hold ~~may~~ employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) with an induction to the teaching profession and to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals ~~after its~~ mentoring plan has been approved pursuant to N.J.A.C. 6A:9-8.4.

The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching. The Board of Education shall determine how each nontenured teacher in his or her first year of employment shall be provided with supports as outlined in N.J.A.C. 6A:9C-5.1(c). The Board shall provide an individual mentor to work one-on-one with a novice provisional teacher in accordance with N.J.A.C. 6A:9C-5.1(d). The Superintendent shall oversee the mentor selection process and ensure the individual mentor meets the minimum requirements required in N.J.A.C. 6A:9C-5.2(a). ~~State approved district training program shall provide essential knowledge and skills through training that includes on-going mentoring, observations and evaluations, formal instruction in professional education aligned with the Professional Standards for Teachers, and other provisions as outlined in N.J.A.C. 6A:9-8.3(b). The training may be provided by the school district or consortia of districts in conjunction with a college or university in accordance with N.J.A.C. 6A:9-8.4(e). The district or consortium shall submit a written plan for the department's approval. In the event that joint sponsorship with a college or university cannot be achieved, the department may authorize the district or consortium to provide the formal instruction independently or in joint sponsorship with a non-collegiate entity. The district or consortium's written plan shall include documentation of its efforts to secure college or university participation. In the event the district is unable to provide formal instruction to provisional teachers in their employ, the district may provide access to formal instruction through a network of Department of Education authorized providers.~~



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Induction Program for Provisional Teachers District Mentoring Program

In accordance with the provisions of N.J.A.C. 6A:9C-5.4, an approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9B-8.6, 8.7, and 8.9 for provisional Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-8 in their employ.

The district's local mentoring plan shall be in accordance with the requirements as outlined in N.J.A.C. 6A:9-8.4 6A:9C-5.1 et seq. All novice teachers are required to participate in a mentoring program that takes place over a period of thirty weeks for provisional teachers holding a CEAS and thirty four weeks for provisional teachers holding a CE. Provisional teachers shall participate for a proportionally longer period of time if in a part time teaching position. The mentoring program shall be implemented by the mentor teacher, supervised by the school Principal, and conducted within the parameters of a school district's local mentor plan and the requirements of N.J.A.C. 6A:9-8.3. In the event that no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional year of teaching in order to obtain standard certification shall be responsible for payment of mentoring fees during the provisional year. [Optional - The district may, at its discretion, pay all or part of the mentoring fee.]

A local Professional Development Committee shall be established pursuant to N.J.A.C. 6A:9-15.3(d) and this Committee shall develop a local mentor plan that includes the requirements as outlined in N.J.A.C. 6A:9-8.4(c). The Professional Development Committee shall submit the local mentor plan to the Board of Education for initial approval. The Professional Development Committee shall submit the addendum for the twenty day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1 to the Board of Education for initial approval and to the Executive County Superintendent for final approval. After plan review, the Board shall submit the plan to the Executive County Superintendent for final review and approval. The Executive County Superintendent shall notify the Department of Education of plan approval. Every three years, the district's mentor plan shall be revised and re-submitted to the Executive County Superintendent based on program evaluation.

The Superintendent of Schools or designee shall develop the district mentoring plan in accordance with the requirements outlined in N.J.A.C. 6A:9C-5.3 as part of the school district's professional development plan (PDP) pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.1 et seq.



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Induction Program for Provisional Teachers

District Mentoring Program

~~The Board of Education shall be responsible for the implementation of the local mentor plan and the district shall submit a report on the effectiveness of the local mentor plan to the Department on an annual basis. The report, using data collected on a Department of Education developed form, shall include program impact on job satisfaction, adequacy of time and training, and recommended program changes and additions. The district shall align the mentor plan with the Professional Standards for Teachers.~~

The Board of Education shall be responsible to budget any State funds appropriated for the novice teacher mentoring program **in accordance with the provisions of N.J.A.C. 6A:9C-5.1(f)**. The Board shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program. The Board of Education shall ensure that State funds shall be used for **one or more of the following**: stipends for mentor teachers;; the costs associated with release time;; substitutes for mentor teachers and novice teachers;; and/or professional development and training activities related to the program.

~~An appropriately certified Building Principal or administrative designee authorized to supervise instructional staff shall observe and evaluate the provisional teacher three times during the first year of mentoring for purposes of certification. All performance evaluations shall be aligned with the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3 and reported on State-developed forms. Performance evaluations for career and technical education teachers shall also include career and technical education knowledge and skills. Evaluations for a provisional teacher shall be completed in accordance with the requirements of N.J.A.C. 6A:9-8.6 6A:9B-8.6 et seq. Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.~~

~~Within thirty days after the conclusion of the State approved district training program, the Principal shall submit the final evaluation directly to the Secretary of the New Jersey State Board of Examiners that shall contain a recommendation regarding standard certification for each provisional teacher. The final evaluation~~



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Induction Program for Provisional Teachers

District Mentoring Program

~~for each provisional teacher shall include a recommendation of approved, insufficient, or disapproved. Candidates who receive a recommendation of "disapproved" or two recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations pursuant to N.J.A.C. 6A:9-17.18.~~

N.J.S.A. 18A:26-2; 18A:26-2a

N.J.A.C. ~~6A:9-8.3; 6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6;~~

~~6A:9-8.4; 6A:9C-5.1 6A:9-8.6; 6A:9-8.7~~

Adopted:



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Assaults on District Board of Education

Members or Employees

Jan 19

M

[See POLICY ALERT Nos. 158, 203 and 217]

5612 ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES

Any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.

A student, other than a student with a disability, who commits an assault as defined in N.J.S.A. 2C:12-1(a)1, shall be immediately removed from school consistent with due process procedures, pending a hearing pursuant to N.J.A.C. 6A:16-7.2 through 7.5. Nothing in N.J.S.A. 18A:37-2.1 or N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student. A student with a disability who commits an assault as defined in this Policy, shall be removed in accordance with N.J.A.C. 6A:14 and due process proceedings in accordance with N.J.A.C. 14-2.7 and 2.8.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(a), said proceedings shall take place no later than thirty calendar days following the day on which the student is suspended. The decision of the Board shall be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision. The provisions herein shall be construed in a manner consistent with 20 U.S.C. § 1400 et seq.

The Principal or designee shall remove, isolate, and place the student under the supervision of school staff until the student's parent or appropriate agency takes custody of the student. The Principal or designee will immediately report to the Superintendent the removal of the student and notify the student's parent of the removal action and the student's due process rights. The Principal or designee will notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.



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Assaults on District Board of Education
Members or Employees

In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the Principal shall file a written report of the alleged assault with the Superintendent. The Superintendent shall report the alleged assault to the Board at its next regular meeting; provided that the name of the student who allegedly committed the assault, although it may be disclosed to the Board members, shall be kept confidential at the public Board of Education meeting.

Any person who fails to file a report of an alleged assault as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 may be liable to disciplinary action by the Board.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.7 utilizing the ~~Electronic Violence and Vandalism Reporting System~~ **Student Safety Data System (SSDS)**, pursuant to N.J.A.C. 6A:16-5.3(e)1.

Policy and Regulation 5612, implementing the requirements of N.J.A.C. 6A:16-5.7, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-2.1

N.J.A.C. 6A:14-2.7; 6A:14-2.8; 6A:16-5.7; 6A:16-7.2; 6A:16-7.3; 6A:16-7.4;
6A:16-7.5

Adopted:



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Removal of Students for Assaults with
Weapons Offenses

Jan 19

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[See POLICY ALERT Nos. 203 and 217]

5613 REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

The Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding a student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

A student, other than a student with a disability, who commits an assault as defined above shall be immediately removed from the school's general education program for a period not exceeding one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9.1 *et seq.* **The Superintendent may modify on a case-by-case basis the removal of a general education student in accordance with N.J.A.C. 6A:16-5.6(b)1.** A student with a disability who commits an assault as defined above shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.6(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these offense(s), the student shall be immediately returned to the program for which he or she was removed.

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10.2, until placement is available.



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Removal of Students for Assaults with
Weapons Offenses

The Superintendent shall make the final determination on whether the general education student removed, in accordance with the requirements of N.J.A.C. 6A:16-5.6 and this Policy, is prepared to return to the general education program or will remain in an alternative education program or receive home or other out-of-school instruction based on the criteria outlined in N.J.A.C. 6A:16-5.6(i).

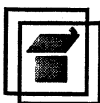
The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident and the circumstance surrounding the removal of students pursuant to N.J.A.C. 6A:16-5.6 utilizing the ~~Electronic Violence and Vandalism Reporting System~~ **Student Safety Data System (SSDS)**, pursuant to N.J.A.C. 6A:16-5.3(e)1.

This Policy and Regulation 5613, implementing the requirements of N.J.A.C. 6A:16-5.6, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.6; 6A:16-6.1 et seq.; 6A:16-7.1 et seq.;
6A:16-8.1 et seq.; 6A:16-9.1 et seq.; 6A:16-10.2

Adopted:



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Suspected Gang Activity
Jul 15

[See POLICY ALERT Nos. 176 and 206]

5615 SUSPECTED GANG ACTIVITY

Students that initiate, advocate, or promote **unacceptable activities or conduct**, openly or otherwise, and/or threaten the safety or well-being of others, disrupt the school environment and are harmful to the educational process in this school district. **This unacceptable conduct, including but not limited to, Any physical or verbal harassing, intimidating, or bullying conduct; unlawful use of force; threats; violence; or other violations of the school district's student code of conduct** by a student or group of students directed toward any school staff member or any other student or group of students anywhere on school grounds, at any school related or sponsored activity, on school buses, at school bus stops, and any other place where students are supervised by school district staff will not be tolerated.

In the event the Principal or designee, believes any **unacceptable activities or conduct** ~~physical or verbal harassing, intimidating, or bullying conduct~~ was, or is being committed, for the benefit of, at the direction of, or in association with a group of three or more persons, the school staff will investigate further to determine if the conduct was committed by these students representing a "criminal street gang" (hereinafter referred to as a "gang") as defined in N.J.S.A. 2C:44-3.h 2C:33-29.

In accordance with N.J.S.A 2C:33-29, "criminal street gang" means three or more persons associated in fact. Individuals are associated in fact if: (1) two of the following seven criteria that indicate criminal street gang membership apply: (a) self-proclamation; (b) witness testimony or official statement; (c) written or electronic correspondence; (d) paraphernalia or photographs; (e) tattoos; (f) clothing or colors; (g) any other indicia of street gang activity; and (2) individually or in combination with other members of a criminal street gang, while engaging in gang-related activity, have committed or conspired or attempted to commit, within the preceding five years from the date of the present offense, excluding any period of imprisonment, one or more offenses on separate occasions of robbery, carjacking, aggravated assault, assault, aggravated sexual assault, sexual assault, arson, burglary, kidnapping, extortion, tampering with witnesses and informants or a violation of Chapter 11, Section 3, 4, 5, 6, or 7 of Chapter 35, or Chapter 39 of Title 2C of the New Jersey Statutes.



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Suspected Gang Activity

If it is determined unacceptable **activities or** conduct was committed by students representing a gang **or by students that may be representing a gang**, the Principal or designee will assign appropriate disciplinary action and will notify the parent(s) ~~or legal guardian(s)~~ of the victim(s) and the offender(s). The Principal or designee will also inform the Superintendent of Schools and local law enforcement.

To further ensure the safety and well-being of all students in the district and to increase awareness within the school community regarding potential gang activity, students are prohibited from wearing **while** on school grounds, at any school related or sponsored activity, on school buses, and any other place where students are supervised by school district staff, any type of clothing or accessory that would indicate a student has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

The parent(s) ~~or legal guardian(s)~~ of any student identified as being potentially involved in gang-related activities shall be notified by the Principal or designee. A student identified as being potentially involved in gang-related activities shall be offered appropriate counseling by school district staff.

The Superintendent of Schools, Assistant Superintendent, Principal, or other administrator employed by the school district shall attend a gang education seminar program pursuant to N.J.S.A. 52:17B-4.7 within the first year of initial employment as an administrator in the district. The Superintendent of Schools, Assistant Superintendent, Principal, or other administrator shall be exempt from this requirement if the administrator has successfully completed a gang education seminar conducted by a public school district which is substantially equivalent to the seminar required pursuant to N.J.S.A. 52:17B-4.7. Other sSchool staff members shall be provided in-service training on gangs and gang-related conduct and activities including, but not limited to, recruitment procedures; threats/intimidation; clothing; insignia; hand signs; symbols; graffiti; terminology; or other indicia of gang association.

Information regarding gangs shall be shared by school district staff to local law enforcement officials and the school district's administrative staff members will encourage local law enforcement to share gang-related information with school officials.



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Suspected Gang Activity

Nothing in this Policy shall supersede or negate any existing New Jersey law or Board Policy regarding student discipline and/or the school district's student ~~discipline~~ code of conduct. This Policy shall be made available to school staff, students, and parent(s) or legal guardian(s).

N.J.S.A. 18A:11-9

N.J.S.A. ~~2C:44-3.h.~~ **2C:33-29**

New Jersey State Police Street Gang Units Bureau – Know the Signs: A Guide to Gang Identification

Adopted:



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Expulsion
Aug 19
M

[See POLICY ALERT Nos. 101, 140, 147, 166, 170, 176, 203 and 212]

5620 EXPULSION (M)

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:

1. The procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and
2. An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.
 - a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 - Program Criteria; N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; N.J.A.C. 6A:14-2.1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 et seq. - Special Education, Program Options, whichever are applicable; or
 - b. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in



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accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

[Charter Schools Only

Except as otherwise provided in N.J.S.A. 18A:37-2a, a student may be expelled from a charter school based on criteria determined by the Board of Trustees, which is consistent with the provisions of N.J.S.A. 18A:37-2, and approved by the Commissioner of Education as part of the school's charter. Any expulsion shall be made upon the recommendation of the charter school Principal, in consultation with the student's teachers.]

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

N.J.S.A. 18A:36A-9; 18A:37-2; 18A:37-2a; 18A:37-2b
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted:



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Equal Educational Opportunity

Jun 16

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[See POLICY ALERT Nos. 95, 116, 136, 168 and 209]

5750 EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education directs that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability. The Board shall assure that all students are free from harassment, sexual or otherwise.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula in the following areas will eliminate discrimination, promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability:

1. School climate/learning environment;
2. Courses of study, including Physical Education;
3. Instructional materials and strategies;
4. Library materials;
5. Software and audio-visual materials;
6. Guidance and counseling;
7. Extra-curricular programs and activities;
8. Testing and other assessments.



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Equal Educational Opportunity

The school district's curricula will include Multi-cultural Education content and practices, instruction on African-American History in the teaching of U.S. History and instruction on the Holocaust and other acts of genocide.

Affirmative action shall be taken to ensure that students are protected from the effects of discrimination, in accordance with Policy No. 2260. Students who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation No. 5750 to report and appeal any harassment or discriminatory practice.

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self esteem that this Board wishes to encourage in all students. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall develop and promulgate a procedure by which a student or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this policy.

42 U.S.C.A. 12101

N.J.S.A. 10:5-1

N.J.S.A. 18A:4A-1, et seq.

N.J.S.A. 18A:6-5 et seq.; 18A:36-20

N.J.A.C. 6A:7-1.1 et seq.; 6A:14-1.2

Adopted:



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Equity in Educational Programs and Services

Jun 16

M

[See POLICY ALERT Nos. 136 and 209]

5755 EQUITY IN EDUCATIONAL PROGRAMS AND SERVICES

Equity In Student Access

It is the policy of the Board of Education to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.

The school district administration will ensure: that all students will have equal and barrier-free access to all school and classroom facilities, that minority and female students are not under-represented in gifted and talented or accelerated/advanced courses and that minority and male students are not over-represented in detentions, suspensions, expulsions, dropouts, or special needs classifications. Support services will be available to all students and that all limited English-proficient students and students with disabilities will have equal and bias-free access to all school programs and activities. The school district will ensure equal and bias-free access for all students to computers, computer classes, vocational education classes, and technologically-advanced instructional assistance, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.

The Board of Education will refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments. The school district administration will assign students to ensure that the racial/national origin composition of each school's enrollment reflects the composition of the districtwide enrollment and so that school and classroom enrollments are not identifiable on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.



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Equity in Educational Programs and Services

Students will not be separated or isolated by race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability within schools, courses, classes, programs, or extracurricular activities. Bias-free multiple measures for determining the special needs of language-minority students and students with disabilities will be utilized. Pregnant students will be permitted to remain in the regular school program and activities and if not permitted to attend school by her doctor, the student will be provided equivalent instruction.

Equity in Guidance Programs and **Support** Services

The school district will ensure the guidance program **and support services** provides access to adequate and appropriate counseling services for **all students, including, but not limited to**, minority students, limited English-proficient students, non-college bound students, and students with disabilities. A full range of possible career, professional, and/or vocational choices will be presented to all students.

Equity in Physical Education Training

All school district physical education programs will be co-educational, ~~with the exception of wrestling practice and a minimum of 75% of the electives are chosen by at least 30% of enrolled male and female students, when the physical education programs are elective~~ **with any exceptions to be in accordance with Federal and State laws and regulations.**

Equity in Athletic Programs

The school district's athletic program will provide equitable opportunities for female and male students to participate in athletics and equitable support for cheerleading programs and comparable facilities for male and female teams. The athletic program will have relatively equal numbers of varsity and sub-varsity teams for male and female teams and equitable scheduling of night games, practice times, and numbers of games for male and female teams.



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Equity in Educational Programs and Services

Appeal Procedure

Any student or their parent(s) ~~or legal guardian(s)~~ may appeal school practices involving equity through the procedure established in Regulation No. 5750.

N.J.A.C. 6:4-1 et seq.

Title IX of the Education Amendments of 1972

~~Athletic Guidelines 1986~~

N.J.A.C. 6A:7-1.1 et seq.

Adopted:



POLICY

WILLINGBORO TOWNSHIP BOARD OF EDUCATION

Finances
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PURCHASES SUBJECT TO BID

6320 PURCHASES SUBJECT TO BID

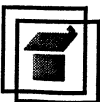
The Board of Education directs the establishment and conduct of bidding procedures that serve the public interest and provide each qualified vendor an equal opportunity to furnish goods and services to the district.

Every contract for the performance of work or the purchase or lease of materials or supplies not exempted by law will be subject to public bidding whenever the aggregate value of such a contract within one contract year exceeds the bid threshold established by law and in accordance with N.J.S.A. 18A:18A-3.(a). Whenever possible, purchases will be aggregated; purchases may not intentionally be divided to avoid the requirements for competitive bidding as required in N.J.S.A. 18A:18A-8. The purchase of textbooks and materials that exceed the bid threshold and are approved by the Board pursuant to N.J.S.A. 18A-34-1 shall not require the further adoption of a resolution for purchase.

Bid specifications will be prepared and/or coordinated by the ~~School Business Administrator/Board Secretary~~ Purchasing Agent. Each bid specification will offer a common standard of competition and will assert the Board's right to accept reasonable equivalents and to reject all bids and re-advertise. The ~~School Business Administrator/Board Secretary~~ Purchasing Agent is authorized to advertise for bids in accordance with N.J.S.A. 18A:18A-21 without the prior approval of the Board, but shall inform the Board of any such advertisement at the Board meeting next following. Records of advertisements will be kept in detail sufficient to show that a reasonable number of qualified vendors were invited to bid.

Bids shall be opened publicly by the ~~School Business Administrator/Board Secretary~~ and/or ~~designee~~ Purchasing Agent before one or more witnesses at a previously designated time and place. Contracts will be awarded, on a resolution duly adopted by the Board, to the lowest responsible bidder who submits the lowest responsible bid, except that the Board may choose to reject all bids, to re-advertise, or to purchase under a state contract. The Board may disqualify a bidder who would otherwise be determined to be the lowest responsible bidder in accordance with N.J.S.A. 18A:18A-4. Whenever two or more bids are the lowest bids submitted by responsible bidders, the Board shall determine to which bidder the contract will be awarded.

The bid of a vendor who claims, before bids are opened, a mistake or omission in its preparation will be returned unopened, and the vendor shall lose the right to bid. A bidder who discovers a mistake or omission after bids have been opened may withdraw the erroneous bid provided he or she gives immediate written notice of the mistake or omission and certification, supported by clear evidence, that he or she exercised



POLICY

WILLINGBORO TOWNSHIP BOARD OF EDUCATION

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reasonable care in the examination of the specifications and preparation of the bid. Any bidder who withdraws an opened bid shall forfeit any bid security deposited with the bid in accordance with law.

In accordance with the provisions of N.J.A.C. 6A:23A-5.4, pursuant to the authority granted the Commissioner of Education under N.J.S.A. 18A:55-2 and N.J.S.A. 18A:7F-60, the Commissioner shall subject to review for the withholding of State funds any school district that fails to obey the provisions of the Public Contract law, N.J.S.A. 18A:18A-1 et seq. The amount of funds to be withheld shall equal the amount of the contract awarded in violation of the provisions of N.J.S.A. 18A:18A-1 et seq. except for violations related to the award of contracts under the extraordinary unspecifiable services (EUS) provision which shall be governed by the provisions of N.J.S.A. 18A:18A-46.1.

N.J.S.A. 18A:18A-1 et seq.
N.J.S.A. 18A:54-30 [vocational districts]
N.J.A.C. 6A:23A:5-4; 6A:27-9.1 et seq.

Adopted: 10 September 2007



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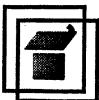
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6471 SCHOOL DISTRICT TRAVEL (M)

The Board of Education shall ensure the effective and efficient use of funds by adopting and implementing policies and procedures that are in accordance with N.J.S.A. 18A:11-12 and State of New Jersey Department of the Treasury, Office of Management and Budget (NJOMB) Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7. If any superseding circulars of the Office of Management and Budget conflict with the provisions of N.J.A.C. 6A:23A-7, the provisions of the superseding circulars shall govern.

A. Definitions

1. For the purposes of this Policy, "travel expenditures" means those costs paid by the school district using local, State, or Federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district Board of Education members, to the following five types of travel events:
 - a. Training and seminars - means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
 - b. Conventions and conferences - means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;



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- c. School district sponsored events - means conferences, conventions, receptions, or special meetings where the school district plans, develops, implements, and coordinates the event and is the event's primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;
- d. Regular school district business - means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions included in a., b., and c. above. Regular school district business travel also includes attendance at regularly scheduled in-State county meetings and Department of Education sponsored or association sponsored events provided free of charge and regularly scheduled in-State professional development activities with a registration fee that does not exceed \$150 per employee or Board member. Beginning in 2009-2010 the \$150 limit per employee or Board member may be adjusted by inflation; and
- e. Retreats - means meetings with school district employees and school Board members, at which organizational goals and objectives are discussed.

B. School District Travel Expenses

- 1. Any sections in either the State or Federal Circulars that conflict with New Jersey school law (N.J.S.A. 18A:1-1 et seq.) shall not be included in this Policy nor authorized under N.J.A.C. 6A:23A-7.1 et seq. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the State Circular, but not authorized for school districts under New Jersey school law.
- 2. School district travel expenditures shall include, but are not limited to, all costs for transportation, meals, lodging, and



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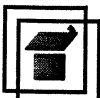
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registration or conference fees directly related to participation in the event.

3. School district travel expenditures in accordance with this Policy and N.J.A.C. 6A:23-7.1 et seq. shall include costs for all required training and all travel authorized in school district employee contracts and school Board policies. This includes, but is not limited to, required professional development, other staff training and required training for Board members, and attendance at specific conferences authorized in existing employee contracts, provided that such travel meets the requirements of N.J.A.C. 6A:23-7.1 et seq.
4. All such expenditures are subject to the requirements of N.J.A.C. 6A:23-7.1 et seq., including but not limited to, inclusion in the annual travel limit, prior Board approval, separate tracking, and per diem reimbursements.

C. School District Travel Requirements

1. All travel by Board of Education employees and Board members must be educationally necessary and fiscally prudent and all school district travel expenditures shall be:
 - a. Directly related to and within the scope of the employee's or Board member's current responsibilities and, for school district employees, the school district's professional development plan, the school building professional development plan, and an employee's individual professional development plan;
 - b. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and
 - c. In compliance with State travel payment guidelines as established by the Department of the Treasury and with guidelines established by the Federal Office of



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Management and Budget; except those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board specifies in this Policy the applicable restrictions and requirements set forth in the State and Federal guidelines including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.

2. Reimbursement for all in-State and out-of-State travel shall be made pursuant to N.J.S.A. 18A:11-12. In accordance with the provisions of N.J.A.C. 6A:23A-5.9:
 - a. Out-of-State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Where the event is sponsored by a New Jersey-based organization and targeted to employees and/or Board members of New Jersey school districts, reimbursement for lodging may be permitted only where the sponsoring organization obtains a waiver pursuant to the provisions of N.J.A.C. 6A:23A-7.11. Where the event is national or regional in scope and targeted to school district employees and/or Board members from multiple States, reimbursement for lodging may only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds fifty miles.
 - b. Where a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or where more than five individuals from the district are to attend a travel event out-of-State, the school district shall obtain the prior written approval of the Executive County Superintendent. The Executive County Superintendent shall promptly review the request and render a decision within ten working days.



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- c. For all employee and Board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain the prior written approval of the Executive County Superintendent. Such requests must be supported by detailed justification. The Executive County Superintendent shall promptly review the request and render a decision within ten working days. It is expected that approvals will be rare.

D. Travel Reimbursements

1. Travel reimbursements will be paid only upon compliance with all provisions of N.J.A.C. 6A:23A-7 and the Board's procedures and approval requirements. The Board will not ratify or approve payments or reimbursements for travel after completion of the travel event, except as provided at N.J.A.C. 6A:23A-7.4(d).

E. Board Member Voting On School District Travel

1. A Board member shall recuse him/herself from voting on travel if the Board member, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his/her objectivity or independence of judgment.
2. A Board member shall not act in his/her official capacity in any matter in which he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the school official or member of his/her immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his/her independence of judgment in the execution of his/her official duties.

F. Maximum Travel Budget

1. Annually in the prebudget year, the Board shall establish by Board resolution, a maximum travel expenditure amount for the



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budget year which the school district shall not exceed. The Board resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.

- a. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.
 - b. The Board may elect to exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount. If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.
 - c. Exclusion of Federal funds from the annual maximum travel budget does not exempt such travel from the requirements applicable to State and local funds.
2. The Board of Education, pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), authorizes an annual maximum amount per employee not to exceed \$1,500 for regular business travel only for which prior Board approval is not required.
- a. The annual maximum shall not exceed \$1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.
 - b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 includes attendance at regularly scheduled in-State county meetings and Department of Education sponsored or association sponsored events free of charge. It also includes regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.
 - c. Regular school district business travel as authorized in this Policy requires approval of the Superintendent prior to



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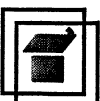
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obligating the district to pay related expenses and prior to attendance at the travel event.

- (1) The Superintendent shall designate an alternate approval authority to approve travel requests in his/her absence when necessary to obtain timely Board approval.
- (2) Regulation 6471 provides the procedures for the internal levels of approval required prior to Superintendent or designee approval of the travel event, as applicable.]

G. Travel Approval Procedures

1. All travel requests for employees of the district shall be approved in writing by the Superintendent of Schools and approved by a majority of the full voting membership of the Board, except where the Board has excluded regular business travel from prior approval pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
 - a. The Superintendent shall designate an alternate approval authority to approve travel requests in his/her absence when necessary to obtain timely Board approval.
 - b. Regulation 6471 provides the procedures for the internal levels of approval required prior to the Superintendent's or designee's approval of the travel event, as applicable.
2. All travel requests for Board members shall require prior approval by a majority of the full voting membership of the Board, except where the Board has excluded regular business travel from prior approval pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and N.J.S.A. 18A:12-24.1.



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3. The Board may approve, at any time prior to the event, travel for multiple months as long as the Board approval, as detailed in Board minutes, itemizes the approval by event, total cost, and number of employees and Board members attending the event. General or blanket pre-approval is not authorized.
4. Where occasional unforeseen emergent situations arise wherein a travel request cannot obtain prior approval of the Board, justification shall be included in the text of the travel request. Such requests shall require prior written approval of the Superintendent or designee and the Executive County Superintendent or designee. The Board shall ratify the request at its next regularly scheduled meeting. Travel to conferences, conventions, and symposiums are not considered to be emergencies and shall not be approved after the fact.
5. The Board, in accordance with the provisions of N.J.A.C. 6A:23A-7.4(d) excludes from the requirements of prior Board approval any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements.
 - a. For the exclusion of prior Board approval to apply, the required travel event must be detailed, with number of employee(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.
 - (1) This does not include general grant guidelines or regulations that are permissive but do not require the travel event, unless the specific travel event, number of employee(s), Board member(s) and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.
 - (2) This does not include general contractual provisions in labor agreements for continuing education or professional development, except



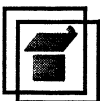
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where the Board has included in its policy, a maximum amount per employee for regular business travel that does not require prior Board approval pursuant to N.J.A.C. 6A:23A-7.3.

H. Required Documentation for Travel

1. Neither the Superintendent or designee, nor the Board shall approve a travel request unless the written request for travel includes the following information:
 - a. Name and dates of event;
 - b. A list of Board members and/or employees to attend either by name or title;
 - e. ~~Justification of the importance of these individuals attending the event;~~
 - cd. Estimated cost associated with travel (~~if lodging is shared with others, the fact must be stated~~);
 - de. ~~Copy of agenda or itinerary for travel and subsequent schedule of events~~ A justification and brief statement that includes the primary purpose for the travel and the key issues that will be addressed at the event and their relevance to improving instruction or the operation of the school district. For training events, whether the training is needed for a certification require for continued employment, continuing education requirements, requirements for Feeral and State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school direct, or related to school district operations;
 - e. Account number and funding source – Federal, State, private, or local; and



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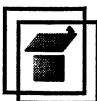
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2. The School Business Administrator/Board Secretary shall maintain separate accounting for school district travel expenditures as necessary to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with the Board's policy and N.J.A.C. 6A:23-7, and shall be in a detailed format suitable for audit.
3. The School Business Administrator/Board Secretary or designee, shall review and approve all requests for travel expenditure reimbursement submitted for expenses incurred in the course of school district business as to cost and support documentation required by N.J.A.C. 6A:23A-7:
 - a. The School Business Administrator/Board Secretary shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information has been submitted to support the payment and shall not approve any travel expenditure that when added to already approved travel expenditures would exceed the Board approved maximum travel expenditure amount for the budget year.
4. The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by their staff and the retention of that documentation to permit audits of their records.
5. An employee of the Board, a Board member, or organization, shall not receive payment, either partial or full, for travel and travel-related expenses in advance of the travel pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. This applies to travel-related purchases for which a purchase order is not applicable. This provision does not



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preclude the district from paying the vendor directly with the proper use of a purchase order (e.g., for registration, airline tickets, hotel).

J. Sanctions for Violations of Travel Requirements

1. Any Board of Education that violates its established maximum travel expenditure as set forth in N.J.A.C. 6A:23A-7.3, or that otherwise is not in compliance with the travel limitations set forth in N.J.A.C. 6A:23A-7 may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and N.J.S.A. 18A:4-24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and N.J.S.A. 18A:7F-60.
2. A person who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event pursuant to N.J.S.A. 18A:11-12:
 - a. As required in N.J.A.C. 6A:23A-7.7(b)(1) the Board designates the Superintendent of Schools and the School Business Administrator/ Board Secretary as the person(s) with the final approval authority for travel and therefore shall be subject to this penalty.
3. An employee or Board member who violates the school district's travel policy or these rules shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event pursuant to N.J.S.A. 18A:11-12.
4. In the event it is determined a violation of the provisions of N.J.A.C. 6A:23A-7 has occurred after Board payment has been made, the Superintendent of Schools shall be responsible to ensure the sanctions as outlined in N.J.A.C. 6A:23A-7.7 are



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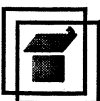
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imposed. If a violation is determined prior to payment or reimbursement of the travel event, no consequences as outlined in N.J.A.C. 6A:23A-7.7 shall be imposed; however, the Superintendent may impose disciplinary action as necessary.

5. The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with this Policy and travel limitations set forth in N.J.A.C. 6A:23A-7 and N.J.S.A. 18A:11-12.

K. Prohibited Travel Reimbursements

1. The following types of expenditures are not eligible for reimbursement:
 - a. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12;
 - b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with the procedures set forth in N.J.A.C. 6A:23A-7.11;
 - c. Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing education requirements or to comply with law or regulation;
 - d. Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;
 - e. Costs for employee attendance for coordinating other attendees' accommodations at the travel event;
 - f. Lunch or refreshments for training sessions and retreats held within the school district including in-service days



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and for employee participants traveling from other locations within the school district;

- g. Training to maintain a certification that is not required as a condition of employment (example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);
- h. Charges for laundry, valet service, or entertainment;
- i. Limousine services and chauffeuring costs to or during the event;
- j. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification must accompany any request for car rentals. If approved, the most economical scheduling of car rental is to be used, including the use of subcompacts, discounted, and special rates. An example of the justified use of car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;
- k. Alcoholic beverages;
- l. Entertainment costs including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
- m. Gratuities or tips in excess of those permitted by Federal per diem rates;
- n. Reverse telephone charges or third party calls;



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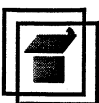
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- o. Hospitality rooms;
- p. Souvenirs, memorabilia, promotional items, or gifts;
- q. Air fare without documentation of quotes from at least three airlines and/or online services; and
- r. Other travel expenditures that are unnecessary and/or excessive.

L. Travel Methods

1. For the purposes of this Policy, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, school district-owned or leased vehicles, and personal vehicles.
2. The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.
3. Pursuant to OMB Circulars, the following travel methods requirements apply:
 - a. Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, or Hotwire;
 - b. Air travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business:
 - (1) The most economical air travel should be used, including the use of discounted and special rates;
 - (2) The following options should be considered when booking tickets:



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- (a) Connecting versus nonstop flights;
 - (b) Departing earlier or later compared to the preferred departure time;
 - (c) Utilizing alternative airports within a city, i.e. Chicago, Illinois – Midway Airport versus O'Hare Airport;
 - (d) Utilizing alternative cities, i.e. Newark versus Philadelphia;
 - (e) Utilizing "low cost" airlines; and
 - (f) Exploring alternate arrival and/or departure days.
- (3) No employee or Board member can earn benefits as a result of school district funded travel. Employees and Board members are prohibited from receiving "Frequent Flyer" benefits accruing from school district funded travel;
- (4) Airfare other than economy (i.e., Business or First Class) shall not be fully reimbursed by the school district except when travel in such classes:
- (a) Is less expensive than economy;
 - (b) Avoids circuitous routings or excessive flight duration; or
 - (c) Would result in overall transportation cost savings.
- (5) All airfare other than economy and not covered by the above exceptions purchased by an employee or



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Board member shall only be reimbursed at the economy rate for the approved destination;

- (6) Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination;
 - (7) Airline tickets shall not be booked until all necessary approvals have been obtained;
 - (8) Justification shall be required when actions by a traveler result in additional expenses over and above the authorized travel request. Sufficient justification shall be considered only for factors outside the control of the purchaser. Additional expenses without sufficient justification shall not be reimbursed; and
 - (9) Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board members contrary to the above regulations. Sufficient justification shall be considered only for factors outside the control of the purchaser. Noncompliant purchases without sufficient justification shall not be reimbursed. Reimbursement of purchases with sufficient justification shall be otherwise permitted and reimbursed in accordance with the above procedures.
- c. Rail travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business:
- (1) The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable;



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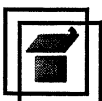
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- (2) When one employee or Board member is traveling within the Northeast Corridor, NJ Transit shall be used as the rail option. Use of Amtrak will not be authorized unless it is the only means of travel available;
 - (3) The use of high speed rail services, such as Acela, shall not be authorized;
 - (4) When two or more employees and/or Board members are traveling to the same event in the Northeast Corridor (between Boston, MA and Washington, DC), rail travel shall not be authorized. In those cases, the travelers must use a school district vehicle or, if not available, a personally-owned vehicle must be used; and
 - (5) All rail travel, including rail travel in the Northeast Corridor must be processed in the same manner as prescribed for air travel above.
- d. Use of a school district-owned or leased vehicle shall be the first means of ground transportation. Use of a personally-owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or leased vehicle is available:
- (1) Mileage allowance in lieu of actual expenses of transportation shall be allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his/her personally-owned vehicle on official business:
 - (a) In accordance with the OMB circular, if any condition in an existing negotiated contract is in conflict with the circular, such



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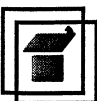
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as the mileage reimbursement rate, the provision of the contract will prevail;

- (b) Parking and toll charges shall be allowed in addition to mileage allowance;
- (c) Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation;
- (d) In determining the relative costs of private and public transportation, all associated costs (i.e., tolls, taxicabs, airport, or station transfers, etc.) shall be considered;
- (e) All employees and Board members using privately-owned vehicles in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately-owned vehicles;
- (f) Employees and Board members who are out-of-State residents must provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card;
- (g) School district-owned or leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12;



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- (h) Necessary taxicab charges are permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs may be used; and
- (i) Cruises are not permitted for travel events or transportation.

M. Routing of Travel

1. Pursuant to OMB Circulars:

- a. All travel shall be by the most direct, economical, and usually-traveled route. Travel by other routes as a result of official necessity shall only be eligible for payment or reimbursement if satisfactorily established in advance of such travel.
- b. In any case where a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.
- c. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.

N. Subsistence Allowance – Overnight Travel

- 1. Pursuant to the OMB Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.



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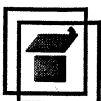
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2. Pursuant to the OMB Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if such travel is authorized pursuant to N.J.A.C. 6A:23A-7.11(c), or is a required component of a grant, donation, or other funding agreement with the district. The specific required overnight in-State travel event must be detailed in the approved grant, donation, or other fund acceptance agreement along with the number of employee(s), Board member(s), and total cost. All reimbursements are subject to these rules unless the funding acceptance agreement specifies otherwise.
3. The Commissioner is authorized to grant waivers for overnight travel for school Board members and school district employees to attend in-State conferences in accordance with N.J.A.C. 6A:23A-7.11(c). If a waiver is granted by the Commissioner, it shall permit reimbursement for travel expenses for only those individuals whose home to the convention commute exceeds fifty miles.
4. Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.
5. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at www.gsa.gov. The following restrictions apply to allowable per diem reimbursements.
 - a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not



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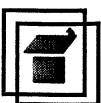
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listed, the maximum per diem allowance shall be \$31 for meal/incidental expenses and \$60 for lodging, or amounts listed in any superseding NJOMB circular.

- b. Pursuant to N.J.S.A. 18A:11-12(o), reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting, and the going rate of the hotel is in excess of Federal per diem rates.
 - (1) If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.
 - (2) If there is no hotel at the site of the current travel event (e.g. Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.
- c. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or Board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings.
 - (1) Receipts shall be submitted in order to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.
- d. The allowance for a meal or meals, or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging or transportation charge.



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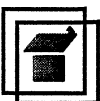
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- e. Receipts shall be required for all hotel and incidental expenses.
 - (1) Meal expenses under the Federal per diem allowance limits do not require receipts pursuant to N.J.S.A. 18A:11-12.o.(3).
 - f. In any case in which the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee or Board member. In such cases, receipts shall be submitted for all costs including meals.
 - g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.
 - h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his/her family, to another school district employee, or to a member of the family of another school district employee.
- O. Meal Allowance – Special Conditions – And Allowable Incidental Travel Expenditures
- 1. Meals for in-State travel shall not be eligible for reimbursement except as expressly authorized within N.J.A.C. 6A:23A-7.
 - 2. Meals during one-day, out-of-State trips required for school business purposes may be authorized for breakfast, lunch, and/or dinner in an amount permitted by NJOMB. The Commissioner shall post the most current rates on the Department of Education website for reference.
 - 3. Lunch for training sessions and retreats may be authorized for an amount up to \$7 per person only when it is necessary that



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employees or Board members remain at a site other than their school district and there are no viable options for lunch at the off-site location.

- a. If lunch is included in a one-sum registration fee for the training session, the full amount is eligible for reimbursement if reasonable.
 - b. Refreshments for breaks may also be provided at training sessions and retreats held at a site other than the school district. Providing lunch for staff meetings and in-service days or for staff that come from other parts of the school district shall not be permitted (See N.J.A.C. 6A:23A-7.12(d)).
 - c. In accordance with N.J.S.A. 18A:11-12a(1)(d), employee and Board member retreats shall be held onsite unless there is no school district site available.
4. Subsistence expenses for an employee or Board member shall not be allowed at the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with the provisions of Section O of this Policy and N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for staff meetings and in-service days.
5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$7 and \$10, respectively, that an employee or Board member is authorized to attend, where such a meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's responsibilities.
- a. School district business above refers to the management operations of the district and does not refer to activities that benefit pupils and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)(4), all reasonable expenditures related to district employees that



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are essential to the conduct of a pupil activity are permitted.

6. Regular meetings, special meetings, and work sessions of the Board of Education shall be limited to light meals and refreshments for all Board members.
 - a. The meals may be served to employees who are required to attend the event and where it is impractical for the employee to commute to and from his or her residence between the end of the work day and the beginning of the event, or where the employee is required to remain at the school district to prepare for the event.
 - b. The school district shall acquire the light meals and refreshments by the solicitation of quotes if required pursuant to N.J.S.A. 18A:18A-1 et seq.
 - c. Where the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.
 - d. The average cost per meal shall not exceed \$10.
 - e. The school district shall purchase or prepare foods that are sufficient to provide each Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid left-over food. Unintended left-over food should be donated to a charitable shelter or similar facility, if at all possible.

7. Allowable incidental travel expenses are defined as those that are essential to transacting official business.
 - a. Charges for telephone calls on official business may be allowed. The voucher must show the dates on which such calls were made, the points between which each call was made and the cost per call.



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- b. Employees and Board members using their personally-owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company when paying bills for personally-owned phones that said calls were business calls.
- c. Incidental expenses, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.

P. Records and Supporting Documentation

1. All persons authorized to travel on business must keep a memorandum of expenditures chargeable to the school district, noting each item at the time the expense is incurred, together with the date incurred.
2. The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher must be signed by the employee or Board member to certify to the validity of the charges for which reimbursement is sought. The form must also bear the signatures of approval officials for processing.
3. Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.
4. Each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event and their relevance to improving



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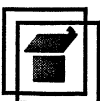
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instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.

5. Documentation for requests for travel reimbursement shall show:
 - a. The dates and individual points of travel, number of miles traveled between such points, and kind of conveyance used;
 - b. If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance must be stated;
 - c. The hours of the normal work day and actual hours worked must be shown when requesting meal reimbursement for non-overnight travel;
 - d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;
 - e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;
 - f. Personal charges on a hotel bill shall be deducted and shown on the bill;
 - g. When lodging is shared jointly, the fact must be stated on the travel voucher;
 - h. Where travel is not by the most economical, usually-traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;



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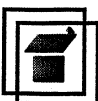
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- i. When travel is authorized in the employee's or Board member's own automobile on a mileage basis, the points between which travel was made and the distance traveled between each place must be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, must be documented;
 - j. Reimbursement requests must be supported by other receipts as required;
 - k. The voucher shall be itemized; and
 - l. Reimbursement requests shall be rendered monthly when in excess of \$25. Travel for a single travel event must be reported as soon as possible after the trip.
6. All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding N.J.A.C. 6A:23A-7.13(e)(12).
 7. Travel mileage reimbursement requests of the just completed school year, that are not submitted by July 30 or the date approved by the district for the closing of books, whichever is earlier, for the just completed school year shall not be approved or paid.

N.J.S.A. 18A:11-12 et seq.

N.J.A.C. 6A:23A-5.9; 6A:23A-7 et seq.

Adopted: 25 January 2010



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Payroll Authorization
Jul 15
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[See POLICY ALERT Nos. 182 and 184]

6510 PAYROLL AUTHORIZATION

The most substantial allocation of public funds for the operation of the school district is that made to the employees of the Board of Education for their services. Compensation will be tendered only to persons duly employed by this Board and only for services rendered.

Each Board resolution to employ or reemploy a person will include the person's name, position, and tenure status; the salary or rate of pay the person is to receive, the method of payment, the wage guide from which wages are derived, and the budget category to which the wages are to be charged; the period of time for which employment is authorized; and the school, grade, class or special assignment, as appropriate.

No person may be assigned duties as a substitute employee whose employment has not been approved by the Board. The list to be approved by the Board will include names of recommended substitutes, the duties to which each may be assigned, and the rate of pay. Substitute authorization will ordinarily be valid for one school year.

The minutes of Board meetings will record personnel actions of the Board, to include, but not be limited to, the appointment, promotion, resignation, retirement, death, discharge, compensation, or leave of absence for each employee. The minutes will also include effective dates for personnel action.

Certain categories of staff members designated by the Superintendent of Schools, shall be required to use a time clock or sign in and out of work daily in order to verify days and hours worked. The service of extra-duty personnel must be certified by the appropriate supervisor before payment can be made.

The **Superintendent of Schools** ~~Business Administrator/Board Secretary~~ is authorized to withhold salary or wages for services not rendered, in accordance with Board policy.

Staff members shall be paid in accordance with the provisions in their collective bargaining agreement and/or in accordance with a schedule provided to all employees prior to the beginning of the contract or school year.



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In accordance with N.J.A.C. 6A:23A-5.7, beginning with the 2008-2009 school year, at least once every three years, between the months of September through May, the Superintendent of Schools shall require each district employee to report to a central location(s) and produce picture identification and sign for release of his or her paycheck or direct deposit voucher. The accepted picture identification shall be in the form of a district-issued identification card, valid drivers' license, official passport, or other picture identification issued by a State, county, or other local government agency.

The **Superintendent of Schools Business Administrator** shall designate an appropriately qualified staff member to match the picture identification to the position control roster maintained by the office of personnel or human resources prior to release of the pay check or direct deposit voucher. If the district elects to conduct this payroll verification prior to the district's required implementation of the position control roster pursuant to N.J.A.C. 6A:23A-6.8, the district may use similar and suitable office of personnel or human resources generated listing of employees. Where no appropriate identification can be produced, the School Business Administrator/Board Secretary shall withhold paychecks or stop direct deposits until such time the payee/district employee can produce appropriate identification or until an investigation and corrective action is concluded, as appropriate to the circumstances.

Upon completion of the payroll check distribution verification procedures set forth in this Policy and N.J.A.C. 6A:23A-5.7, the Superintendent of Schools shall submit a certification of compliance, in a form prescribed by the Department of Education, to the Executive County Superintendent. Verification of the district's compliance with the provisions of N.J.A.C. 6A:23A-5.7 will be required as part of the annual audit.

The payroll journal will be certified by the Board Secretary, the President of the Board, and approved by the Superintendent.

N.J.S.A. 18A:17-35; 18A:19-9 et seq.

Adopted: 10 September 2007
Revised: 27 April 2015



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Long-Range Facilities Planning
Jul 17
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[See POLICY ALERT Nos. 131, 133, 156, 159 and 213]

7100 LONG-RANGE FACILITIES PLANNING

The Board of Education recognizes that sound planning based on accurate information is essential to the provision of suitable educational facilities. In order to ensure that future district construction is planned on the basis of need, the Board, in accordance with N.J.S.A. 18A:7G-4 and N.J.A.C. 6A:26-2.1 et seq., will maintain and submit a Long-Range Facilities Plan (LRFP) to the New Jersey Department of Education. Except as provided in N.J.A.C. 6A:26-3.164, no school facilities project will be considered or approved unless the district's LRFP has been submitted to and approved by the Commissioner of Education.

Long-range facilities planning by the school district shall be in accordance with the provisions of N.J.A.C. 6A:26-2 et seq.

~~The district may submit an amendment to an approved LRFP for review and approval by the Commissioner of Education at any time whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP then in effect.~~

~~Early Childhood Program Aid (ECPA) Districts Only~~

~~The district will amend their LRFP annually, immediately following approval of the district's ECPA plan, to ensure that it is consistent with the approved ECPA plan required pursuant to N.J.S.A. 18A:7F-16 and N.J.A.C. 6A:24-3 et seq. or N.J.A.C. 6:19-3.1.~~

~~The Board shall review all facilities annually to determine if any of them are substandard pursuant to 6A:26-8.1 et seq. All substandard facilities must be initially approved by the County Superintendent of Schools. Such approvals are given for a maximum of two consecutive years, unless inspected by the New Jersey Department of Education, Division of Finance. The Board shall not continue their use without the express written consent of the County Superintendent of Schools. No substandard educational facility will be approved unless inspected by the Division of Facilities and Transportation in the Department of Education to ensure:~~

- ~~1. The facilities meet health, safety and educational adequacy standards for temporary, substandard facilities, as specified in N.J.A.C. 6A:26;~~



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Long-Range Facilities Planning

- ~~2. A plan has been developed by the district and approved by the County Superintendent of Schools to upgrade the facilities to standard, fully approved conditions.~~

~~The County Superintendent will annually monitor the district's plans to upgrade facilities to fully approved status. The district will provide funds in the next immediate annual budget to correct the deficiencies about which the district is notified by the County Superintendent on or before October 1 annually. Failure to budget for the correction of deficiencies and to implement the corrections by the next September 1 following the October 1 notice will result in the Division of Facilities and Transportation ordering that the substandard facility be abandoned immediately.~~

~~The factors as outlined in N.J.A.C. 6A:26-8.1(e) will be taken into account in making a determination upon any application for the use of emergency substandard facilities.~~

~~N.J.S.A. 18A:7G-1 et seq.; 18A:11-1; 18A:33-1 et seq.; 18A:46-13
N.J.A.C. 6:23-1.1 et seq.; 6A:26-2.1 et seq.; 6A:26-8.1 et seq.~~

Adopted:



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Educational Adequacy of Capital Projects
Jul 17

[See POLICY ALERT Nos. 131, 159 and 213]

7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the criteria for educational adequacy ~~must~~ **shall** be reviewed and approved by the Division of ~~Facilities and Transportation Administration and Finance (Division)~~ **in accordance with N.J.A.C. 6A:26-5 et seq.** The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy ~~will~~ **shall** take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

Projects requiring approval for educational adequacy, as defined in N.J.A.C. 6A:26-5.1 are: new school facilities including pre-fabricated facilities; additions to existing school facilities; alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; ~~change of use that requires certain alterations, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations; and installation of temporary facilities; and any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.~~

New Jersey Economic Schools Development Authority (**Development Authority**), and ~~non-authority Regular Operating District (ROD)~~ school facilities projects, along with other capital projects, are subject to educational adequacy reviews pursuant to N.J.A.C. 6A:26-5.1(b). ~~The district will submit any plan to change of use of instructional space that is not a capital project to the County Superintendent of Schools for approval.~~ **The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.**

Educational specifications for educational adequacy reviews ~~will~~ **shall** be prepared and submitted in accordance with N.J.A.C. 6A:26-5.2. Educational specifications ~~will shall be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and will shall refer to the Core Curriculum Content Standards New Jersey Student Learning Standards~~ wherever appropriate. The educational specifications ~~will shall~~ include an itemized list of furniture, equipment, and



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Educational Adequacy of Capital Projects

support spaces required to conduct the educational program specified for each space ~~will be included~~, together with their ~~estimated~~ **net** areas in square feet, as well as ~~the an estimate~~ **net** of the total room area required for each space. The educational specifications ~~will~~ **shall** also include specific technical and environmental criteria, adjacencies and other requirements for the educational program ~~will be noted~~ and a building-space program that indicates the number and **net** area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project **and/or temporary facility**.

Schematic plans and other related project documents will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.3.

A project cost estimate on a form provided by the Commissioner of Education, a project schedule, a copy of the dated transmittal letter ~~indicating project document submission to the County Superintendent to the Executive County Superintendent indicating project document submission to the Division~~, and a copy of the transmittal letter indicating the date of plan submission to the local planning board **shall be submitted in accordance with N.J.A.C. 6A:26-5.3(b)4** (~~whenever the building footprint, volume, pedestrian or vehicular access are altered by the project~~) must be submitted to the Division of Facilities and Transportation.

~~The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEQ questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.~~

In the case of an **Development** Authority school facilities project, upon completion of detailed plans and specifications, the **Development** Authority on behalf of the district ~~will~~ **shall** apply, **upon completion of detailed plans and specifications**, for final approval of the **project's** educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(a). In the case of an ~~non~~-authority **ROD** school facilities project or another capital project, **the school district shall apply** upon the completion of final plans and specifications, ~~the district will apply~~



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Educational Adequacy of Capital Projects

for final approval of the educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(b). **In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy in accordance with N.J.A.C. 6A:26-5.4(c).**

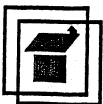
~~The Division of Facilities and Transportation will~~ **shall** collect fees for its reviews according to N.J.A.C. 6A:26-5.5.

For a Development Authority school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward the report to the Department of Community Affairs in accordance with N.J.A.C. 6A:26-5.6(a). The review shall require the documentation required by the Uniform Construction Code (UCC) in accordance with N.J.A.C. 5:23-2.15.

For a ROD school facilities project or other capital project, not subject to educational-adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward their determination to the Department of Community Affairs in accordance with N.J.A.C. 6A:26-5.6(b). The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15.

N.J.A.C. 6A:26-5.1 et seq.; N.J.A.C. 5:23-2.15

Adopted:



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Site Selection and Acquisition
Jul 17

[See POLICY ALERT Nos. 131, 159 and 213]

7102 SITE SELECTION AND ACQUISITION

The Board of Education may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with the requirements of N.J.A.C. 6A:26-7.1 et seq. The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit information to the Division of Administration and Finance (Division) to obtain approval for land in connection with a school facilities project in accordance with the provisions of N.J.A.C. 6A:7.1(b).

In the event the school district intends to acquire land not in connection with a school facilities project, the district shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the exceptions outlined above shall no longer apply.

In accordance with the provisions of N.J.A.C. 6A:26-7.1(d), school site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.

All school sites shall have sufficient acreage for the placement of the school facility; expansion of the building to its maximum potential enrollment; the placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages, and any other above or below ground structure, which is to be placed thereon; multi-purpose physical education fields and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school



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Site Selection and Acquisition

facility pursuant to the facilities efficiency standards and the approved programmatic model; disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building; public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and a thirty-foot wide access around the entire building.

Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented pursuant to the requirements of N.J.A.C. 6A:26-7.1(f).

Pursuant to N.J.A.C. 6A:26-7.1(g), the Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.

The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved Long Range Facilities Plan (LRFP). For such school districts, the New Jersey Department of Education shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with N.J.A.C. 6A:26-7. The Development Authority may submit the required information on behalf of such school districts.

In accordance with N.J.A.C. 6A:7.3, the Board of Education may acquire an existing facility through purchase, gift, lease, or otherwise provided the Board complies with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2 and the Board has the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.

N.J.A.C. 6A:26-3.12; 6A:26-7.1; 6A:26-7.2; 6A:26-7.3

Adopted:



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School Closing
Jul 17

[See POLICY ALERT Nos. 159 and 213]

7130 SCHOOL CLOSING

The Board of Education recognizes its responsibility to provide a thorough and efficient program of free public education and appropriate facilities to house that program. The Board further recognizes that declining enrollments, diminished resources, district reorganization, and/or other good cause may require the use of one or more district facilities for educational purposes be abandoned.

~~The Board will not commit itself to the closing of any school facility without first having collected and considered appropriate information regarding student enrollments, the educational adequacy of school facilities, relevant safety and traffic factors, district revenues, and alternative district organizational plans. The Board will invite citizen participation in the analysis of that information and the formulation of recommendations. Information on any proposed district reorganization will be disseminated to the public, and public response will be invited by all appropriate means.~~

~~The Board must receive a letter of approval from the Department of Education before making a final determination to close a school. To receive the letter of approval from the Department of Education, the Board must provide the Division of Facilities and Transportation and the County Superintendent of Schools assurances as required in N.J.A.C. 6A:26-7.5.~~

To receive approval for the closing of a school The proposed closing the Board shall provide the Division of Administration and Finance (Division) and the Executive County Superintendent with the following assurances:

1. **The proposed closing is must be consistent with the district's approved LRFP because:**
 - a. **The school district has demonstrated demonstrating that sufficient school building capacity exists to house district students for the five years following such the closing; or**
 - b. **The school district has demonstrated through a feasibility study for the succeeding five years that the benefits of undertaking new construction outweigh those of rehabilitating the school proposed for closure.**



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School Closing

2. The use of **temporary facilities** ~~substandard spaces~~ in the remaining schools ~~within the district must~~ **does not** result or increase from an overall facilities shortage caused by the school closing; **and**
3. The re-assignment of students to other schools in the district does not produce, sustain nor contribute to unlawful segregation, separation, or isolation of student populations on the basis of race or national origin.

A request for approval from the Division for the school closing shall include the recommendation of the Executive County Superintendent. A letter of approval from the Division based on the information in N.J.A.C. 6A:26-7.5(a) and as listed above shall be required before the school's closing.

The Division shall notify the school district in writing of its determination with respect to the requested school closing, with a copy provided to the Executive County Superintendent.

N.J.S.A. 18A:11-1; 18A:20-36; 18A:33-1
N.J.A.C. 6A:26-7.5 et seq.

Adopted:



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Disposition of Property
Jul 17

[See POLICY ALERT Nos. 154, 159 and 213]

7300 DISPOSITION OF PROPERTY

The Board of Education believes the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district. The disposition of any school property will be in accordance with this Policy and applicable laws.

Real estate property will be disposed of by sale or otherwise, in accordance with N.J.S.A. 18A:20-5 through 18A:20-7 and N.J.A.C. 6A:26-7.4. If an approved site, or interest therein, is to be altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the ~~Department of Education~~ **Division of Administration and Finance (Division)** in accordance with the requirements of N.J.A.C. 6A:26-7.4 et seq. The ~~Division~~ **Department of Education** will notify the district of its approval or disapproval.

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes, **and disposal of any property declared scrap or waste.** If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in an official newspaper. By resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase. **In the event no bids are received for personal property or the personal property is not sold at private sale pursuant to, N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.**

Personal property may be sold to the United States, the State of New Jersey, or to any body politic in the State of New Jersey, or any foreign nation which has diplomatic relations with these United States by private sale without advertising for bids.



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Disposition of Property

Notwithstanding anything to the contrary in this Policy, property acquired with Federal funds for use in a Federally funded program will be disposed of in accordance with applicable law and guidelines.

The Superintendent shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest and applicable laws.

N.J.S.A. 18A:18A-5; 18A:18A-45; 18A:20-56; through 18A:20-7 et seq.
N.J.A.C. 6A:26-7.4

Adopted:



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School District Security
Jan 19
M

[See POLICY ALERT Nos. 96, 214 and 217]

7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment. The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

The Superintendent of Schools shall designate a school administrator, **or a school employee with expertise in school safety and security**, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.



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School District Security

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

N.J.S.A. 18A:17-43.1; 18A:17-43.2; 18A:17-43.3

Adopted:



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Electronic Surveillance In School Buildings
and On School Grounds
Dec 17
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[See POLICY ALERT Nos. 177 and 214]

7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record, ~~and if so in which~~ it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, ~~and the district declares such use to be a legitimate educational interest.~~

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

The Board of Education shall post signage ~~following statement shall be posted~~ in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used.



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Electronic Surveillance In School Buildings
and On School Grounds

~~The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.~~

In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

N.J.S.A. 18A:41-9

Adopted:



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Student Records
Dec 16
M

[See POLICY ALERT Nos. 83, 95, 110, 121, 138, 139,
144, 163, 171, 175 and 210]

8330 STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

For purposes of this Policy:

- ~~1. "Adult student" means a student who is at least eighteen years of age, or is attending an institution of postsecondary education, or is an emancipated minor.~~
- ~~2. "Parent" means the natural or adoptive parent, the legal guardian, surrogate parent, or a person acting in place of a parent in accordance with N.J.A.C. 6A:32-2.1. Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights under N.J.A.C. 6A:32. "Parent" shall also include, for the purposes of N.J.A.C. 6A:32, the adult student. A foster parent may act as a parent under the provisions of N.J.A.C. 6A:32 if the parent's authority to make educational decisions on the student's behalf has been terminated by a court of appropriate jurisdiction.~~

General Considerations

The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in



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accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The school district shall **provide annual, written notification to notify parents, and adult students, and emancipated minors annually in writing** of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The school district shall make every effort to notify parents and adult students in their dominant language.

Nothing in this Policy shall be construed to prohibit certified school personnel, ~~at their discretion,~~ from disclosing student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq. ~~Department of Education rules.~~

Student Information Directory

A student information directory is a publication of a ~~the school district~~ **Board of Education** that includes ~~student information relating to a student~~ as defined in N.J.A.C. 6A:32-2.1. **This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information.** The student information directory shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. In the event the school district publishes ~~information included in the~~ a student information directory, the Superintendent or designee will **provide a parent or adult student a ten-day period** ~~inform parents or adult students of such publication, and parents or adult students will be afforded a ten-day period to submit a written statement to~~ **submit** to the Superintendent a **written statement** prohibiting the school district from including any ~~or and~~ all types of information about the student in any student information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and P.L. 107-110 sec. 9528, Armed Forces Recruiter Access to Students and Student Recruiting Information of the No Child Left Behind Act of 2001.



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School Contact Directory for Official Use

A school contact directory for official use is a compilation by the school district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain, ~~but need not publish,~~ a school contact directory for official use, ~~that which~~ is separate and distinct from the student information directory. ~~The student contact directory may be provided~~ School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel who are currently providing services to the student in question. ~~In order for a parent or adult student to~~ To exclude any information from the school contact directory for official use the parent, or adult student, or emancipated minor shall notify the Superintendent or designee in writing on a form prescribed by the Commissioner of Education.

Mandated and Permitted Student Records

Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to be collected in order to promote the student's educational welfare of the student. The Board shall authorize the permitted records to be collected by adopting at a regular public Board meeting a resolution listing such permitted records or Policy and Regulation 8330, which will list such permitted records.

Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the school district. Policy and Regulation 8330 assure that access to such records is limited to authorized persons.

Records for each individual student may shall be stored electronically or in paper format maintained in a central file at the school attended by the student. ~~When records are maintained in different locations, a notation in the central file as to where such other records may be found is required.~~ When student records are stored electronically, proper security and back-up procedures shall be administered.



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~~Student health records shall be maintained and located in a locked cabinet or room in the school building or complex where the student is assigned. Records kept in electronic form shall be both accessible and secure.~~ Student health records, **whether stored on paper or electronically**, shall be maintained separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. Records shall be accessible during the hours in which the school program is in operation.

~~Security blocks will be installed for records stored in any computer system to protect against any security violations of the records stored therein. To guard against the loss of student records, the district shall maintain an updated hard copy and backup versions of student records.~~

Any district internet website shall not disclose any personally identifiable information about a student **without receiving prior written consent from the student's parent**, in accordance with the provisions of N.J.S.A. 18A:36-35. **Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.**

Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to **people** ~~these authorized organizations, agencies, and persons under the conditions~~ permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.

The district [~~will or may~~] **may** charge a reasonable fee for reproduction of **student records**, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-52, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or **other Federal and State** ~~under~~ rules and regulations regarding students with disabilities, **including N.J.A.C. 6A:14.**



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Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).

Only ~~The following~~ authorized organizations, agencies, ~~or and~~ persons **as defined in N.J.A.C. 6A:32-7.5** shall have access to student records, **including student health records**:

1. ~~The student who has the written permission of a parent and the parent of a student under the age of eighteen whether or not the child resides with that parent except per N.J.S.A. 9:2-4; the place of residence shall not be disclosed and access shall not be provided if denied by a court.~~
2. ~~Students at least sixteen years of age who are terminating their education in the district because they will graduate secondary school at the end of the term or no longer plan to continue their education.~~
3. ~~The adult student and the student's parent who has the written permission of such student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student.~~
4. ~~Certified school district personnel who have assigned educational responsibility for the student shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-1.5.~~
5. ~~Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies as indicated in N.J.A.C. 6A:32-7.5(e) shall have access to the general student record, but not to the student health record, except under conditions permitted in N.J.A.C. 6A:16-1.5.~~
6. ~~In order to fulfill its legal responsibility as a Board, the Board has access through the Superintendent or designee to information contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student.~~



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7. ~~Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to those portions of the record to the extent that is necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to those student files which such staff are directed to enter or record information and shall cease when the specific assigned task is completed.~~
8. ~~Accrediting organizations in order to carry out their accrediting functions, the Commissioner of Education and members of the New Jersey Department of Education staff who have assigned responsibility which necessitates the review of such records.~~
9. ~~Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:~~
 - a. ~~Original mandated student records school districts have been directed to compile by New Jersey statute, regulation or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;~~
 - b. ~~Original permitted student records which the Board has required shall be forwarded to the receiving school district only with the written consent of the parent or adult student except where a formal sending-receiving relationship exists between the school districts;~~
 - c. ~~All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the student has transferred within ten school days after the transfer has been verified by the requesting school district;~~
 - d. ~~The Superintendent or designee shall request all student records in writing from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;~~



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- e. ~~The Superintendent or designee of the school district of last attendance shall upon request, provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and~~
- f. ~~Proper identification, such as a certified copy of the student's birth certificate, shall be requested at the time of enrollment in a new school district.~~
10. ~~Officials of the United States Department of Education who have assigned responsibilities which necessitate review of such records.~~
11. ~~Officers and employees of a State agency who are responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the district shall ask such State agency for its cooperation in sharing the findings of the investigation.~~
12. ~~Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student, except that these organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student.~~
13. ~~Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5(e), upon the presentation of a court order.~~
14. ~~Bona fide researchers who explain in writing, in advance to the Superintendent, the nature of the research project and the relevance of the records sought and who satisfy the Superintendent or designee that the records are to be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher.~~

Nothing in N.J.A.C. 6A:32-7.1 et seq. or in Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.



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~~In complying with N.J.A.C. 6A:32-7 – Student Records providing access to student records in accordance with N.J.A.C. 6A:32-7.5, individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).~~

Conditions for Access to Student Records

All authorized organizations, agencies, and persons **defined in N.J.A.C. 6A:32-7.1 et seq.** ~~with access to student records~~ shall have access to the records of a student subject to ~~the following conditions outlined in N.J.A.C. 6A:32-7.6(a):~~.

- ~~1. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.~~
- ~~2. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit their request in writing together with any required authorization to the Superintendent or designee.~~
- ~~3. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student, or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student's record of the names of persons granted access, the reason access was granted, the time and circumstances of inspection, the records studied, and the purposes for which the data will be used.~~
- ~~4. Unless otherwise judicially instructed, the district shall, prior to the disclosure of any student records to organizations, agencies, or persons outside the school district pursuant to a court order, give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested. Such notification shall be provided in writing if practicable. Only those records related to the specific purpose of the court order shall be disclosed.~~



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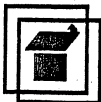
- ~~5. A record may be withheld from a parent of a student under eighteen or from an adult student only when the district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court may be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of his or her request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.~~

Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the **parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).** process shall be as follows:

- ~~1. A parent or adult student shall notify the Superintendent in writing of the specific issues relating to the student's record.~~
- ~~2. Within ten days of notification, the Superintendent or designee shall notify the parent or adult student of the school district's decision.~~
- ~~3. If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to revise the issues set forth in the appeal.~~
- ~~4. If the matter is not satisfactorily resolved, the parent or adult student may appeal this decision either to the Board of Education or the Commissioner of Education within ten days.~~
- ~~5. If appeal is made to the Board of Education, a decision shall be rendered within twenty days. The decision of the Board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4, Appeals.~~



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6. ~~At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made part of the student's record with copies made available to the parent or adult student.~~

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(b) ~~through 6 above.~~

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place **in the student record** a statement ~~in the student's record~~ commenting upon the information in the student's record or setting forth any reasons for disagreement with the decision **made in the appeal of the agency.** Such statements shall be maintained as part of the student's record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

Retention and Disposal of Student Records

A student's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than that described in N.J.A.C. 6A:32-7.8(e) ~~1. below,~~ may be disposed of after the information is no longer necessary to provide educational services to a student **and in accordance with the provisions of N.J.A.C. 6A:32-7.8(b).** ~~Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful.~~



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Student Records

Upon graduation or permanent departure of a student from the school district, the parent or adult student shall be notified in writing that a copy of the entire student's record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(e) ~~1. below~~, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be **in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2** ~~accomplished only after written parental or adult student notification and written parental or student permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful and prior written authorization has been obtained from the New Jersey Department of State, Records Committee.~~

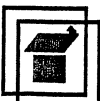
- ~~1. In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, citizenship, address, telephone number, health history and immunization, standardized assessment and test answer sheet (protocol), grades, attendance, classes attended, grade level completed, year completed, and years of attendance.~~

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, ~~citizenship, address, telephone number,~~ health history and immunization, standardized assessment **results** ~~and test answer sheet (protocol),~~ grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;
6A:32-7.6; 6A:32-7.7; 6A:32-7.8

Adopted:



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Care of Injured and Ill Persons

Jun 16

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[See POLICY ALERT Nos. 93, 172 and 209]

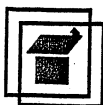
8441 CARE OF INJURED AND ILL PERSONS

The Board of Education ~~directs the Superintendent to~~ **will provide for the prompt and appropriate medical attention for students, staff members, or visitors who are injured or become ill on school grounds premises or during a at school sponsored events, activity, or field trip.**

Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Principal **or designee, who will determine whether an emergency exists.** Immediate steps may be taken as necessary to remove the injured or ill person from ~~imminent~~ danger and/or to prevent exacerbation of the ~~injury or illness disability.~~ **Basic Routine first aid will may be administered by district personnel as necessary to ensure the safety and comfort of the injured or ill person until the school nurse or other medical professional arrives on the scene.**

The parent(s) ~~or legal guardian(s)~~ of an injured or ill student and, if necessary, the family of an injured or ill staff member or ~~adult~~ visitor will be notified promptly and ~~tactfully~~ of the injury or illness **and the ongoing health status of the injured or ill person.** If the school nurse or school ~~physician medical inspector~~ or, in the absence of both, the Principal **or designee,** determines ~~that~~ the injured or ill person should ~~receive be removed from school for rest and/or treatment at home or for a medical examination from consultation with a~~ **their medical professional private physician,** the parent(s) ~~or legal guardian(s),~~ or family member ~~will shall be required to remove the injured or ill person from the school or school event or activity requested to provide transportation.~~ **In the event a serious health emergency occurs on school grounds or during a school sponsored event, activity, or field trip, emergency medical assistance will be contacted.**

In the event it is determined by the school nurse and/or a medical professional that a student shall be immediately transported to a hospital or other emergency medical facility, a school staff member, if a parent or their designee is not on the scene, shall accompany the student to a hospital or other emergency medical facility.



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Care of Injured and Ill Persons

Optional

~~[A team of school district employees shall be assembled by the Principal in each school building and shall be trained and annually retrained in first aid procedures. Both the initial training of first aid team members and annual refresher courses will be at Board expense. The names of the first aid team members will be submitted to the Superintendent and distributed to all employees assigned to the school building. First aid team members shall assist the school nurse and may administer first aid in the absence of the school nurse.]~~

~~In a serious emergency requiring immediate medical attention, an ambulance may be summoned for transportation to a hospital or the school nurse may drive the injured or ill person to the hospital.~~

~~The school nurse(s) Superintendent shall, in consultation with the school physician, medical inspector and school nurse, will develop prepare standing orders basic emergency first aid procedures for the emergency treatment of an injury injuries or illness in the event a school staff member may be in the position to provide emergency first aid until the school nurse or other medical professional arrives on the scene and disabilities by the school nurse and regulations for the handling of injured and ill persons by all other school employees. All district personnel will be briefed annually on the regulations governing the handling of injured and ill persons.~~

~~Injuries and disabilities that occur in the course of the athletic program are subject to the provisions of Policy No. 2431 and implementing regulations. Student disabilities attributable to substance abuse will be handled in accordance with Policy No. 5530. Injuries that occur in the course of school bus transportation will be handled in accordance with regulations implementing Policy No. 8630.~~

~~N.J.S.A. 18A:40-3~~

~~N.J.A.C. 6A:16-1.4(a)1; 6A:16-1.4(a)2; 6A:16-1.4(a)3 6A:16-2.1(a)4~~

Adopted:



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Reporting Violence, Vandalism, Harassment,
Intimidation, Bullying, Alcohol,
and Other Drug **Offenses Abuse**

Jan 19

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[See POLICY ALERT Nos. 179, 180, 188, 193 and 217]

8461 REPORTING VIOLENCE, VANDALISM, HARASSMENT,
INTIMIDATION, BULLYING, ALCOHOL,
AND OTHER DRUG OFFENSES ABUSE

The Board of Education shall observe "School Violence Awareness Week" during the week beginning with the third Monday in October of each year by organizing activities to prevent school violence. Activities shall include, but are not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity, and tolerance. The Board shall invite law enforcement personnel to join members of the teaching staff in the discussions and provide programs for school employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident of school violence. **The Board of Education shall disseminate to students' parents an informational pamphlet prepared by the New Jersey Department of Education (NJDOE) on how a parent can limit a child's exposure to violence on television, cell phones, computers, and other electronic devices, on an annual basis pursuant to N.J.S.A. 18A:40-44.**

In accordance with N.J.A.C. 6A:16-5.3 aAny school employee who observes or has direct knowledge from a participant or victim of an act of violence; **including harassment, intimidation, and bullying;** or the possession ~~and/or~~ distribution of alcohol or other drugs on school grounds, and any school employee who reports a student for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form adopted by the Board to include all of the incident detail and offender and victim information that are reported on the ~~Electronic Violence and Vandalism Reporting System (EVVRS)~~ **Student Safety Data System (SSDS).**

A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512.

The Building Principal, for each incident ~~report~~ of violence; **including vandalism, harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses or other drug abuse,** shall review the incident report for accuracy; forward a copy of the incident report to the Superintendent; and notify



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the Superintendent of the action taken regarding the incident. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.

The majority representative of the school employees' bargaining units shall have access monthly to the number and disposition of all reported acts of school violence, **including** ~~vandalism~~, harassment, intimidation, ~~and~~ ~~or~~ **bullying, and vandalism**, pursuant to N.J.S.A. 18A:17-46. Personally identifying information may be provided to the majority representative of the school employees' bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.

~~Twice~~ ~~Two times~~ each school year, **once** between September 1 and January 1 and **once** between January 1 and June 30, ~~at a public hearing held pursuant to N.J.S.A. 18A:17-46~~, the Superintendent shall report to the Board **at a public meeting** all acts of violence, **including** ~~vandalism~~, harassment, intimidation, **and** ~~bullying~~, **vandalism**, and ~~incidents of alcohol and other drug offenses abuse~~ that occurred during the previous reporting period, **according to** ~~in accordance with~~ the provisions of N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3. The report shall include the number of reports of harassment, intimidation, or bullying, the status of all investigations, the nature of the bullying based on one of the protected categories identified in section 2 of P.L.2002, c.83 (C.18A:37-14), the names of the investigators, the type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying, and any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying. The information shall also be reported once during each reporting period to the ~~NJDOE Department of Education~~. The report must include data broken down by the enumerated categories as listed in section 2 of P.L.2002, c.83 (C.18A:37-14), and data broken down by each school in the district, in addition to district-wide data. It shall be a violation to improperly release any confidential information not authorized by Federal or State law for public release.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with the provisions of P.L. 2002, c.83 (C.18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district. The Commissioner shall promulgate guidelines for a program to grade schools for the



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purposes of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website. The grade for the district and each school of the district shall be posted on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within ten days of the receipt of a grade by the school and district.

Whenever it is alleged a school employee has knowingly falsified **reported information on acts of the report on violence, or vandalism, harassment, intimidation, or bullying or any incident included in the annual report on violence and vandalism** required under N.J.S.A. 18A:17-46, the Board shall make a determination regarding whether the employee committed the act. The Board shall provide written notice of the allegations to the employee and the employee shall be entitled to a hearing before the Board in accordance with the provisions of N.J.A.C. 6A:16-5.3(fg)2. Upon a determination by the Board that an employee has knowingly falsified **the reported information**, the Board may take appropriate action as ~~outlined in N.J.A.C. 6A:16-5.3(g)3.~~ **Any action taken by the Board shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record.** ~~Any employee having been found responsible for the falsification of the report by the Board shall have the right to file a grievance under their respective bargaining agreements, appeal the Board's determination to the Commissioner of Education and subsequently to the State Board of Education, or appeal the decision to the Superior Court of New Jersey. The availability of appeal options shall be based upon the action taken by the Board.~~

The A Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

The Board shall provide ongoing staff training, in cooperation with the **NJDOE Department of Education**, in fulfilling the reporting requirements of N.J.S.A. 18A:17-46.

N.J.S.A. 18A:17-46; 18A:36-5.1; **18A:40-44**

N.J.A.C. 6A:16-5.2; 6A:16-5.3

Adopted:



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Local Wellness Policy/Nutrient Standards for
Meals and Other Foods

May 17

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[See POLICY ALERT Nos. 174, 195, 198, 204 and 212]

8505 LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

The Principal or a School Wellness Policy Coordinator designated by the Principal will be responsible to ensure the school complies with the requirements in this Policy. The Superintendent of Schools will designate a District Wellness Policy Coordinator who will have the authority and responsibility to ensure each school in the district complies with the requirements outlined in this Policy.

A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
 - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
 - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.



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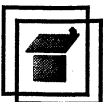
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Local Wellness Policy/Nutrient Standards for
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May 17

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- c. The Principal or **School Wellness Policy Coordinator** ~~designee~~ will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.
 - d. Food service staff, in consultation with the Principal or **School Wellness Policy Coordinator** ~~designee~~, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.
 - e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.
 - f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:
- a. The Principal or **School Wellness Policy Coordinator** will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.
 - b. The Principal or ~~designee~~ **School Wellness Policy Coordinator** will post the nutritional guidelines of the



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HHFKA in the area of the school building where food and beverages are served.

- c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items **and for students to make informed choices about nutrition, health, and physical activity.**

3. Goals for Physical Activity

[This section (3.a.) shall be included for districts with elementary schools.]

- a. The following activities will be coordinated in each elementary school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
 - (2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.
 - (3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.
 - (4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.



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- (5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.]

[This section (3.b.) shall be included for districts with middle schools.

- b. The following activities will be coordinated in each middle school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
 - (2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
 - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.]

[This section (3.c.) shall be included for districts with high schools.

- c. The following activities will be coordinated in each high school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching



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staff member as required by the New Jersey
Department of Education.

- (2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
 - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.]
4. Goals for Other School-Based Activities - The following activities will be coordinated ~~in each school~~ in the district:
- a. ~~Each school in~~ The district will establish a **District Wellness Committee (DWC)**. **The DWC will:**
 - (1) **Be comprised of a the Principal or designee, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, and at least one food service staff member representing all school levels in the district, and the District Wellness Policy Coordinator; and**
 - (2) **Meet at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of the district-wide Wellness Policy.**
 - b. The Principal or ~~designee~~ **School Wellness Policy Coordinator** will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.



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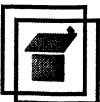
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- c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's **Principal and/or School Wellness Policy Coordinator Committee**.
 - d. The **Principal and/or School Wellness Policy Coordinator** will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.
5. Annual School Progress Report
- a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the school's **School Wellness Policy Coordinator Committee** in an Annual School Progress Report provided to the Superintendent of Schools before **May 1 June 30**.
 - b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.
6. Annual District Summary Progress Report
- a. Upon receiving the Annual School Progress Report from each school, the ~~Superintendent or designee~~ **District Wellness Policy Coordinator** will compile an Annual District Summary Progress Report to be presented to the **Superintendent and Board of Education** at a public meeting before **May 30 the beginning** of the **current** school year. The public will be provided an opportunity to review and



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comment on the Annual District Summary Progress Report
at the Board meeting.

- b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.

7. Additional Wellness Policy Goals

- a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.

B. Nutrition Guidelines for All Foods and Beverages

1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the Smart Snacks in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. **The food requirements for any food or beverages sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA and a smart snack calculator shall be on file in each school for each product sold.**
2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for **each appropriate grade level elementary, middle, and secondary schools**. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.
3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day. Fundraisers involving the



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sale of food or beverages must be **pre-approved by** ~~submitted to~~
the Principal or designee and the ~~or designee~~ District Wellness
Policy Coordinator ~~for approval.~~

[Option

4. The Board of Education will permit food in the school that is not sold to students to be brought into school by parents, students, or staff members for classroom activities, parties, or snacks, or other food provided to students as an incentive. Any occasion where food is brought into the school for such purposes must be approved by the Principal or designee, who will ensure safeguards are in place to protect students who may have a food or related allergy.]

C. District Coordinator

~~The Superintendent or designee shall be the school district official responsible to ensure each school in the district complies with the requirements as outlined in this Policy.~~

1. The District Wellness Policy Coordinator shall be available to consult with school-based administrators, staff members, and the School Wellness Policy Coordinator(s) on the district's Wellness Policy.
2. The District Wellness Policy Coordinator shall also be responsible to ensure parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the general public are permitted to participate in the development, implementation, review, and update of this Wellness Policy.
3. The District Wellness Policy Coordinator shall be responsible to inform and update the public (including parents, students, and others in the community) about the content, implementation, updates and implementation status of the district's Wellness



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Policy through the district's website, school publications, and/or other school communications made available to the public.

- a. **The information and update shall provide as much information as possible about the school nutrition environment, including a summary of the events and activities related to the Wellness Policy implementation in the school district.**

D. Wellness Policy Assessment

1. **The District Wellness Policy Coordinator will prepare an assessment of the district's Wellness Policy in accordance with the requirements of the United States and New Jersey Departments of Agriculture on the extent to which the school(s) in the district are in compliance with the district's Wellness Policy, the extent to which the district's Wellness Policy compares to model school wellness policies, and a description of the progress made in attaining the goals outlined in the district's Wellness Policy.**
2. **The District Wellness Policy Coordinator will present this assessment to the Board of Education at a public Board meeting, make such assessment available to the public, and recommend any updates to the Policy accordingly.**

E. Records

1. **The District Wellness Policy Coordinator shall ensure records are maintained to document compliance with the requirements of the District Wellness Policy. Such records will include, but not be limited to:**
 - a. **The Board-approved Wellness Policy;**
 - b. **Documentation demonstrating the Policy has been made available to the public;**



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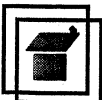
- c. **Documentation of the efforts made in the school district to review and update the Policy;**
- d. **Documentation demonstrating compliance with the annual public notification requirements;**
- e. **Documentation demonstrating the most recent assessment on Policy implementation; and**
- f. **Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy has been made available to the public.**

FD. Publication/Dissemination

This Policy **and Assessment** will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

The Healthy, Hunger-Free Kids Act of 2010

Adopted:



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Breakfast Offer Versus Serve (OVS)
Dec 17
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[See POLICY ALERT Nos. 202 and 214]

[For School Districts that Implement a Breakfast Offer Versus Serve Program]

8507 BREAKFAST OFFER VERSUS SERVE (OVS)

The Board of Education, to be in compliance with the Healthy Hunger Free Kids Act (HHFKA) of 2010, adopts this Offer Versus Serve (OVS) Policy. Offer Versus Serve is a Policy for Federally reimbursable meals that allows students to decline a certain number of food components in the meal to reduce plate waste and food cost. Board of Education approval to implement a Breakfast OVS Policy is optional at all grade levels. The provisions of the Breakfast OVS Policy shall be in accordance with the requirements of the HHFKA of 2010.

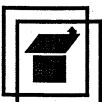
A school breakfast eligible for Federal reimbursement shall offer four food items from the three food components in the appropriate amounts per grade grouping:

- Fruit ~~or vegetable or juice~~ (including optional vegetable);
- Milk; and Grains (including optional meat/meat alternate)
- Grains (including optional meat/meat alternate). Milk

Students are allowed to decline one of the four food items offered, **but must select at least a half cup of either fruit or half cup of vegetable or half cup of a fruit/vegetable combination.**

After taking the half cup fruit or half cup of vegetable or half cup of a fruit/vegetable combination, students must select at least two additional food items in the full amounts (per grade group requirements) to count toward the reimbursable offer versus serve meal.

A student's decision to accept all four food items or to decline one food item shall not affect the price charged for the meal as the breakfast is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a la carte prices will be charged.



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Breakfast Offer Versus Serve (OVS)

School staff members cannot make exceptions to the Policy, such as requiring every student to take a particular food component. It is the student's choice to select any three or all four food items of the reimbursable meal.

At each school implementing this OVS Policy, school food service staff members will be trained annually on the provisions of the district's Breakfast OVS Policy.

[Select One Option

Breakfast OVS will be implemented at the following schools: (List all schools in the district that will implement a Breakfast OVS Policy)

Breakfast OVS will be implemented in all schools in the district.]

Adopted:



POLICY GUIDE

OPERATIONS
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Lunch Offer Versus Serve (OVS)

8508 LUNCH OFFER VERSUS SERVE (OVS)

[See **POLICY ALERT No. 202**]

[For School Districts with High School Grades and Optional for all Other School Districts]

The Board of Education, to be in compliance with the Healthy Hunger Free Kids Act (HHFKA) of 2010, adopts this Offer Versus Serve (OVS) Policy. Offer Versus Serve is a Policy for Federally reimbursable meals that allows students to decline a certain number of food components in the meal to reduce plate waste and food cost. Board of Education approval to implement a Lunch OVS Policy is required at the high school level and is optional at all other grade levels. The provisions of the Lunch OVS Policy shall be in accordance with the requirements of the HHFKA of 2010.

A school lunch eligible for Federal reimbursement shall offer five food components in the appropriate amounts per grade grouping:

- Fruit;
- Vegetable;
- Milk;
- Grain; and
- Meat/Meat Alternate.

Students are allowed to decline two of the five required food components, but must select at least a half cup of either fruit (or fruit combination) or a half cup of vegetable (or vegetable combination) or half cup of a fruit/vegetable combination.

After selecting the half cup fruit or vegetable requirement, students must select at least two additional full components in the full amounts (per age/grade grouping required amounts) to count toward the reimbursable offer versus serve meal.



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Lunch Offer Versus Serve (OVS)

The student's decision to accept all five food components or to decline two food components shall not affect the price charged for the meal as the lunch is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a la carte prices will be charged.

School staff members cannot make exceptions to the Policy, such as requiring every child to take a particular food component. It is the student's choice to select any three, four, or all five components of the reimbursable meal.

At each school implementing this Lunch OVS Policy, food service staff members will be trained annually on the provisions of the district's Lunch OVS Policy.

[Select One Option

_____ Lunch OVS will be implemented at the following schools: (List all schools in the district that will implement the Lunch OVS Policy – all high school grade level schools must be listed below)

_____	_____
_____	_____
_____	_____
_____	_____

Lunch OVS will be implemented in all schools in the district.]

Adopted:



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Bus Driver/Bus Aide Responsibility

Dec 17

M

[See POLICY MEMO No. 67]

[See POLICY ALERT Nos. 164, 205, 209 and 214]

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) ~~et seq.~~ and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered by the **employer** to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with ~~the their employer Board of Education~~ that the individual has completed the training program within



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Bus Driver/Bus Aide Responsibility

five business days of its completion. The **employer Board** shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the Department of Education in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq. ~~6A:27-11.2(b) and (e).~~

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).



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Bus Driver/Bus Aide Responsibility

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

**N.J.S.A. 18A:6-7.1 et seq.; 18A:25-2; 18A:39-17; 18A:39-18;
18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;
18A:39-28**

N.J.S.A. 39:3B-25

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:



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Bonding
Aug 19

[See POLICY ALERT Nos. 190 and 191]

8740 BONDING

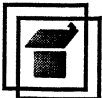
The Board of Education recognizes that the prudent trusteeship of the resources of this district dictates that employees responsible for the safekeeping of district moneys and property be bonded.

The Board directs the indemnification of the district against loss of money and property by the bonding of the Treasurer of School Moneys in accordance with the requirements of N.J.A.C. 6A:23A-16.4 and by the bonding of the Board Secretary in accordance with the requirements of N.J.S.A. 18A:17-6. If the district does not have a Treasurer of School Moneys, the Board will ensure surety bonds are obtained in accordance with the rules of the State Board of Education. All other employees may be covered under a blanket bond in an amount to be determined by the Board or as required by the rules of the State Board of Education.

The Board shall bear the cost of bonding each employee required to be bonded by law or by this policy.

N.J. Const., Art. 7, §1, 4
N.J.S.A. 18A:6-58; 18A:17-6; 18A:17-26; 18A:17-32
N.J.A.C. 6A:23A-16.4

Adopted:



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OPERATIONS

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Opening Exercises/Ceremonies

Jul 15

[See POLICY ALERT Nos. 92 and 206]

8820 OPENING EXERCISES/CEREMONIES

The Board of Education requires that the students in each school in the school district to salute the United States flag and repeat the pledge of allegiance to the flag of the United States ~~be conducted during each day's opening exercises in each school classroom in accordance with law in accordance with the provisions of N.J.S.A. 18A:36-3.~~ The pledge of allegiance shall be rendered with the right hand over the heart, except that A students who have a has conscientious objection against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute and pledge or stand during such pledge or salute, but shall be required to show full respect to the flag while the pledge is being given ~~objections that interfere with his/her full participation in the salute to the flag and the pledge of allegiance shall be exempted from the exercise but shall be required to maintain a respectful attitude throughout the ceremony.~~

~~The parent(s) or legal guardian(s) of any student who refuses to salute the flag shall be so informed by the Building Principal, and any such parent(s) or legal guardian(s) or the adult student shall be required to furnish a written statement of the student's conscientious objection.~~

The Board of Education authorizes observance of Commodore John Barry Day as required by N.J.S.A. 18A:36-10 through 12 and appropriate exercises for the development of a higher spirit of patriotism on the last day of school preceding Washington's Birthday (also celebrated as President's Day), Decoration of Memorial Day, Columbus Day, and Veterans Day as required by N.J.S.A. 18A:36-13. In accordance with N.J.S.A. 18A:36-13.1, the district may conduct a course of exercises or instruction in accordance with the Core Curriculum Content Standards to observe holidays, including, but not limited to, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Thanksgiving Day, Arbor Day, and other holidays as determined by the Board of Education.

N.J.S.A. 18A:36-3; 18A:36-10; 18A:36-11; 18A:36-12; 18A:36-13; 18A:36-13.1

Adopted:



POLICY GUIDE

OPERATIONS
8860/page 1 of 1
Memorials
Jan 19

[See POLICY ALERT Nos. 95 and 217]

8860 MEMORIALS

The Board of Education recognizes that each officer and employee of ~~this district~~ is important ~~not only~~ to the school district ~~and but~~ to the community at large. The loss of any officer or employee of this Board by death is a loss that the Board and the school district **will share with the community and memorialize in an appropriate manner.**

~~In order to memorialize that loss in a fitting manner, the Board directs that, whenever notice is received of the death of a Board member or a person employed by the Board, the flag of the United States at each school district building shall be flown at half mast for one school day. Written notice shall be posted in an appropriate manner in each district building on that day in order that students, staff members, and visitors are informed of the purpose of the memorialization.~~

~~The Superintendent may, in his/her discretion, grant an employee of this district a brief absence without loss of pay or personal leave for the purpose of attending the funeral of his/her direct supervisor or subordinate provided that no disruption in the educational program will be caused by any such absence.~~

The Superintendent shall recommend to the Board and the Board may approve appropriate recognition measures ~~beyond those provided for in this policy~~ when the deceased Board officer or employee has, ~~by length of service or extraordinary accomplishment,~~ especially distinguished his/her service to this school district.

The Superintendent may, in his/her discretion, grant an employee of the school district a brief absence without loss of pay or personal leave for the purpose of attending the funeral of his/her direct supervisor or subordinate provided that no disruption in the educational program will be caused by any such absence.

Adopted:



POLICY GUIDE

COMMUNITY
9120/ Page 1 of 3
Public Relations Program
Aug 19
M

[See POLICY ALERT Nos. 95, 182, and 184]

9120 PUBLIC RELATIONS PROGRAM (M)

The Board of Education believes all reasonable means should be employed to keep the community served by the school district informed on matters of importance regarding district programs, finances, personnel, policies, and operations.

The Board will determine which of its official actions have sufficient community impact and interest to warrant special release; the Board alone will release to the news media information about those matters of importance. The Board President may release information regarding Board actions of lesser importance as they have been recorded in the minutes of the Board meetings and upon the request of media representatives. The release of all other publications, photographs, and documents depicting the accomplishments of the students and staff of the district shall be approved by the Superintendent of Schools or designee.

The school district will not release or publish photographs or release other personal identifying information of an individual district student without the prior written permission of the parent(s) or legal guardian(s) or from the adult student. Written permission slips for such release from each parent(s) or legal guardian(s) or adult student will be obtained by the Principal or designee for the students in their school building or by the Program Administrator for students in programs where a Principal is not assigned. These written permission forms shall be maintained by the Principal or Program Administrator. Group photographs may be released by the district without permission, but in no event will an individual student in a group photograph be identified by name and/or by other personal identifier without written permission from the parent(s) or legal guardian(s) or adult student.

The Superintendent of Schools shall direct an information program designed to acquaint residents of the community and the public generally with the achievements and the needs of the schools. As a minimum, information shall be disseminated regarding the district's educational goals; the district's guarantee of equal educational opportunity; the district's programs for basic skills



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COMMUNITY
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Public Relations Program
Aug 19
M

improvement, special education, bilingual education, and English as a second language; and summary reports of the administration of Statewide assessment tests. Every effort shall be made to foresee and avoid problems caused by misunderstanding or lack of information.

The public information program may include the publication and distribution of a district newsletter, meetings with parent(s) or legal guardian(s) and interested residents, a presentation and interpretation of the proposed annual budget, periodically distributed calendars and notices of events, the Superintendent's annual report, and a student handbook, as well as the release of news and photographs of school activities for publication. Notices, publications, and other written materials may be prepared in languages other than English when necessary and appropriate for understanding.

The Board of Education adopts the following strategies to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3(c)14 in accordance with N.J.A.C. 6A:23A-5.2.

School district publications shall be produced and distributed in the most cost-efficient manner possible that will enable the school district to inform and educate the target community. The use of expensive materials or production techniques where lower cost methods are available and appropriate, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited.

The school district will not distribute, via mass mailings or other means to the district community at large, publications that include the picture(s) of any members of the Board of Education within ninety days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district. Any publication(s) distributed by the Board via mass mailings or other means to the district community at large within sixty days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district must be submitted to the Executive County Superintendent for review prior to distribution to ensure that the public funds are being expended in a reasonable and cost-effective manner.



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COMMUNITY
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Public Relations Program
Aug 19
M

Public relations activities, such as booths at Statewide conferences, marketing activities and celebrations for opening schools and community events, and TV productions that are not part of the instructional program or do not provide

information about district or Board operations to the public, that are excessive in nature are prohibited. All activities involving promotional efforts to advance a particular position on school elections or any referenda are prohibited.

Nothing in N.J.A.C. 6A:23A-5.2 and this Policy shall preclude the school district from accepting donations or volunteer services from community members, local private education foundations and local business owners to conduct or assist in public relations services. Examples include, but are not limited to: providing school district flyers, newsletters, or other materials containing school-related information of public concern to local businesses, public meeting places, or other local organizations to display or make available for dissemination; making school district related information of public concern available to local newspapers to publish related articles; and utilizing volunteered services of local community members, district employees, members of parent organizations or local businesses with expertise in related areas such as printing, advertising, publishing, or journalism.

The Board of Education will establish annually prior to budget preparation, a maximum dollar limit for public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14. In the event it becomes necessary to exceed the established maximum dollar limit for public relations, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount for public relations. Any increase in the maximum dollar amount shall require formal Board action.

N.J.A.C. 6A:23A-5.2

Adopted:



POLICY GUIDE

COMMUNITY
9541/page 1 of 1
Student Teachers/Interns
Jun 16

[See POLICY ALERT Nos. 140, 172, 182 and 209]

9541 STUDENT TEACHERS/INTERNS

The Board of Education encourages cooperation with colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with students and teachers at work in the classroom. Accordingly, the schools of this district will accept students from accredited institutions of higher learning as junior or senior student teachers/interns.

The Board, upon the recommendation of the Superintendent, shall approve student teachers/interns.

Student teachers/interns shall be assigned by the Superintendent. The Superintendent shall assign student teachers/interns throughout the district in a manner that assures that no single group of students will be subject to excessive student teacher/intern classroom hours.

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education and that required for teaching staff members by this Board.

[Optional

The Board of Education requires every student teacher/intern possess a county substitute credential issued in accordance with N.J.A.C. ~~6A:9-6.5~~ **6A:9B-7.1**.]

Student teachers/interns shall at all times be subject to the policies of this Board. Student teachers/interns serving in the schools of this district shall be responsible to the Principal for their conduct and to the cooperating teacher for their performance.

Students and other affiliates of educational institutions will be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

N.J.A.C. ~~6A:9-6.5; 6A:9-10.2~~ **6A:9A-4 et seq;**
~~6A:9-10.3~~ **6A:9A-5 et seq.; 6A:9B-7.1** ~~6A:9-10.4~~

Adopted:



October 16, 2019

UNFINISHED BUSINESS – NONE

NEW BUSINESS - NONE

APPROVAL OF RESOLUTION TO GO INTO CLOSED EXECUTIVE SESSION

WHEREAS, the Board of Education is now assembled at a public meeting, and

WHEREAS, the Board of Education now determines to go into closed/executive session for the purpose of discussing the following:

[Personnel, Attorney Client Privileges, Student Matters]

NOW, THEREFORE BE IT RESOLVED THAT pursuant to the terms and conditions of the Open Public Meeting Act, N.J.S.A. 10:4-1, et.seq., that the Board of Education exclude the public, and enter into closed/executive session. It is estimated that these closed discussions might be disclosable to the public at the expiration of two (2) years from the date of the closed session, if not then legally privileged.

At the conclusion of this closed/executive session, it is anticipated that the Board will reconvene in public session.

This resolution is adopted at 9:40 PM on October 16, 2019.

Dennis Tunstall
Board President

Attested To By:

Moved by Gary Johnson

APPROVAL OF RESOLUTION TO GO INTO CLOSED EXECUTIVE SESSION

Seconded by Carlos Worthy

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

MOTION TO COME OUT OF CLOSED EXECUTIVE SESSION @ 10:25 P.M.

Moved by Gary Johnson

MOTION TO COME OUT OF CLOSED EXECUTIVE SESSION

Seconded by Carlos Worthy
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

9.4.3 APPROVAL OF HONORARIUM POSITIONS FOR THE 2019-2020 SCHOOL YEAR

Be it resolved that upon the recommendation of the Interim Superintendent, the Board of Education approves the following:

Name	Activity	Location	Stipend
April Newman	Safety Patrol	Hawthorne	\$1,089.00
Constance Vogel	Safety Patrol	Hawthorne	\$1,089.00
Carlene Groce	General Detention	Hawthorne	\$1,714.00
Donna Ingram	Theater Arts	Hawthorne	\$1,299.00
Michelle Anne-Spring	Student Council	Hawthorne	\$2,149.50
Glenda Smiley	Student Council	Hawthorne	\$2,149.50
Kerri Wise	Grade Level Chair	Hawthorne	\$542.00
Paula Robinson	Grade Level Chair	Hawthorne	\$542.00
Sherrie Epstein	Grade Level Chair	Hawthorne	\$542.00
Brandy Vorgity	Grade Level Chair	Hawthorne	\$542.00
Erika Hughes	Grade Level Chair	Hawthorne	\$542.00
Nicole Gregory	Safety Patrol	Twin Hills	\$2,178.00
Kara Keefe	Computer Club	Twin Hills	\$1,299.33
Christina Bookhart	Computer Club	Twin Hills	\$1,299.33
Allison Lee	Computer Club	Twin Hills	\$1,299.33
Shamuel Clay	Theater Arts	Twin Hills	\$1,299.00
Christina Bookhart	Department Chair	Twin Hills	\$542.00
Jenee Murry	Department Chair	Twin Hills	\$542.00
Tamara Boltnew	Department Chair	Twin Hills	\$542.00

APPROVAL OF HONORARIUM POSITIONS FOR THE 2019-2020 SCHOOL YEAR (cont'd)

Name	Activity	Location	Stipend
Keenan Riley	Department Chair	Twin Hills	\$542.00
Karrie Lamon	Department Chair	Twin Hills	\$542.00
Kara Keefe	Robotics	Twin Hills	\$1,046.00
Harmony Senior	National Honor Society	Twin Hills	\$649.50
Arthur Cossabone	National Honor Society	Twin Hills	\$649.50
Karen Snyder	Student Council	Twin Hills	\$1,074.75
Karrie Lamon	Student Council	Twin Hills	\$1,074.75
Jenee Murry	Student Council	Twin Hills	\$1,074.75
Harmony Senior	Student Council	Twin Hills	\$1,074.75
Lisa Riley	Yearbook	Twin Hills	\$1,045.00
Ellen Barton	Fine Arts	Twin Hills	\$844.50
Arthur Cossabone	Fine Arts	Twin Hills	\$844.50
arry Baldasari	General Detention	W.R. James	\$857.00
Francine Satterfield	General Detention	W.R. James	\$857.00
Marie Brown	Safety Patrol	W.R. James	\$1,089.00
Marsha Peters	Safety Patrol	W.R. James	\$1,089.00
Colleen Horn	National Honor Society	W.R. James	\$1,299.00
Rita Gregg	Yearbook	W.R. James	\$1,045.00
Jamika Lemon	Student Council	W.R. James	\$1,433.00
Sue Smith	Student Council	W.R. James	\$1,433.00
Deborah Kelley	Student Council	W.R. James	\$1,433.00
Sue Smith	Grade Level Chair	W.R. James	\$542.00
Marsha Peters	Grade Level Chair	W.R. James	\$542.00
Coleen Horn	Grade Level Chair	W.R. James	\$542.00
Jacqueline Marcucci	Grade Level Chair	W.R. James	\$542.00
Alexander Medawar	Theater Arts	W.R. James	\$1,299.00
Stacey Sidney	Grade Level Chair	Levitt Intermediate School	\$542.00
Christine Albert	Grade Level Chair	Levitt Intermediate School	\$542.00
Tracey Holland	Grade Level Chair	Levitt Intermediate School	\$542.00

October 16, 2019

APPROVAL OF HONORARIUM POSITIONS FOR THE 2019-2020 SCHOOL YEAR (cont'd)

Name	Activity	Location	Stipend
Sheri Fitzpatrick	Grade Level Chair	Levitt Intermediate School	\$542.00
Tawana Coleman	Grade Level Chair	Levitt Intermediate School	\$542.00
Raymond Simpson	Grade Level Chair	Levitt Intermediate School	\$542.00
Tawana Coleman	African American Club	Levitt Intermediate School	\$1,140.00
Jennifer Rome	Arts & Crafts Club	Levitt Intermediate School	\$1,299.00
Summer Booz	Jazz Concert Band	Levitt Intermediate School	\$939.00
Nichelle Moragne	Computers	Levitt Intermediate School	\$1,299.33
Sabina Sanders	Computers	Levitt Intermediate School	\$1,299.33
Charlotte Weathers	Computers	Levitt Intermediate School	\$1,299.33
Danielle Holly	General Detention	Levitt Intermediate School	\$571.33
Mark Odenheimer	General Detention	Levitt Intermediate School	\$571.33
Fatimah Saunders	General Detention	Levitt Intermediate School	\$571.33
Stacey Sidney	National Honor Society	Levitt Intermediate School	\$1,299.00
Sheri Fitzpatrick	PBSIS Advisor	Levitt Intermediate School	\$1,255.00
Alice Holmes	PBSIS Assistant	Levitt Intermediate School	\$1,046.00

APPROVAL OF HONORARIUM POSITIONS FOR THE 2019-2020 SCHOOL YEAR (cont'd)

Name	Activity	Location	Stipend
Jennifer Rome	Robotics	Levitt Intermediate School	\$1,046.00
Janet Adams	Safety Patrol	Levitt Intermediate School	\$1,087.00
Tracey Holland	Safety Patrol	Levitt Intermediate School	\$1,087.00
Tracey Holland	Student Council Advisor	Levitt Intermediate School	\$2,149.50
Janet Adams	Student Council Advisor	Levitt Intermediate School	\$2,149.50
Summer Booz	Theater Arts	Levitt Intermediate School	\$1,299.00
Tawana Coleman	Young Leaders Club	Levitt Intermediate School	\$1,299.00
Dinah Wright	Academic Club	Memorial Middle School	\$1,794.00
Elgen Lewis	African American Club	Memorial Middle School	\$1,140.00
Shane Beaver	Audio Visual	Memorial Middle School	\$2,754.00
Daniel Simicich	Chess Club	Memorial Middle School	\$1,300.00
Aaydah Copprue-Worthey	Class Advisor (7th)	Memorial Middle School	\$1,579.00
Roxanne Jackson	Class Advisor (8th)	Memorial Middle School	\$1,579.00
Karen Marks	ELA Team Lead	Memorial Middle School	\$3,856.00
Mary Paul	Garden Club	Memorial Middle School	\$1,299.00
Roxanne Williams	General Detention	Memorial Middle School	\$4,286.00
Kimberly Wood	General Detention	Memorial Middle School	\$4,286.00
Nancy Costello-Keegan	Intramurals	Memorial Middle School	\$3,136.00
Aaydah Copprue-Worthey	Intramurals	Memorial Middle School	\$3,136.00

APPROVAL OF HONORARIUM POSITIONS FOR THE 2019-2020 SCHOOL YEAR (cont'd)

Name	Activity	Location	Stipend
Lupe Madrid	Key Club	Memorial Middle School	\$1,672.00
Shane Beaver	Marching Band	Memorial Middle School	\$939.00
Angel An	Math Team Lead	Memorial Middle School	\$3,856.00
Lupe Madrid	National Honor Society	Memorial Middle School	\$1,299.00
Angel An	PBSIS Asst.	Memorial Middle School	\$1,046.00
Roxanne Williams	PBSIS Advisor	Memorial Middle School	\$1,255.00
Katrina Martin	School Bank	Memorial Middle School	\$1,881.00
Karen Marks	Student Council - 8th	Memorial Middle School	\$1,239.00
Ross Gordon	Student Council - 7th	Memorial Middle School	\$1,239.00
Fred Lombardo	Yearbook	Memorial Middle School	\$1,584.00

Moved by Gary Johnson

APPROVAL OF HONORARIUM POSITIONS FOR THE 2019-2020 SCHOOL YEAR

Seconded by Debra Williams
A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

October 16, 2019

MOTION TO ADJOURN

Moved by Gary Johnson

MOTION TO ADJOURN

Seconded by Debra Williams

A roll call resulted as follows:

Tonya Brown	-	Yes	Debra Williams	-	Yes
Gary Johnson	-	Yes	Carlos Worthy	-	Yes
Grover McKenzie	-	Yes	Dennis Tunstall	-	Yes

6 Voting: 6 Affirmatives, 0 Negatives, 0 Abstentions

MOTION PASSED

- **Motion was unanimous to adjourn @ 10.27 P.M.**

10/25/19

Date



Kelvin L. Smith

Business Administrator/Board Secretary

Meeting ended @ 10:27 P.M.

