

Minutes of the proceedings of the **PUBLIC WORK MEETING** held on Wednesday, April 1, 2020, in the Virtual, at 5:30 PM. *Dr. Ardie Walser, Board President, presided.*

**I. Salute to the Flag**

**II. Presiding Officer's Meeting Notice Statement**

"I hereby call to order the Public Workshop Agenda Meeting of the Teaneck Board of Education, held on Wednesday, April 1, 2020, will be held virtually at 5:30 PM. Adequate notice of this meeting has been sent to the Record, filed with the Municipal Clerk and posted on the school district website at [www.teaneckschools.org](http://www.teaneckschools.org), on March 26, 2020."

**III. Roll Call**

<i>Board Member</i>	<i>Present</i>	<i>Absent</i>
Ms. Burns (Linda)	x	
Ms. Fisher (Victoria)	x	
Mrs. Rappoport (Sarah)	x	
Mr. Reiner (Gerald)	x	
Mr. Rodriguez (Sebastian)		x
Mr. Rose (Howard)	x	
Ms. Sanders (Denise)	x	
Dr. Walser (Ardie)	x	
Mrs. Williams (Clara)	x	

**IV. Reaffirmation of 2019-2020 District Goals**

**V. Superintendent's Report (If Needed)**

Dr. Irving provided the Superintendent's report and thank all parents for giving us feedback on where we are with instruction, food delivery and communication which is very helpful.

We are 90% close to complete the online K-12 instruction model (google classrooms)

We will be ready by the opening of the live classes after the spring break Monday 4/13 where students and teachers will be able to interact in the virtual space

Parents will receive an email and a phone blast with the schedule in detail by each school by Friday

Distribution of Chromebooks grades 1-4 & training of staff will be done in the parking lot by Cranford gym

Middle & High School students will be engaged in a total of four (4) hours of instruction daily and the elementary students will be engaged in an hour and a half of instruction in the morning and another hour and a half in the afternoon

We will have a parent/principal meeting by school town hall for parents to review all information that has been given by me and a questions and answer session for parents for any issues and concerns they may have with our new virtual model taking place

Acknowledge the passing of two Teaneck members in the month of March- moment of silence

(Ms. Margaret Angeli, Board President for decades passed 3 years ago in March and Ms. Janice Preschel, a long time Teaneck community member died of Coronavirus 2020).

The Board congratulate Dr. Irving for doing a great job with the students and parents in the current situation.

Mr. Reiner asked why the track at the high school is open? People are not following the social distancing instructions

Mr. Rose asked if someone at the school personnel dedicate some time and monitor what the situation is with the track equipment and report back to the Superintendent and maybe move the equipment out of the field

Ms. Sanders stated she does not want the track to be closed and she did not see the equipment outside when she drove by the high school

The school will put up a signage at the field

## **VI. Public Comment (agenda ONLY)**

Parent- Elementary

My child does not have a chrome book and no internet access

## **VII. Board Presentations (If Needed)**

ESIP (Energy Savings Improvement Plan) Presentation by Ms. Valerie Moran, Mr. Brett Daniels, Mr. Chris Andrews. Bids (Solar PPA) will be opened tomorrow Apr. 2, 2020. The presentation will be posted online for the public to view after the meeting

Mr. Reiner suggested to go ahead with the approval of the ESIP at the meeting tonight rather than wait until the next meeting and the Board agreed

## **VIII. Board Committee Reports (As Available)**

Dr. Walser read the Walk-In Motion on:

**Opposing Delay in Transmission of Quarterly Property Tax Revenue to School Districts.**

This walk -in motion has been added on the agenda as #7 under the Finance & Budget

Ms. Fisher gave a shout to Senator Weinberg and her staff for responding within hours of her questions raised to the resolution A3902

## **IX. Agenda Items**

## **X. Public Comment (Non-Agenda Items)**

## **XI. Executive Session (If Needed)**

NO EXECUTIVE SESSION

## **XII. Adjournment**

Mr. Rose motioned to adjourn the workshop meeting at 7:04pm. Said motion was seconded by Mr. Reiner and followed by a unanimous vote.

<b>Motion: H. Rose</b>	<b>Second: G. Reiner</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Ms. Burns (Linda)	x			
Mrs. Fisher (Victoria)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)				x
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

Respectfully submitted,

Melissa Simmons  
 Business Administrator/Board Secretary

## Teaneck Public Schools

**Mission:** The Teaneck Public School District educates and empowers students by providing a high-quality, rigorous educational experience which prepares students for success within a diverse, global society.

**Vision:** The Teaneck Advantage: Educational Excellence for All

### Goals for 2019-2020

**GOAL 1:** Teachers and administrators in the Teaneck Public Schools will further elevate academic programs by creating varied learning pathways and by improving student supports.

**GOAL 2:** The Teaneck Public Schools will continue to improve facilities and technology in support of 21st Century learning opportunities.

**GOAL 3:** The Teaneck Public Schools will execute effective communications and solidify quality relationships with educational partners within and throughout the community.

**GOAL 4:** The Teaneck Public Schools will create equitable and inclusive learning opportunities for all students.

**GOAL 5:** The Teaneck Public Schools will ensure operational excellence in hiring, developing and retaining staff.

### POLICY

APRIL 1, 2020

Be It Resolved, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Policy resolutions:

1. P 1581 Domestic Violence (M) (Revised)  
P 2422 Health and Physical Education (M) (Revised)  
P 5330 Administration of Medication (M) (Revised)  
P 7243 Supervision of Construction (M) (Revised)  
P 8210 School Year (Revised)  
P 8220 School Day (M) (Revised)

**FINANCE AND BUDGET**

**APRIL 1, 2020**

Be It Resolved, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Finance and Budget resolutions:

1. that the Board approve payment of the following 2019-2020 bills and payroll, as detailed in lists attached to the Minutes of this meeting, including adjustments to previously approved bill payments, and that the Business Administrator/Board Secretary be hereby authorized to release the warrants in payments of these bills per the list appended to and made part of the minutes.

**FEBRUARY 1, 2020 through FEBRUARY 29, 2020**

General	\$9,486,011.61
Special Revenue	\$795,390.93
Enterprise	\$32,731.87
Food Service	\$6,796.13
Capital Projects	\$43,301.96
<b>Total of Approved Payments</b>	<b>\$10,364,232.50</b>

2. that the Board approve 2019-2020 budget transfers, previously approved by a member of the Finance Committee, which are attached and a part of the official record.

3. **WHEREAS**, the Board of Education has received the Report of the Board Secretary and the Report of the Treasurer of School Monies for the month of February 2020 and determined that both reports are in agreement; and  
**WHEREAS**, in compliance with N.J.A.C. 6A:23A-16.10(c)3 the secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Board of Education except as noted; now  
**BE IT RESOLVED**, that in compliance with N.J.A.C. 6A:23A-16.10(c)4, the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over-expended in violation of N.J.A.C.6A:23A-16.10(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the year (which would become a part of the Minutes of this meeting); and  
**BE IT FURTHER RESOLVED**, that pursuant to P.L. 2004 Ch. 73 (S-1701), the Board certifies that after a review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, that there are no budgetary transfers that cumulatively exceed 10% that would require the approval of the Executive County Superintendent.
  
4. that the Board approve any future amendment(s) to the Title I Consolidated Application that will allow for needed changes to deal with current school closures and continued attainment of School Wide Plan Goals.
  
5. that the Teaneck Board of Education hereby approves the energy savings guaranty offered by Energy Systems Group for measurement and verification costs only for the contract amount of \$27,725 for the first year with an escalator of the lesser of 3% or the Consumer Price Index, and the contract with Energy Systems Group, approved by this Board of Education for the implementation of the Energy Savings Plan will include provisions for the guaranty.

6. **RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF TEANECK IN THE COUNTY OF BERGEN, NEW JERSEY APPROVING THE ENERGY SAVINGS PLAN; RATIFYING THE REQUEST FOR LEASE PURCHASE BIDS TO FINANCE ALL OR A PORTION OF THE IMPROVEMENTS COMPRISING THE SCHOOL DISTRICT'S ENERGY SAVINGS PLAN AND AUTHORIZING OTHER ACTIONS IN CONNECTION THEREWITH**

**WHEREAS**, The Board of Education of the Township of Teaneck in the County of Bergen, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed thereby) has, pursuant to N.J.S.A. 18A:18A-4.6, (the "ESP Law"), determined to undertake an energy savings plan; and

**WHEREAS**, the Board appointed Energy Systems Group (“ESG”) to develop an Energy Savings Plan (the “ESP”) pursuant to the ESP Law; and

**WHEREAS**, ESG has developed an ESP based upon a scope of projects including individual energy conservation measures (“ECM’s”) and including annual energy and operational savings and a proposed cash flow pro forma; and

**WHEREAS**, a portion of the annual energy savings are projected to be received from a solar power purchase agreement (the “Solar PPA”); and

**WHEREAS**, in accordance with the ESP Law, the Board appointed DLB Associates (“DLB”) to act as a “third party verifier” in order to verify the savings set forth in the ESP; and

**WHEREAS**, DLB has verified the savings set forth in the ESP; and

**WHEREAS**, the ESP, as verified, has been submitted to the New Jersey Board of Public Utilities (the “BPU”) for review and for approval; and

**WHEREAS**, the Board has determined that the energy savings generated from ESP will be sufficient to cover the cost of the program’s ECM’s set forth in the ESP, and, therefore, has determined to implement the ESP, pending the BPU’s approval, pursuant to N.J.S.A. 18A:18A-4.6 et seq. and to finance the ESP thorough the issuance of energy savings obligations authorized as a lease purchase agreement pursuant to N.J.S.A. 18A:18A-4.6(c); and

**WHEREAS**, in order to continue to move the ESP forward, the Board seeks to (i) approve and adopt the ESP, subject to BPU approval; (ii) authorize a contract with ESG for the undertaking of the ESP, subject to review by Wilentz, Goldman & Spitzer, P.A.; (iii) ratifying the solicitation of bids for the lease purchase financing of the ECM’s and other costs of the ESP; (iv) ratifying the delegation of the award of the lease to the Business Administrator/Board Secretary, and (v) authorize other actions in connection with the undertaking of the ESP.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF TEANECK IN THE COUNTY OF BERGEN, NEW JERSEY AS FOLLOWS:**

**SECTION 1.** The Board hereby approves and adopts the ESP, pending BPU approval, with any minor modifications as may be necessary. The Solar PPA has been separately procured.

The ESP, once finally approved by the BPU, shall be posted on the School District’s website in accordance with law.

**SECTION 2.** The Board hereby awards a contract to ESG (the “ESG Contract”) to provide and install, in accordance with the ESP Law, the ECM’s set forth in the approved ESP in an amount not to exceed \$7,976,791. The Board additionally authorizes the execution and delivery of a contract with ESG with respect to same and with respect to ESG’s proposed guaranty of energy savings, upon review and advice of counsel.

**SECTION 3.** Within 20 days of the execution of the ESG Contract, the Board Secretary/Business Administrator shall submit such contract to the Office of the State Controller,

as required by law and shall publish the Notice of Contract Award in accordance with N.J.S.A.10A:18A-4.1.

**SECTION 4.** The School District's Long Range Facilities Plan is amended to reflect the projects set forth in the ESP and such amendment shall be submitted to the New Jersey Department of Education.

**SECTION 5.** ESG and the School District's Architect and/or Engineer are hereby authorized and directed to submit the projects set forth in the ESP to the New Jersey Department of Education as "Other Capital Projects". This Board of Education further authorizes ESG to obtain any necessary construction approvals for the Energy Conservation Measures and to bid its subcontractors for the project in accordance with the Public School Contracts Law as required by the ESP Law.

**SECTION 6.** The Board hereby ratifies the distribution of a request for bids for the lease purchase financing through the execution of one or more series of lease purchase agreements in an aggregate amount not to exceed \$8,400,000 to finance the improvements set forth in the ESP. Phoenix Advisors, LLC and Wilentz, Goldman & Spitzer, P.A., were authorized to draft and distribute such request for bids. The Business Administrator/Board Secretary is hereby authorized award the lease purchase agreement upon the advice of Phoenix Advisors, LLC and Wilentz, Goldman & Spitzer, P.A. The Board hereby authorizes (i) the execution and the delivery of the Lease and other related documents, including an Escrow Agreement, and (ii) the performance by the Board of its obligations under the Lease and the Escrow Agreement, both to be dated the date of closing. The Board further authorizes and directs the Board President (or in every instance where the Board President is authorized to execute a document under this Resolution the same such authority shall also be given to the Vice President), and/or the School Business Administrator/ Board Secretary to approve any non-material changes, additions or deletions to the Lease and the Escrow Agreement as may be necessary in the judgment of the Board's Bond Counsel. The Lease sets forth, among other things, the lease payments of the Board and their respective amounts. In all respects, the Lease shall be consistent with the terms of this Resolution. The Board President and/or the Board Secretary/Business Administrator are hereby authorized and directed to execute and to deliver on behalf of the Board each of the agreements referred to in this Resolution and such other agreements and certificates as may be necessary to complete the transaction contemplated by the Lease and the Board President and School Business Administrator/ Board Secretary are hereby authorized and directed to take, on behalf of the Board, such other actions as shall be necessary and appropriate to accomplish the lease purchase financing of the ESP in accordance with the terms of the Lease and this Resolution and pursuant to the terms of the agreements and the instruments authorized to be prepared hereby and to accomplish the performance of the obligations of the Board in respect thereof.

**SECTION 7.** The Board hereby covenants that it will comply with any conditions subsequently imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the Lease, including, if necessary, the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Lease.

**SECTION 8.** The Board reasonably expects to reimburse its expenditure of ESP costs paid prior to the issuance of the Lease with proceeds of the Lease. This resolution is intended to be and hereby is a declaration of the Board's official intent to reimburse the expenditure of ESP costs paid prior to the issuance of the Lease with the proceeds of the Lease, in accordance with Treasury Regulations §150-2. The maximum principal amount of the Lease



expected to be issued to finance the ESP is \$8,400,000. The ESP costs to be reimbursed with the proceeds of the Lease will be "capital expenditures" in accordance with the meaning of Section 150 of the Code. No reimbursement allocation will employ an "abusive arbitrage device" under Treasury Regulations §1.148-10 to avoid the arbitrage restrictions or to avoid the restrictions under Sections 142 through 147, inclusive, of the Code. The proceeds of the Lease used to reimburse the Board for ESP costs, or funds corresponding to such amounts, will not be used in a manner that results in the creation of "replacement proceeds", including "sinking funds", "pledged funds" or funds subject to a "negative pledge" (as such terms are defined in Treasury Regulations §1.148-1), of the Lease or another issue of debt obligations of the Board, other than amounts deposited into a "bona fide debt service fund" (as defined in Treasury Regulations §1.148-1). All reimbursement allocations will occur not later than 18 months after the later of (i) the date the expenditure from a source other than the Lease is paid, or (ii) the date the ESP is "placed in service" (within the meaning of Treasury Regulations §1.150-2) or abandoned, but in no event more than 3 years after the expenditure is paid.

**SECTION 9.** This resolution shall take effect immediately.

7. **Opposing Delay in Transmission of Quarterly Property Tax Revenue to School Districts**

**WHEREAS, Assembly Bill 3902**, currently pending in the State Legislature, would authorize the Department of Community Affairs to permit municipalities to delay the quarterly transmission of property tax revenues to school districts during gubernatorial-declared emergencies; and

**WHEREAS**, New Jersey's public schools are highly dependent on property tax revenue to support education programs; and

**WHEREAS**, on average, local property taxes constitute close to 60% of public school revenue, with the percentage even greater in a significant number of districts; and

**WHEREAS**, a delay in payments from municipalities would result in a financial crisis for school districts, seriously disrupting the educational process—and bringing it to a halt; and

**WHEREAS**, although public school buildings are closed during the current health emergency, the education of our students is taking place through remote learning and home instruction; and

**WHEREAS**, continued timely transmission of school property taxes is critical for the education process to continue without interruption; and

**WHEREAS**, even though municipalities are designated as the authorities to collect property taxes, these taxes are levied for specific purposes—e.g., municipal, school, county, fire district—and these obligations must continue to be met; and

**WHEREAS**, as currently written, A-3902, which is intended to ease a financial burden on municipalities, would place a severe strain on school districts and the students and families that they serve; and

**WHEREAS**, the **TEANECK** Board of Education recognizes the impact of the current public health emergency on the state and local governments, as well as local school districts, but believes this legislation would worsen the situation for our communities.

**NOW, THEREFORE, BE IT RESOLVED** that the **TEANECK** Board of Education urge the State Senate and the Governor to oppose A-3902; and be it further

**RESOLVED**, that this resolution be delivered to Governor Phil Murphy, State Senate President Stephen M. Sweeney, Assembly Speaker Craig Coughlin; and the Legislative District's representatives in the state Senate and General Assembly; and Be It Further

**RESOLVED**, that copies of this resolution be sent to the New Jersey School Boards Association.

Motion to approve agenda items #5 & 6 on the Finance & Budget section.

<b>Motion: S. Rappoport</b>	<b>Second: G. Reiner</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Ms. Burns (Linda)	x			
Mrs. Fisher (Victoria)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Reiner (Gerald)	x			
Mr. Rodriguez (Sebastian)				x
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

**PERSONNEL**

**APRIL 1, 2020**

Be It Resolved, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Personnel resolutions:

1. that the Board approve the retirement of the following staff members:
  - a. Alison Colahan, 3rd Grade Teacher, Whittier Elementary School, effective April, 01, 2020, 22 years of service.
  
2. that the Board approve reimbursement to the following administrator for the costs incurred during their participation in the New Jersey Leader to Leader Residency Program for principal certification as follows:
  - a. Shellian Mirander (2019-2020 Participation Fee) - \$1,500.

# POLICY GUIDE

ADMINISTRATION

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~~Victim of Domestic or Sexual Violence Leave~~

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## 1581 ~~VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE~~

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the requirements of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and to provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

### A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. All public employers shall designate a Human Resources Officer (HRO) or equivalent to assist employees who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO.

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.



# POLICY GUIDE

ADMINISTRATION

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~~Victim of Domestic or Sexual Violence Leave~~

Nothing in the Uniform Domestic Violence Policy and Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall comply with the requirements outlined in Regulation 1581 – Section A.4.d. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

To ensure confidentiality and accuracy of information, the Uniform Domestic Violence Policy 1581 and Regulation 1581 – Section A.6. require the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the guidelines outlined in Regulation 1581 - Section A.7.

Resources and program information will be readily available to assist victims of domestic violence.

A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set in the Uniform Domestic Violence Policy.

- B. The New Jersey Security and Financial Empowerment Act – (N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act)

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence. Any employee of an employer in the State of New Jersey as defined in N.J.S.A. 34:11C-2, who was a victim of an incident of domestic violence as defined in



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~~Victim of Domestic or Sexual Violence Leave~~

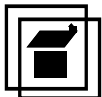
N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in the activities outlined in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.(1)-(6) as they relate to the incident of domestic violence or sexually violent offense as outlined in Regulation 1581 - Section B.3.b.

An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3.a.

Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B., shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave. If the employer requires documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides supporting documentation outlined in N.J.S.A. 34:11C-3.c and Regulation 1581 – Section B.3.d.



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ADMINISTRATION

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~~Victim of Domestic or Sexual Violence Leave~~

An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act.

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f of the NJ SAFE Act.

Upon a violation of any of the provisions N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4, an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the relief outlined in N.J.S.A. 34:11C-5. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of the NJ SAFE Act.

N.J.S.A. 11A:2-6a

N.J.S.A. 34:11C-1 et seq.

New Jersey Civil Service Commission's Uniform Domestic  
Violence Policy

Adopted:



[1732-001/00722092-]  
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# POLICY GUIDE

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Health and Physical Education  
Mar 20  
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## 2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

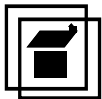
1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.



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Health and Physical Education

7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the “AIDS Prevention Act of 1999,” requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.



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Health and Physical Education

16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. **History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.**
18. **Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.**
179. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of



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Health and Physical Education

Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

N.J.S.A. 18A:35-4.31; 18A:35-5; 18A:35-7; 18A:35-8

Adopted:



[1732-001/00722093-]  
8199 • 732-255-1500

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# POLICY GUIDE

STUDENTS  
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Administration of Medication  
Mar 20  
M

## 5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine **and hydrocortisone sodium succinate** in an emergency pursuant to N.J.S.A. 18A:40-12.5, ~~and~~ **12.6, 12.29, and 12.30.**

Self-administration of medication by a student for asthma or other potentially life-threatening illnesses, ~~or~~ a life threatening allergic reaction, **or adrenal insufficiency** is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

~~Medication no longer required must be promptly removed by the parent.~~

The school nurse shall have the primary responsibility for the administration of epinephrine **and hydrocortisone sodium succinate to the student.** However, the ~~certified~~ school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism **and the administration of hydrocortisone sodium succinate** using standardized training protocols established by the **New Jersey** Department of Education (**NJDOE**) in consultation with the Department of Health ~~and Senior Services~~ when the school nurse is not physically present at the scene.



# POLICY GUIDE

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Administration of Medication

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician **or an advanced practice nurse** providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5 **and/or hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.29**, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 **and N.J.S.A. 18A:40-12.29**, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6.d **and N.J.S.A. 18A:40-12.33**. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction **or an emergency requiring the administration of hydrocortisone sodium succinate**. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine **or hydrocortisone sodium succinate** to the student.

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism **or the administration of hydrocortisone sodium succinate** to the student. ~~and~~ **In addition**, the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism **or the administration of hydrocortisone sodium succinate** to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis **and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency** is effective for the school year it is granted and must be renewed for each subsequent school year.



# POLICY GUIDE

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Administration of Medication

Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with ~~State Department of Education~~ **NJDOE** regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan, and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;  
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;  
18A:40-12.8; **18A:40-12.29 through 12.33**

N.J.S.A. 45:11-23

N.J.A.C. 6A:16-2.3(b)

Adopted:



# POLICY GUIDE

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Supervision of Construction  
Mar 20  
M

## 7243 SUPERVISION OF CONSTRUCTION

The Board of Education directs that the Superintendent and/or School Business Administrator be responsible for the supervision of all building construction in this **school** district. Supervision shall include field inspection of the **construction** contractor's operations, administrative review of the activities of the architect relating to the construction, and any other construction matters relating to the interests of the school district.

The School Business Administrator/Board Secretary shall report periodically to the Board **on the progress of** ~~that by his/her personal knowledge~~ the work of the construction contractor(s) ~~and the architect is being performed in accordance with the plans, specifications, and contracts approved by the Board.~~

**The Board shall not employ for pay or contract for the paid services of any 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 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.**

**The Superintendent shall direct the School Business Administrator/Board Secretary or designee to act as liaison to all construction contractors for school facility and construction projects to obtain a list of the individuals who will have regular contact with students and will be employed by or working for the contractor on a school district project that will be undergoing a criminal history record check pursuant to the requirements of N.J.S.A. 18A:6-7.1 et seq. The liaison shall provide the list of those contracted employees to the Superintendent or designee and the Human Resources Director. The Superintendent or designee and the Human Resources Director who receive any adverse action correspondence from the New Jersey Department of Education (NJDOE) related to the criminal history record check process shall review the contracted company list in order to determine if the subject of that correspondence is either a school employee or an employee of any contract service provider and take**





# POLICY GUIDE

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Supervision of Construction

**appropriate action. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the NJDOE. Approvals for employment of these contracted employees shall be maintained with the liaison and copies forwarded to the Superintendent's office.**

A change order involving additional cost will be submitted ~~to by the architect~~ the \_\_\_\_\_ ~~for~~ Board **for review and approval.**

**[Optional: A change order not involving monetary considerations may be acted upon solely by the Superintendent and/or School Business Administrator and reported to the Board.]**

Upon completion of a building project and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for acceptance shall be made to the Board by the \_\_\_\_\_.

N.J.S.A. **18A:6-7.1 et seq.**; 18A:18A-16; 18A:18A-43; 18A:18A-44  
N.J.S.A. 18A:54-30 [**vocational districts**]

Adopted:



**To Regulation**[Search District Policies](#)[District Policies TOC](#)**District Policy****8210- SCHOOL YEAR**

Section: Operations  
 Date Created: March 2012  
 Date Edited: March 2012

The Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the district.

The Board shall determine annually the days when the schools will be in session for instructional purposes. The school calendar will provide no fewer than one hundred eighty days of instruction. Days on which school is closed for holidays, teachers' institutes, and inclement weather shall not be considered as days in session.

A school day shall consist of not less than four hours of actual instruction, except that in an approved Kindergarten, one continuous session of two and one half hours may be considered a full day. A half-day class shall be considered the equivalent of a full day's attendance only if the class is in session for four hours or more, exclusive of recess periods or lunch periods.

An approved Kindergarten shall meet the requirements set forth in N.J.A.C. 6A:32-8.3(c).

The Commissioner of Education shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse pupils for religious observance upon the written request signed by the parent or person standing in loco parentis. Staff members shall avoid, whenever possible, scheduling a test on a religious holiday commonly observed by residents of the district.

The Superintendent shall annually prepare and submit to the Board a school calendar in the spring of each year. The Board reserves the right to alter the school calendar when such alteration is feasible and serves the best interests of the pupils of this district.

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16  
 N.J.A.C. 6A:32-8.3

Adopted: 14 March 2012



**To Regulation**[Search District Policies](#)[District Policies TOC](#)**District Policy****8220- SCHOOL DAY**

Section: Operations  
 Date Created: March 2012  
 Date Edited: June 2012

The Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the district.

The Board shall determine annually the days when the schools will be in session for instructional purposes. The school calendar will provide no fewer than one hundred eighty days of instruction. Days on which school is closed for holidays, teachers' institutes, and inclement weather shall not be considered as days in session.

A school day shall consist of not less than four hours of actual instruction, except that in an approved Kindergarten, one continuous session of two and one half hours may be considered a full day. A half-day class shall be considered the equivalent of a full day's attendance only if the class is in session for four hours or more, exclusive of recess periods or lunch periods.

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The Superintendent shall annually prepare and submit to the Board a school calendar in the spring of each year. The Board reserves the right to alter the school calendar when such alteration is feasible and serves the best interests of the pupils of this district.

The Board may approve the addition of a holiday to the School Calendar if the number of students absent on that day due to religious observance would prevent a meaningful educational experience or if the number of student or teacher absences would exceed the state mandated limit to count the day towards the 180 day requirement.

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16  
 N.J.A.C. 6A:32-8.3

Adopted: 14 March 2012  
Revised: 13 June 2012



	ACCOUNT	DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
T93	20-231-200-100-22-15-I-J 20-231-100-101-22-15-I-J	TITLE I/STIPENDS/TJMS TITLE I/STIPENDS/TJMS	(1,750.00)	1,750.00
	EXPLANATION: STIPEND ACCOUNT ADJUSTMENT			
T94	20-231-200-600-22-49-I-J 20-231-200-100-22-15-I-J	TITLE I/OTHR SUPPL/TJMS TITLE I/STIPENDS/TJMS	(277.00)	277.00
	EXPLANATION: STIPEND ACCOUNT ADJUSTMENT			
T95	12-000-266-730-89-32-1-D 11-000-266-610-71-50-0-0	EQUIPMENT/SECURITY CONTRACT SALARY/SECURITY	(12,663.84)	12,633.84
	EXPLANATION: SECURITY SALARY			
T96	60-802-100-512-53-73-P-W 60-802-100-590-56-55-P-W 60-802-100-610-56-73-P-W 60-802-100-890-53-73-P-W 60-802-200-100-56-73-P-W 60-802-200-800-56-73-P-W 60-802-290-290-99-22-P-W  60-802-100-590-56-73-P-W	CAMP K.TRANSPORTATION CAMP K/COPIER MAINTENANCE CAMP K/SUPPLIES CAMP K/OTHER CAMP K/ADMINISTRATIVE SALARIES CAMP K/REFUNDS CAMP K/FICA/PENSION  CAMP K/PURCHASE SERVICES	(3,593.08) (275.00) (3,985.88) (5,922.67) (1,267.92) (454.00) (500.00) (15,998.55)	15,988.55
	EXPLANATION: FOOD SERVICES FOR SACC PROGRAMS			
T97	11-213-100-610-34-40-C-4 12-000-100-731-18-31-4-4	RESOURCE ROOM SUPPLIES INSTL EQUIP. WHITTIER	(1,738.81)	1,738.81
	EXPLANATION: CANON LARGE FORMAT PRINTER PURCHASE			
BB-031620	11-000-291-270-99-21-0-0 11-000-261-420-89-53-1-0	INS EMPL/GROUP HLTH BNFT PROPOSED PROJECTS	(71,720.98)	71,720.98
	EXPLANATION: THS BOLIER ROOM AND ATC PROJECTS			
BB-031620-2	11-000-291-270-99-21-0-0 12-000-448-450-93-93-1-0	11-000-291-270-99-21-0-0 THS CRANFORD GYM HVAC UPGRADE	(168,609.97)	168,609.97
	EXPLANATION: THS HVAC UPGRADE			
PH-031820	11-000251-610-83-49-0-0 11-000-230-531-83-50-0-D	SUPPLIES & MATERIALS/OSBM BUSINESS OFFICE POSTAGE	(400.00)	400.00
	EXPLANATION: EXPRESS MAIL ACCOUNT FOR OVERNIGHT MAILINGS			

\_\_\_\_\_  
FINANCE COMMITTEE SIGNATURE

\_\_\_\_\_  
DATE

