

Minutes of the proceedings of the **REGULAR PUBLIC MEETING** held on Wednesday, September 12, 2018, in the 3rd Floor Cheryl Miller-Porter Student Center, at Teaneck High School, 100 Elizabeth Avenue, Teaneck, New Jersey, at 8:00 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 Regular Public Meeting of the Teaneck Board of Education, held on Wednesday, September 12, 2018, in the Cheryl Miller-Porter 3rd Floor Student Center at Teaneck High School at 8:00 PM. Adequate notice of this meeting has been sent to the Record, filed with the Municipal Clerk of the Township of Teaneck, posted to the district website and posted inside the Teaneck Board of Education, One Merrison Street, on February 21, 2018."

**III. Roll Call**

| <b>Board Member</b>       | <b>Present</b> | <b>Absent</b> |
|---------------------------|----------------|---------------|
| Ms. Arjumand (Shahanaz)   | X              |               |
| Ms. Fisher (Victoria)     |                | X             |
| Mr. Ramirez (Martin)      | X              |               |
| Mrs. Rappoport (Sarah)    | X              |               |
| Mr. Rodriguez (Sebastian) | X              |               |
| Mr. Rose (Howard)         | X              |               |
| Ms. Sanders (Denise)      | X              |               |
| Dr. Walser (Ardie)        | X              |               |
| Mrs. Williams (Clara)     | X              |               |

| <b>Student Board Liaison</b> | <b>Present</b> | <b>Absent</b> |
|------------------------------|----------------|---------------|
| Aaron Clark                  |                |               |
| Paola Cruz                   |                |               |
| Ranim Halak                  |                |               |
| Teji Vega                    |                |               |

**IV. Reaffirmation of 2018/19 District Goals**

**V. Superintendent's Report**

**VI. Board Committee Reports**

**VII. Public Comment (agenda ONLY)**

A. Board Operations

- B. School Operations and Curriculum
- C. Finance and Budget
- D. Personnel

**VIII. Public Comment (non-Agenda)**

Barbara Ostroth (former Board member)  
 Educator of the year - Physical Ed Teacher, Linda Harrison  
 League of Women Voters Candidates forum  
 Impressed with TOPS  
 Educator of the year - Mr. Vincent McHale  
 After-school Program - Chinese program at Elementary students  
 After-school chess program to come soon  
 Amy Yepez- Info on Special Ed Audit

**IX. Executive Session (required)**

Mr. Rodriguez motioned to convene into Executive Session at 9:15 pm. Said motion was seconded by Mr. Rose, and carried by unanimous vote.

Mr. Rodriguez then motioned to adjourn the Executive Session at 9:56 pm. Said motion was seconded by Mr. Rose, and carried by unanimous vote.

| <b>Motion: S. Rodriguez</b> | <b>Second: H. Rose</b> |           |                |               |
|-----------------------------|------------------------|-----------|----------------|---------------|
| <b>Board Member</b>         | <b>Yes</b>             | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
| Ms. Arjumand (Shahanaz)     | x                      |           |                |               |
| Ms. Fisher (Victoria)       |                        |           |                | x             |
| Mr. Ramirez (Martin)        | x                      |           |                |               |
| Mrs. Rappoport (Sarah)      | x                      |           |                |               |
| Mr. Rodriguez (Sebastian)   | x                      |           |                |               |
| Mr. Rose (Howard)           | x                      |           |                |               |
| Ms. Sanders (Denise)        | x                      |           |                |               |
| Dr. Walser (Ardie)          | x                      |           |                |               |
| Mrs. Williams (Clara)       | x                      |           |                |               |

Mr. Rodriguez motioned to present Settlement agreements. Said motion was seconded by Mr. Rose and carried by unanimous vote.

APPROVED ALL SETTLEMENT AGREEMENTS: ( Student ID# 102420, 98257, 98115)

**X. Adjournment**

Mr. Rodriguez then motioned to adjourn the Public Meeting at 10:09 pm. Said motion was seconded by Mr. Rose, and carried by unanimous vote.

| <b>Motion: S. Rodriguez</b> | <b>Second: H. Rose</b> |           |                |               |
|-----------------------------|------------------------|-----------|----------------|---------------|
| <b>Board Member</b>         | <b>Yes</b>             | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
| Ms. Arjumand (Shahanaz)     | x                      |           |                |               |
| Ms. Fisher (Victoria)       |                        |           |                | x             |
| Mr. Ramirez (Martin)        | x                      |           |                |               |
| Mrs. Rappoport (Sarah)      | 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**

### **Goals for 2018-2019**

**GOAL 1: Students attending the Teaneck Public Schools will acquire the skills, knowledge and understanding to be successful in the twenty first century.**

**GOAL 2: Teachers and administrators in the Teaneck Public Schools will acquire the skills, knowledge and understanding necessary to support student achievement.**

**GOAL 3: The environment in the Teaneck Public Schools will be safe and respectful, with students and adults appreciative of the unique contributions of members of the community.**

**GOAL 4: The Teaneck Public Schools will engage effectively with parents and with the community.**

**GOAL 5: The Teaneck Public Schools will provide funding for Goals 1-4 and sustain school facilities while respecting community resources.**

**POLICY**

**SEPTEMBER 12, 2018**

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

1. Any Board member who takes exception to any of the following listed actions under the category of Board Operations may so indicate now and a separate motion for each of the excepted actions will be entertained.

1. that the Board approve the SECOND READING of the following Board Policies

1613 Disclosure and Review of Applicant's Employment History (new)

5512 Harrassment, Intimidation and Bullying (HIB) (revised)

5561 Use of Physical Restraint & Seclusion Techniques for Students with Disabilities (revised)

8561 Procurement Procedures for School Nutrition Programs (revised)

| <b>Motion: S. Rodriguez</b> | <b>Second: H. Rose</b> |           |                |               |
|-----------------------------|------------------------|-----------|----------------|---------------|
| <b>Board Member</b>         | <b>Yes</b>             | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
| Ms. Arjumand (Shahanaz)     | x                      |           |                |               |
| Ms. Fisher (Victoria)       |                        |           |                | x             |
| Mr. Ramirez (Martin)        | x                      |           |                |               |
| Mrs. Rappoport (Sarah)      | x                      |           |                |               |
| Mr. Rodriguez (Sebastian)   | x                      |           |                |               |
| Mr. Rose (Howard)           | x                      |           |                |               |
| Ms. Sanders (Denise)        | x                      |           |                |               |
| Dr. Walser (Ardie)          | x                      |           |                |               |
| Mrs. Williams (Clara)       | x                      |           |                |               |

## **BOARD OPERATIONS**

**SEPTEMBER 12, 2018**

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

1. that the Board approve the Minutes of the Special Public Meetings held on August 1, 2018 and August 22, 2018 and the Executive Sessions on August 1, 2018.
  
2. that the Board waive the provisions of Board Policy #7510- Use of School Facilities for the 2018-2019 school year to Alpha Kappa Alpha Sorority, Inc. - Iota Epsilon Omega Chapter to use Teaneck High School Media Center at no cost. Ms. Worrell will submit a building usage form, hold-harmless form and a certificate of insurance naming the Teaneck Board of Education as an additional insured. The Sorority meetings will take place every first Thursday and first Saturday of the month starting September 2018 - June 2018. The meetings will be held from 6:00pm - 8:30pm at the Teaneck High School Media Center.
  
3. that the Board waive the provisions of Board Policy #7510- Use of School Facilities for the 2018-2019 school year to the Girls Soccer Team to use Thomas Jefferson Middle School Cafeteria at no cost. Ms. McCain will submit a building usage form, hold-harmless form and a certificate of insurance naming the Teaneck Board of Education as an additional insured. The Annual pot luck will be held on September 14, 2018 from 6pm - 8pm and the Annual breakfast will be held on October 13, 2018 from 8am - 1pm.
  
4. that the Board approve the Goals for the 2018-2019 school year as follows:  
  
GOAL 1: Students attending the Teaneck Public Schools will acquire the critical thinking skills, knowledge, and understanding to be successful global citizens in the twenty-first century.  
  
GOAL 2: Teachers and administrators in the Teaneck Public Schools will continue the development of the skills, knowledge, and understanding necessary to support students.  
  
GOAL 3: The Teaneck Public Schools will be proactive in creating safe and inclusive school environments for students and adults by utilizing support services available in the community.  
  
GOAL 4: The Teaneck Public Schools will communicate effectively with parents and with the greater community.  
  
GOAL 5: The Teaneck Public Schools will explore additional revenue sources to support goals 1-4 beyond local and state aid to further its educational mission

| <b>Motion: S. Rodriguez</b> | <b>Second: H. Rose</b> |           |                |               |
|-----------------------------|------------------------|-----------|----------------|---------------|
| <b>Board Member</b>         | <b>Yes</b>             | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
| Ms. Arjumand (Shahanaz)     | x                      |           |                |               |
| Ms. Fisher (Victoria)       |                        |           |                | x             |
| Mr. Ramirez (Martin)        | x                      |           |                |               |
| Mrs. Rappoport (Sarah)      | x                      |           |                |               |
| Mr. Rodriguez (Sebastian)   | x                      |           |                |               |
| Mr. Rose (Howard)           | x                      |           |                |               |
| Ms. Sanders (Denise)        | x                      |           |                |               |
| Dr. Walser (Ardie)          | x                      |           |                |               |
| Mrs. Williams (Clara)       | x                      |           |                |               |

**SCHOOL OPERATIONS and CURRICULUM**

**SEPTEMBER 12, 2018**

Be It Resolved, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the following School Operations and Curriculum resolutions:

1. that the Board approve payment to George Street Playhouse, to provide second and third grade teachers with continued professional development in theatre arts integration, in an amount not to exceed \$66,000. Title IIA would fund this residency program. Account #20-270-200-320-19-50-I-0.

| <i><b>Motion: S. Rodriguez</b></i> | <i><b>Second: H. Rose</b></i> |                  |                       |                      |
|------------------------------------|-------------------------------|------------------|-----------------------|----------------------|
| <i><b>Board Member</b></i>         | <i><b>Yes</b></i>             | <i><b>No</b></i> | <i><b>Abstain</b></i> | <i><b>Absent</b></i> |
| Ms. Arjumand (Shahanaz)            | x                             |                  |                       |                      |
| Ms. Fisher (Victoria)              |                               |                  |                       | x                    |
| Mr. Ramirez (Martin)               | x                             |                  |                       |                      |
| Mrs. Rappoport (Sarah)             | x                             |                  |                       |                      |
| Mr. Rodriguez (Sebastian)          | x                             |                  |                       |                      |
| Mr. Rose (Howard)                  | x                             |                  |                       |                      |
| Ms. Sanders (Denise)               | x                             |                  |                       |                      |
| Dr. Walser (Ardie)                 | x                             |                  |                       |                      |
| Mrs. Williams (Clara)              | x                             |                  |                       |                      |



**FINANCE AND BUDGET**

**SEPTEMBER 12, 2018**

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 **2018-2019 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.

JULY 1, 2018 through JULY 31, 2018

|         |                |
|---------|----------------|
| FUND 11 | \$2,712,186.26 |
| FUND 20 | \$59,619.72    |
| FUND 40 | \$1,198,985.00 |
| FUND 60 | \$75,668.27    |
| FUND 61 | \$73,731.10    |

Total of Approved Payments \$4,120,190.35

- 2. that the Board approve 2018-2019 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 July 2018 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 the attached list of Professional Development for the staff indicated for professional improvement or development, as approved by the Superintendent, (Grant funded \$673.50) (District funded \$420.00) total cost \$1093.50.
- 5. that the Board approve the attached list of Student Field Trips, as approved by the Superintendent, (Grant Funded \$0) and (District Funded \$350) (Parent Funded \$0) total cost \$350.

6. that the Board approve the contracts, for out-of-district tuition, for students who would require a special education program during the 2018-2019 school year, as per the attached list.
7. that the Board approve the contracts with those clinicians and agencies on the attached list who would provide related services and / or independent evaluations during the 2018-2019 school year.
8. that the Board approve the annual contract with Bergen County Special Services to provide hospital instruction, as-needed, for the 2018-2019 school year, for students who are confined during school hours for medical and/or rehabilitative care in New Bridge Medical Center, Paramus, New Jersey, in an amount not to exceed \$6,500.00.
9. that the Board approve the *revised* contract, for out-of-district tuition, for a student who would require a special education program during the 2018-2019 school year, as per the attached list.
10. that the Board approve the Stipulation of Settlement Agreement between the parents of Student ID #98115 and the Teaneck Board of Education, to reimburse the parents in an amount not to exceed \$2,250, for the 2018 Extended School Program; and to reimburse the parents, in an amount not to exceed \$150 per month, toward the insurance deductible for Applied Behavior Analysis (ABA) services.
11. **RESOLVED:** that the Teaneck Board of Education desires to enter into Joint Purchasing Agreement and will participate as a full member of the Bergen County Region V Council for Special Education for the 2018-2019 school year; does hereby accept, adopt and agree to comply with the Region V Bylaws; designates Dr. Christopher Irving, Superintendent, as its representative to Region V; and empowers (him/her) to cast all votes and take all other actions necessary to represent its interests in Region V.  
The Board further approves the joint bidding and transportation agreements for all Teaneck (district) students who are transported through Region V;  
  
The Board further approves the joint bidding and/or shared services agreement; including but not limited to student evaluations, student therapies and other student support services; The Board further approves the joint bidding and/or shared services for non-public school services; and The Board further approves the joint bidding and/or shared services for other services as requested to be provided by Region V component districts on as needed basis.
12. **BE IT RESOLVED** that the Board approve the Agreement with Bergen County Special Services School District, for the 2018-2019 school year, to provide Chapter 192/193 Services (Compensatory, Education, ESL, Home Instruction, Examination and Classification, Annual Review, Speech Correction and Supplemental Instruction), in the amount of \$137,546.00, in accordance with the fees approved by the NJDOE.
13. that the Board approve the attached list of Student Fundraising activities by school.
14. that the Board accept with grateful appreciation a donation of reading materials and supplies to the Teaneck Public Schools from Mr. & Mrs. Moses, Teaneck Residents.

15. that the Board accept with grateful appreciation a donation of equipment and supplies to Benjamin Franklin Middle School, Media Center, from Ms. Arjumand. The items listed below at an estimated value of \$8,550.

Rimmage Everest printer - Model 555412-102  
Signature Pro CD color printer  
Harman Kardon speakers  
Xpress printer control  
Dell Computer  
Supplies: printer ink, cases, spindles, paper

16. that the Board approve the advertisement for the Request for Quote (RFQ) for Strategic Planning for the 2018-2019 school year.
17. A RESOLUTION OF THE *Teaneck Board of Education* COUNCIL OF *Teaneck* AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE THROUGH THE NEW JERSEY PURCHASING ALLANCE #CK04 CONTRACT NUMBER RFP-17-011; awarding a contract to MSN Services LLC, d.b.a (A.J. Willner Auctions) to conduct the auction, and authorizing a shared services agreement with the County of Bergen to host the auction and collect the funds from the auction.

WHEREAS, the *Township of Teaneck Board of Education* has determined that the property described on Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the N.J.S.A. 40A:11-36 authorizes the sale of surplus personal property no longer needed for public use through the use of sealed bid or public auction; and

WHEREAS, the New Jersey Purchasing Alliance #CK04-Bergen has established contract number #RFP-17-011 with MSN Services LLC, d.b.a (A.J. Willner Auctions) as awarded by the Bergen County Board of Chosen Freeholders Resolution 915-17 dated October 3<sup>rd</sup> 2017 ; and

WHEREAS, the terms of the contract are that MSN Services LLC shall receive the sum of 9.45% of the auction sale price as commission for its auctioneer and marketing services; and

WHEREAS, the *Township of Teaneck Board of Education* intends to utilize MSN Services LLC of 39 Robinson Rd, Lodi NJ 07644 to conduct the aforesaid auction; and

WHEREAS, the sales are being conducted in a jointly held auction with the County of Bergen's and other local units' surplus property to draw more participants to the auction, and the County of Bergen shall aid in the administration of the auction, including collecting and disbursement of the funds received from the bidders; and

WHEREAS, County Counsel has prepared a shared services agreement to govern the terms by which the County will aid in the hosting and administration of the auction, a copy of which is annexed hereto,

NOW, THEREFORE, BE IT RESOLVED by the *Teaneck Board of Education*, Council of the *Teaneck* in the County of Bergen. State of New Jersey, as follows:

1. The recitals set forth above are incorporated into the body of this resolutions as if set forth at length herein.
2. The *Teaneck Board of Education* is hereby authorized to sell the surplus

personal property indicated on Schedule A annexed hereto at public auction or as otherwise permits by N.J.S.A. 40A:11-36.

3. The *Teaneck Board of Education* hereby authorizes the award of a contract to MSN Services LLC, d.b.a (A.J. Willner Auctions) pursuant to N.J.S.A. 40A:11-11 to serve as auctioneer to sell the surplus personal property indicated on Schedule A annexed hereto, in accordance with terms and conditions of the contract #RFP-17-011 awarded by the Bergen County Board of Chosen Freeholders Resolution 915-17 dated October 3rd 2017 on behalf of the New Jersey Purchasing Alliance #CK04-Bergen.

4. The *Teaneck Board of Education* hereby authorizes the shared services agreement with the County annexed hereto.

5. The *Business Administrator, Mrs. Melissa Simmons* is hereby authorized to execute the aforementioned contract and shared services agreement and any other documents necessary to effectuate the purpose and intent of this resolution.

6. Certified copies of the within Resolution be forwarded by the *Teaneck Board of Education Clerk* to:

- a. MSN Services LLC; and
- b. County of Bergen, c/o Purchasing Agent, One Bergen County Plaza, Hackensack, NJ 07601

| Bd. of Ed # | VEHICLE (YEAR/MAKE/MODEL)  | VIN or SERIAL #    | Plate # | ORIG. PURCH. \$ | ADD DATE | MILEAGE |
|-------------|----------------------------|--------------------|---------|-----------------|----------|---------|
| 12          | 1994 GMC P/UP              | 1GTGK24K6RE508117  | MG32321 | 19,000          | 9/1/94   | 899,310 |
| 17          | 1998 GMC SAFARI VAN        | 1GTDL19W3WB534516  | MG32320 | 19,396          | 5/1/98   | 59,070  |
| 23          | 2001 CHEVY ASTRO CARGO VAN | 1GC DL19W21B146069 | MG46817 | 22,057          | 5/17/01  | 84,294  |

18. that the Board approve the attached list of Student Fundraising activities by school.

| <b>Motion: S. Rodriguez</b> | <b>Second: H. Rose</b> |           |                |               |
|-----------------------------|------------------------|-----------|----------------|---------------|
| <b>Board Member</b>         | <b>Yes</b>             | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
| Ms. Arjumand (Shahanaz)     |                        |           | X              |               |
| Ms. Fisher (Victoria)       |                        |           |                | X             |
| Mr. Ramirez (Martin)        | X                      |           |                |               |
| Mrs. Rappoport (Sarah)      | X                      |           |                |               |
| Mr. Rodriguez (Sebastian)   | X                      |           |                |               |
| Mr. Rose (Howard)           | X                      |           |                |               |
| Ms. Sanders (Denise)        | X                      |           |                |               |
| Dr. Walser (Ardie)          | X                      |           |                |               |
| Mrs. Williams (Clara)       | X                      |           |                |               |

## PERSONNEL

SEPTEMBER 12, 2018

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 following certificated staff appointments for the 2018-2019 school year, effective date as indicated, pending criminal history review:
  - a. Maria Garcia-Iglesias, Spanish Teacher, at an annual salary of \$54,500 (TTEA Guide BA/Step 1), assigned to Bryant Elementary School / Hawthorne Elementary School, effective September 06, 2018 through June 30, 2019 replacing Angelina Martinez, resigned (PC#: 10-0505/chb).
  - b. Amanda Maikisch, Special Education Teacher, at an annual salary of \$55,250 (TTEA Guide BA/Step 2), assigned to Lowell Elementary School, effective September 06, 2018 through June 30, 2019 replacing employee #3966, non-renewal (PC#: 10-07-35/cdz).
  - c. Gregory Cooper, Dean of Students, at an annual salary of \$100,000 (TTEA Guide MA+32/Step 12) plus \$6,995 (Dean of Students differential), assigned to Teaneck High School, effective September 01, 2018 through June 30, 2019, replacing Charles Clark, reassigned (PC#: 10-12-71/bwk).
  - d. Esin Sasmaz, Special Education Teacher (Math/Science), at an annual salary of \$80,000 (TTEA Guide MA+32/Step 8), assigned to Thomas Jefferson Middle School, effective November 06, 2018 through June 30, 2019, replacing Jessi Van Buren, resigned (PC#: 10-11-34/bvr).
  - e. Trecia Mohan-Soares, Grade 4 Teacher, at an annual salary of \$60,000 (TTEA Guide MA/Step 1), assigned to Lowell Elementary School, effective September 17, 2018 through June 30, 2019, replacing Shane Zeigler, resigned (PC#: 10-07-63/asn).
  - f. Diana Spain, Math Interventionist, at an annual salary of \$111,000 (TTEA Guide Ma+32/Step 16), assigned to Benjamin Franklin Middle School, effective on a date to be determined, new position.
  - g. Samantha Elie, Middle School Math Teacher, at an annual salary of \$76,800 (TTEA Guide MA/Step 9), assigned to Benjamin Franklin Middle School, effective on a date to be determined, replacing Diana Spain, reassigned (PC#: 10-10-11/akf).

2. that the Board approve the following long term substitute teacher at \$260 per diem, after twenty-one days of employment, assigned to a non-tenure track position, effective date as indicated, pending criminal history review:
  - a. James McNeil, Benjamin Franklin Middle School, effective September 06, 2018 through January 28, 2019, with no benefits, in place of Colleen Pagan.
  - b. Lisa Yodice Broniszewski, Hawthorne Elementary School, effective September 06, 2018 through November 16, 2018, with no benefits, in place of Filiz Zeybek.
  - c. Mary Lorencovitz, Teaneck High School, effective September 04, 2018 to a date to be determined, replacing Kelvin Reese.
  - d. Sameera Baig, Thomas Jefferson Middle School, effective September 13, 2018 through June 30, 2019, replacing Shante Sparks.
3. that the Board accept the resignation of the following staff members:
  - a. Kelvin Reese, Guidance Counselor, Teaneck High School, effective August 31, 2018.
  - b. Shane Ziegler, Grade 4 Teacher, Lowell Elementary School, effective October 21, 2018, or sooner.
4. that the Board approve Jennifer Taylor for work during the Freshman Orientation Program on August 30, 2018, at a rate of \$50 per hour, not to exceed 5 hours.
5. that the Board approve Harold Clark Jr., as a volunteer coach for the 2018-2019 school year.
6. that the Board approve the following per-diem substitute teachers for the 2018-2019 school year, at \$120 per day:
  - a. Gregory Nelson
  - b. Shorook Awadallah
  - c. Elsie Hewlett-Thomas
7. that the Board approve the following certificated staff members to serve on the Intervention and Referral Services ("I&RS) Committee at Benjamin Franklin Middle School for the 2018-2019 school year, stipend \$948 each:
  - a. Kristina Anders
  - b. Allen Gonzalez
  - c. Munyiva Munguti
  - d. Javalda Powell
  - e. Joseph Tauriello
8. that the Board approve payment to the attached list of non-tenured staff, for participating in a four hour Saturday Foundation Training session, scheduled for September 15, 2018, in an amount not to exceed \$200 each. Total cost not to exceed \$21, 200:

9. that the Board approve up to five hours of compensation at a rate of \$50 per hour to learn how to implement the district screener for English language learners. By the end of the five hours of training, teachers will be certified to administer the screener to students entering the school district. Title III would fund this training. Account 20-241-200-101-21-10-I-0

Teachers to be compensated included:

- a. Faith Mootoo
- b. Jennifer Cortez
- c. Hilary Almeida
- c. Diana Sanchez
- d. Teri Wilcox

10. that the Board approve the following CST members who worked one day in July. Both members were part of the Crisis Response for the Trinidad family tragedy and were stationed at the Teaneck High school.

- Maura Tuite \$580.00 per day
- Linda Distler \$555.00 per day

11. **Be It Resolved**, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Personnel resolution:

That, pursuant to N.J.S.A. 18A: 29-14, the Board approves the withholding of the employment and adjustment increments for the 2019-2020 school year, of a teaching staff member whose name is on file in Central Administrative Office, for good cause relating to the performance of the teaching staff member. In approving this increment withholding, the Board authorizes the Superintendent or his designee to give written notice to said teaching staff member within ten (10) days of this action, as well as the reasons for the increment withholding.

12. that the Board approve the following leaves of absence for the dates and reasons stated:

- a. Shaunte Sparks, Middle School Math Teacher, Thomas Jefferson, child rearing leave, with no benefits from September 01, 2018 through June 30, 2019.

13. that the Board approve the following non-certificated staff appointment for the 2018-2019 school year, effective date as indicated:

- a. Deborah Thompson, Executive Assistant to the Assistant Superintendent for Curriculum and Instruction, at an annual salary of \$78,500 (off-guide), assigned to Eugene Field School, effective October 01, 2018 through June 30, 2019, replacing Christine Flanagan, retired (PC#: 01-21-85/cde).

- b. Rebecca Soohoo-Buckingham, Accounts Payable/Accountant, at an annual salary of \$64,780 (TTEA Guide 12M B/Step 4), assigned to Eugene Field School, on an effective date to be determined, replacing Fayth Petrucci, promoted (PC#: 30-17-83/auu).

14. that the Board approve the following winter coaches for the 2018-2019 school year:

| <b>Name</b>          | <b>Assignment</b>           | <b>Stipend Amount</b> |
|----------------------|-----------------------------|-----------------------|
| a. Marcelle Williams | Head Coach Boys Basketball  | \$7,927.00            |
| b. Bradley Allen     | Head Coach Girls Basketball | \$7,927.00            |

15. that the Board approves the following Extra Pay for Extra Work assignments, for the 2018/19 school year, stipends in accordance with TTEA contract:

| <b>Teaneck HS Activity</b>      | <b>Teaching Staff Member</b> | <b>Stipend Amount</b> |
|---------------------------------|------------------------------|-----------------------|
| Drama - Costumes                | Jeanne McVerry               | \$2,197               |
| Drama - Director & Producer     | Todd Murphy                  | \$6,109               |
| Drama - Scenery                 | Emmanuel Viray               | \$2,197               |
| Drama - Stage Crew              | Debra Elwell                 | \$1,246               |
| Drama - Stage Crew              | Emmanuel Viray               | \$1,246               |
| Drama - Technical Director      | Debra Elwell                 | \$1,764               |
| Musical - Business Manager      | Steve Bell                   | \$623                 |
| Musical - Business Manager      | Todd Murphy                  | \$623                 |
| Musical - Choreographer         | Bettina Peets                | \$4,362               |
| Musical - Conductor             | LeeAnn Newland               | \$1,246               |
| Musical - Costumes              | Jeanne McVerry               | \$2,197               |
| Musical - Director & Producer   | Steve Bell                   | \$8,725               |
| Musical - Instrumental Director | LeeAnn Newland               | \$2,197               |
| Musical - Scenery               | Emmanuel Viray               | \$2,197               |
| Musical - Technical Director    | Debra Elwell                 | \$1,764               |
| Musical - Vocal Music Director  | Steve Bell                   | \$4,362               |
| Art Club                        | Marc Calello                 | \$779                 |
| Black Youth Organization        | Christine Mayers             | \$1,098               |
| English Bookroom                | Matthew Lynskey              | \$1,402.50            |
| English Bookroom                | Katierose Augustine          | \$1,402.50            |
| Mathematics Bookroom            | Ken Chung                    | \$1,240               |
| Science Bookroom                | Joseph Laborde               | \$1,402.50            |
| Science Bookroom                | Kerry Viray                  | \$1,402.50            |
| Social Studies Bookroom         | Sue Morton                   | \$2,805               |
| World Languages Bookroom        | Lourdes Melendez             | \$1,240               |
| Computer Robotics               | Rolando Monserrat            | \$1,240               |
| Dance Ensemble                  | Bettina Peets                | \$2,479               |
| HEAL                            | Olivia Betances              | \$2,731               |
| Israel Club                     | Goldie Mikowitz              | \$1,098               |
| Jazz Band                       | Daniel Sullivan              | \$2,094               |
| Literary Club                   | Sean Holland                 | \$4,465               |
| Majorettes - Twirlers           | Christine Mayers             | \$2,197               |
| Marching Band Director          | Leann Newland                | \$9,598               |



|                             |                      |         |
|-----------------------------|----------------------|---------|
| Marching Band Assistant     | Luke Short           | \$6,308 |
| National Forensic League    | TBA                  | \$3,640 |
| National Honor Society      | Derek Zoppi          | \$932   |
| National Honor Society      | Brenda Cierech       | \$932   |
| Newspaper Club              | Dan Olender          | \$3,667 |
| Pan Asian Organization      | Michael VanBrunt     | \$549   |
| Pan Asian Organization      | Mary Joyce Laqui     | \$549   |
| Peer Leadership Advisor     | Katierose Augustine  | \$2,492 |
| Peer Leadership Advisor     | Dan Olender          | \$2,492 |
| Senior Class Advisor        | Alex Cavallo         | \$1,386 |
| Senior Class Advisor        | Jared Meli           | \$1,386 |
| SOLA                        | Yvette Ortega-Ulubay | \$1,098 |
| SOLVE                       | Sean Holland         | \$2,731 |
| Spectrum                    | Amy Moran            | \$1,098 |
| Student Activities Director | Susie Cipriano       | \$7,346 |
| Student Council             | Natasha Green        | \$4,971 |
| Treasurer                   | Candice Brown        | \$4,298 |
| Treasurer                   | Breanne Millett      | \$4,298 |
| Terpsichoreans Advisor      | Antoinette Bush      | \$2,479 |
| Terpsichoreans Assistant    | Christine Mayers     | \$2,032 |
| Vocal Music Director        | Steve Bell           | \$5,238 |
| Yearbook Advisor            | Eileen Hillman       | \$4,945 |

| <b>Benjamin Franklin Activity</b> | <b>Teaching Staff Member</b> | <b>Stipend Amount</b> |
|-----------------------------------|------------------------------|-----------------------|
| Benjamin Franklin Achievers       | Michael Smith                | \$2,184               |
| Band Fifth and Sixth Grade        | Jessica Bergen               | \$2,094               |
| Book & Supply Room                | Katherine Crimmins           | \$1,194               |
| Book & Supply Room                | Amy Moran                    | \$1,194               |
| Chorus                            | Linea Rondael                | \$2,094               |
| Chorus                            | Linea Rondael                | \$2,094               |
| Computer Club                     | Andrea Berrios               | \$1,466               |
| Drama Director                    | TBD                          | \$1,466               |
| DREAMS                            | Eve Klein                    | \$2,184               |
| Environmental / Science Club      | Stephanie Paz                | \$731                 |
| Jazz Band                         | Daniel Sullivan              | \$2,094               |
| National Junior Honor Society     | Jessie Gorant                | \$1,092               |
| Newspaper Club                    | Katherine Crimmins           | \$1,402.50            |
| Newspaper Club                    | Amy Moran                    | \$1,402.50            |
| Physical Education Intramurals    | Jeremy Loverde               | \$2,931               |

|                                |                  |            |
|--------------------------------|------------------|------------|
| Physical Education Intramurals | Patrick O'Connor | \$2,931    |
| Physical Education Intramurals | Emily Fisher     | \$2,931    |
| Student Council                | Hina Mehta       | \$2,020.50 |
| Student Council                | Belkis Petrus    | \$2,020.50 |
| Treasurer                      | Catherine Hollis | \$2,388    |
| Yearbook                       | Andrea Berrios   | \$1,840    |

16. that the Board approves payment to the following middle school teachers, for assuming a sixth period assignment, on a temporary basis, at their negotiated contractual per class rate, effective September 13, 2018, payment upon submission of appropriate payroll bill form each pay date, receive payment on subsequent pay date:

| <b>Name</b>            | <b>Subject</b> | <b>Rate</b>     |
|------------------------|----------------|-----------------|
| a. Guiseppina Cinnella | Mathematics    | \$80.00 (MA+32) |
| b. Laurel Lahullier    | Mathematics    | \$60.00 (BA)    |

17. that the Board approve Gerri Stack, for serving as Webmaster, during the 2018-2019 school year, from September 01, 2018 through August 31, 2019, stipend amount \$3,600.
18. that the Board approve Rita Urevitch, as the Medical/Health Services Lead Nurse, in the amount of \$3,271 for the 2018-2019 school year.

19. that the Board approve the salary guide reclassification effective September 01, 2018 for the following teachers:

| <b>Name</b>            | <b>18-19 Guide Step</b> | <b>Salary</b> | <b>Reclassification</b> | <b>New Salary</b> |
|------------------------|-------------------------|---------------|-------------------------|-------------------|
| a. Kamal Ahmad         | MA/Step 16              | \$98,000      | MA+32/Step 16           | \$111,000         |
| b. Katierose Augustine | MA/Step 5               | \$64,100      | MA+32/Step 5            | \$71,000          |
| c. Marc Calello        | MA/Step 6               | \$67,000      | MA+32/Step 6            | \$73,500          |
| d. Kimberly Cecchini   | MA/Step 8               | \$74,000      | MA+32/Step 8            | \$80,000          |
| e. Ann Delaney         | MA/Step 16              | \$98,000      | MA+32/Step 16           | \$111,000         |
| f. Amanda Estevez      | BA/Step 5               | \$58,200      | MA/Step 5               | \$64,100          |
| g. Emily Ferreira      | MA/Step 13              | \$92,100      | MA+32/Step 13           | \$105,000         |
| h. Danny Gareri        | MA/Step 14              | \$96,500      | MA+32/Step 14           | \$110,000         |
| i. Sean Holland        | MA/Step 6               | \$67,000      | MA+32/Step 6            | \$73,500          |
| j. Jennifer Joyce      | MA/Step 8               | \$74,000      | MA+32/Step 8            | \$80,000          |
| k. Adina Lefkowitz     | MA/Step 9               | \$76,800      | MA+32/Step 9            | \$86,000          |
| l. Christine Mayers    | BA/Step 8               | \$63,300      | MA/Step 8               | \$74,000          |
| m. Jared Meli          | MA/Step 10              | \$79,000      | MA+32/Step 10           | \$90,800          |
| n. Eileen Mursch       | BA/Step 11              | \$75,250      | MA/Step 11              | \$83,000          |
| o. Samantha Ross       | BA/Step 4               | \$57,000      | MA/Step 4               | \$63,600          |
| p. Joseph Tauriello    | MA/Step 5               | \$64,100      | MA+32/Step 5            | \$71,000          |
| q. Kristine Thielman   | MA/Step 6               | \$67,000      | MA+32/Step 6            | \$73,500          |
| r. Luigi Venezia       | BA/Step 6               | \$59,500      | MA/Step 6               | \$67,000          |
| s. Kelly Walsh         | BA/Step 5               | \$58,200      | MA/Step 5               | \$64,100          |
| t. Lottie Watson       | MA+32/Step 16           | \$111,000     | DOC/Step 13             | \$116,000         |
| u. Victor Hernandez    | MA/Step 8               | \$74,000      | MA+32/Step 8            | \$80,000          |

20. that the Board approve the following location assignments, salaries, guide/step and longevity/differential, for the 2018-2019 school year, effective September 01, 2018 through June 30, 2019:

| <b>Name</b>         | <b>Guide/Step</b> | <b>Location</b>                | <b>Salary</b> | <b>Longevity</b> |
|---------------------|-------------------|--------------------------------|---------------|------------------|
| a. Ronald De Blasio | MA+32/Step 15     | Teaneck High School            | \$110,500     | \$1,578          |
| b. Jessica Brown    | MA+32/Step 10     | Bryant Elementary School       | \$90,800      |                  |
| c. Roland Bianchi   | MA/Step 15        | Thomas Jefferson Middle School | \$97,400      | \$1,578          |
| d. James Pruden     | MA/Step 14        | Thomas Jefferson Middle School | \$96,500      |                  |

| <b>Motion: S. Rodriguez</b> | <b>Second: H. Rose</b> |           |                |               |
|-----------------------------|------------------------|-----------|----------------|---------------|
| <b>Board Member</b>         | <b>Yes</b>             | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
| Ms. Arjumand (Shahanaz)     | x                      |           |                |               |
| Ms. Fisher (Victoria)       |                        |           |                | x             |
| Mr. Ramirez (Martin)        | x                      |           |                |               |
| Mrs. Rappoport (Sarah)      | x                      |           |                |               |
| Mr. Rodriguez (Sebastian)   | x                      |           |                |               |
| Mr. Rose (Howard)           | x                      |           |                |               |
| Ms. Sanders (Denise)        | x                      |           |                |               |
| Dr. Walser (Ardie)          | x                      |           |                |               |
| Mrs. Williams (Clara)       | x                      |           |                |               |

## 1613 DISCLOSURE AND REVIEW OF APPLICANT'S EMPLOYMENT HISTORY

A school district, charter school, nonpublic school, or contracted service provider holding a contract with a school district, charter school, or nonpublic school (hiring entity) 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 hiring entity complies with the requirements of N.J.S.A. 18A:6-7.6 et seq. and as outlined in Policy and Regulation 1613.

An applicant the hiring entity seeks to offer employment to and will fill a position which involves regular contact with students shall be required to provide their employment history pursuant to N.J.S.A. 18A:6-7.7.a.(1). The applicant shall also provide written authorization that consents to and authorizes the disclosure of information regarding the applicant's employment history and the release of related records by the applicant's current or former employer(s) regarding child abuse and/or sexual misconduct pursuant to N.J.S.A. 18A:6-7.7.a.(2). The applicant shall also provide a written statement as to whether the applicant has any employment history regarding child abuse or sexual misconduct pursuant to N.J.S.A. 18A:6-7.7.a.(3).

A hiring entity shall review an applicant's employment history as required in N.J.S.A. 18A:6-7.7.b. and if the hiring entity determines to continue the applicant's employment application process, the hiring entity shall contact those employers listed by the applicant and request confirmation of the information provided by the applicant pursuant to N.J.S.A. 18A:6-7.7.a.

Upon the hiring entity receiving and reviewing the information disclosed by the applicant's current and/or former employer(s), and finding an affirmative response to any of the inquiries required in N.J.S.A. 18A:7.7.b.(2), and if the hiring entity determines to continue with the applicant's job application process, the hiring entity shall make further inquiries of the applicant's current or former employer(s) to ascertain additional details regarding the information disclosed.

The failure of an employer to provide the information requested by the hiring entity pursuant to N.J.S.A. 18A:6-7.7.b. within a twenty-day timeframe may be grounds for the automatic disqualification of an applicant from employment with a hiring entity in accordance with N.J.S.A. 18A:6-7.9.c.

In accordance with the provisions of N.J.S.A. 18A:6-7.9.c., a hiring entity shall not be liable for any claims brought by an applicant who is not offered employment or whose employment is terminated because of any information received or due to the inability to conduct a full review of the applicant's employment history pursuant to N.J.S.A. 18A:6-7.7.



## Disclosure and Review of Applicant's Employment History

In accordance with the provisions of N.J.S.A. 18A:6-7.9.d., a hiring entity shall have the right to immediately terminate an individual's employment or rescind an offer of employment if the applicant is offered employment or commences employment following June 1, 2018 and information regarding the applicant's history of sexual misconduct or child abuse is subsequently discovered or obtained by the employer that the employer determines disqualifies the applicant or employee from employment under N.J.S.A. 18A:6-7.6 et seq. The termination of employment pursuant to N.J.S.A. 18A:6-7.9 shall not be subject to any grievance or appeals procedures or tenure proceedings pursuant to any collectively bargained or negotiated agreement or any law, rule, or regulation.

A hiring entity may employ or contract with an applicant on a provisional basis for a period not to exceed ninety days pending review of information received pursuant to N.J.S.A. 18A:6-7.7.b. provided the conditions outlined in N.J.S.A. 18A:6-7.10.b. are satisfied.

All requests for information sent to this school district, charter school, or nonpublic school from a hiring entity regarding a current or former employee in accordance N.J.S.A. 18A:6-7.6 et seq. shall be directed to the Superintendent or designee. The Superintendent or designee shall review the request for information and confirm the applicant's employment relationship and ensure the written authorization is in compliance with N.J.S.A. 18A:6-7.7.a.(2) prior to the release of information requested and the release of related records in accordance with N.J.S.A. 18A:6-7.6 et seq.

On or after June 1, 2018, a hiring entity may not enter into a collectively bargained or negotiated agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that is prohibited as outlined in N.J.S.A. 18A:6-7.12. Any provision of an employment contract or agreement for resignation or termination or a severance agreement that is executed, amended, or entered into after June 1, 2018 and that is contrary to N.J.S.A. 18A:6-7.6 et seq. shall be void and unenforceable.

Pursuant to N.J.S.A. 18A:6-7.11, information received by a school district, charter school, or nonpublic school under Policy and Regulation 1613 and N.J.S.A. 18A:6-7.6 et seq. shall not be deemed a public record under N.J.S.A. 47:1A-1 et seq. or the common law concerning access to public records. A school district, charter school, or nonpublic school that provides information or records about a current or former employee or applicant shall be immune from criminal and civil liability for the disclosure of the information, unless the information or records provided were knowingly false.

N.J.S.A. 18A:6-7.6; 18A:6-7.7; 18A:6-7.8; 18A:6-7.9;  
18A:6-7.10; 18A:6-7.11; 18A:6-7.12; 18A:6-7.13

New Jersey Department of Education Guidance and Resources to Assist with  
Pre-Employment Requirements of P.L. 2018, c.5. - June 25, 2018

Adopted:



## 5512 HARASSMENT, INTIMIDATION, AND BULLYING

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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.

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).

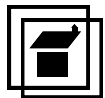
“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

## 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;
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.

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.

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.



## 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

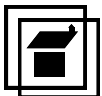
### Personal

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.

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; the developmental age of the student; and the student's history of problem behaviors and performance 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:

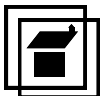
#### Examples of Consequences

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;
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

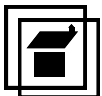
1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the 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.

#### Parents, Family, and Community

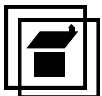
1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

#### 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;
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.

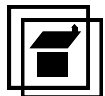
#### Target/Victim Support

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.

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, 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 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.

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.



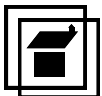
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

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;
- 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.

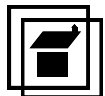
Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of 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.

### **[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.



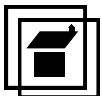
The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and 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.

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.

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 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 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.



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.

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.





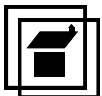
J. Consequences and Appropriate Remedial Action for False Accusation

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 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.

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.

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, 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). 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.



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.



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.

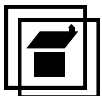
N.J.S.A. 18A:37-13 through 18A:37-32

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:



5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR  
STUDENTS WITH DISABILITIES

**[Select Only One Option Below]**

\_\_\_ The Board of Education does not allow for the use of restraint and seclusion for students with disabilities.

\_\_\_ The Board of Education strives to provide a safe, caring atmosphere that supports all students in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain or seclude a student with a disability in accordance with N.J.S.A. 18A:46-13.4 through 13.7.]

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. A student is not restrained in the prone position, unless the student's primary care physician authorizes, in writing, the use of this restraint technique;
3. Staff members, teachers, volunteers, and paraprofessionals who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;
4. The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A post-incident written notification report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;
5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and



Use of Physical Restraint and Seclusion Techniques for  
Students with Disabilities

6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan (IEP) meeting.

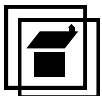
A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the IEP team.

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on students with disabilities shall ensure that:

1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff members, teachers, volunteers, and paraprofessionals in safe techniques for physical restraint, in order to protect the safety of the child and others; and
3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable the staff to use this information to develop or improve the behavior intervention plan at the next IEP meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive behavior supports in the student's behavior intervention plans developed by the IEP team.

The New Jersey Department of Education shall establish guidelines for school districts, educational services commissions, and APSSDs to ensure a review process is in place to examine the use of physical restraints or seclusion techniques in emergency situations, and for the repeated use of these methods for an individual child, within the same classroom, or by a single individual. The review process shall include educational, clinical, and administrative personnel. Pursuant to the review process the student's IEP team may, as deemed appropriate, determine to revise the behavior intervention plan or classroom supports, and a school district, educational services commission, or APSSD may determine to revise a staff member's professional development plan pursuant N.J.S.A. 18A:46-13.7.



Use of Physical Restraint and Seclusion Techniques for  
Students with Disabilities

The Superintendent or designee may gather input from school staff members and parents of students with disabilities on this Policy and Regulation. All students with disabilities and their parents shall be afforded the procedural safeguards provided by the Individuals with Disabilities Education Act (IDEA).

The Superintendent or designee shall annually inform parents of students with disabilities about the Board's Policy regarding restraint and seclusion.

N.J.S.A. 18A:46-13.4; 18A:46-13.5; 18A:46-13.6; 18A:46-13.7  
New Jersey Department of Education Restraint and Seclusion Guidance for  
Students with Disabilities – July 10, 2018

Adopted:





## 8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

### A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 - Appendix. Formal procurement procedures will be used as required by 2 CFR 200.318-.326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.



2. The following procedures will be used for all purchases:

| Product/<br>Services | Estimated<br>Dollar<br>Amount | Procurement<br>Method | Evaluation | Contract<br>Award<br>Type | Contract<br>Duration/<br>Frequency |
|----------------------|-------------------------------|-----------------------|------------|---------------------------|------------------------------------|
|                      |                               |                       |            |                           |                                    |
|                      |                               |                       |            |                           |                                    |
|                      |                               |                       |            |                           |                                    |
|                      |                               |                       |            |                           |                                    |
|                      |                               |                       |            |                           |                                    |
|                      |                               |                       |            |                           |                                    |

Micro-Purchases:

Purchases of supplies or services, within the micro-purchase threshold (the aggregate amount does not exceed \$3,500 as defined by 2 CFR 200.67) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of:

**[Choose one or more of the following:**

- centralized system;
- individual school;
- multi-school system; and/or
- State contract.]

4. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

B. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

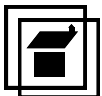


1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:
  - a. A general description of items to be purchased;
  - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
  - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
  - d. The deadline for submission of sealed bids or proposals; and
  - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
  - a. Contract period;
  - b. The Board of Education is responsible for all contracts awarded (statement);
  - c. Date, time, and location of IFB/RFP opening;



Procurement Procedures for School Nutrition Programs

- d. How the vendor is to be informed of bid acceptance or rejection;
- e. Delivery schedule;
- f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
- g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
- h. Statement assuring positive efforts will be made to involve minority and small business;
- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200;
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The "index rate" means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);



- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
  - q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
  - r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
  - s. Method of shipment or delivery upon contract award;
  - t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
  - u. Description of process for enabling vendors to receive or pick up orders upon contract award;
  - v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
  - w. Signed statement of non-collusion;
  - x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
  - y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017; and
  - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the School Business Administrator/Board Secretary or designee and will specify the deadline for all questions.



- a. The School Business Administrator/Board Secretary will be responsible for securing all bids or proposals.
  - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
  - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
- a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
  - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
  - c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
  - d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
  - e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.



- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

## C. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See Appendix, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.



8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

D. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than \$3,500 to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.





E. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

F. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

G. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318-.326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met:



- a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
- b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
- c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
- d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
- e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

## H. Records Retention

1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
  - a. Written rationale for the method of procurement;
  - b. A copy of the original solicitation;

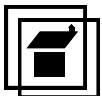


Procurement Procedures for School Nutrition Programs

- c. The selection of contract type;
- d. The bidding and negotiation history and working papers;
- e. The basis for contractor selection;
- f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- g. The basis for award cost or price;
- h. The terms and conditions of the contract;
- i. Any changes to the contract and negotiation history;
- j. Billing and payment records;
- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

I. Code of Conduct for Procurement

- 1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
- 2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.



3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
  4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
  5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.
- J. Food Service Management Company (FSMC)
1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
  2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
  3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law



## Procurement Procedures for School Nutrition Programs

### APPENDIX

| FEDERAL FUNDS PROCUREMENT<br>METHOD SELECTION CHART                                                                                                                                                                                        |                                                                                                                                                                            |                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL. |                                                                                                                                                                            |                                                              |
| NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS                                                                                                                                                                                    |                                                                                                                                                                            |                                                              |
| AMOUNT                                                                                                                                                                                                                                     | ACTIVITY                                                                                                                                                                   | PROCUREMENT METHOD                                           |
| INFORMAL PROCUREMENT                                                                                                                                                                                                                       |                                                                                                                                                                            |                                                              |
| Below \$3,500 *                                                                                                                                                                                                                            | Micro - purchases 2 CFR 200.320(a)                                                                                                                                         | Sound Business Practice *                                    |
|                                                                                                                                                                                                                                            | SINGLE TRANSACTION AGGREGATE COST LESS THAN \$3,500                                                                                                                        |                                                              |
| * Or LESS than \$3,500 if local SFA Procurement Policies are more restrictive                                                                                                                                                              |                                                                                                                                                                            |                                                              |
| SMALL PURCHASE PROCEDURES                                                                                                                                                                                                                  |                                                                                                                                                                            |                                                              |
| \$3,501 up to \$29,000/\$40,000                                                                                                                                                                                                            | N.J.S.A. 18A:18A-37<br>ANY PURCHASE EXCEEDING \$3,500 REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$40,000 (with a QPA*) | Quotation using SFA Internal Procurement Procedures          |
| NOTE: ANNUAL AGGREGATE AMOUNTS                                                                                                                                                                                                             |                                                                                                                                                                            |                                                              |
| FORMAL PROCUREMENT                                                                                                                                                                                                                         |                                                                                                                                                                            |                                                              |
| \$29,000 or \$40,000 and above                                                                                                                                                                                                             | N.J.S.A. 18A:18A-37<br>Bid Threshold without a QPA* - \$29,000<br>Bid Threshold with a QPA* - \$40,000                                                                     | Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP) |
| * QUALIFIED PURCHASING AGENT                                                                                                                                                                                                               |                                                                                                                                                                            |                                                              |
| NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS                                                                                                                                                                                         |                                                                                                                                                                            |                                                              |
| AMOUNT                                                                                                                                                                                                                                     | ACTIVITY                                                                                                                                                                   | PROCUREMENT METHOD                                           |
| INFORMAL PROCUREMENT                                                                                                                                                                                                                       |                                                                                                                                                                            |                                                              |
| Below \$3,500 *                                                                                                                                                                                                                            | Micro - purchases 2 CFR 200.320(a)<br>Single Transaction aggregate cost less than \$3,500                                                                                  | Sound Business Practice *                                    |
| * Or LESS than \$3,500 if local SFA Procurement Policies are more restrictive                                                                                                                                                              |                                                                                                                                                                            |                                                              |
| \$3,501 - \$149,999                                                                                                                                                                                                                        | Small purchase procedures 2 CFR 200.320(b)                                                                                                                                 | Quotation using SFA Internal Procurement Procedures          |
| FORMAL PROCUREMENT                                                                                                                                                                                                                         |                                                                                                                                                                            |                                                              |
| \$150,000 and above                                                                                                                                                                                                                        | As per Federal requirements in 2 CFR Parts 200.317 - 200.326                                                                                                               | Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP) |

State Agency Form #358 - July 2017

Adopted:



|    | ACCOUNT                                                                                                                                                              | DESCRIPTION                                                                                                                                                       | AMOUNT TRANSFERRED                              |                                                                               |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------|
|    |                                                                                                                                                                      |                                                                                                                                                                   | From                                            | To                                                                            |
| T3 | 11-000-219-600-72-49-C-C<br>11-000-219-590-72-50-C-S                                                                                                                 | SUPPLIES/SPEC SERV<br>PURCHASED SERV/SPEC SERV                                                                                                                    | (1,931.68)                                      | 1,931.68                                                                      |
|    | EXPLANATION: 2018-2019 IEP DIRECT SOFTWARE- FRONTLINE EDUCATION                                                                                                      |                                                                                                                                                                   |                                                 |                                                                               |
| T4 | 11-000-218-320-73-58-G-H<br>11-000-218-390-73-56-G-H                                                                                                                 | EDUCATIONAL CONSULTANTS<br>COMPTR/G.I.S. SVS/GUID/H                                                                                                               | (100.00)                                        | 100.00                                                                        |
|    | EXPLANATION: PURCHASE OF THS GUIDANCE NAVIANCE PROGRAM                                                                                                               |                                                                                                                                                                   |                                                 |                                                                               |
| T5 | 11-190-100-610-05-41-J-J<br>11-190-100-610-06-40-J-J<br>11-190-100-610-08-40-J-J<br>11-100-240-600-71-32-J-J                                                         | SUPPLIES/ENG LANG ARTS/TJ<br>SUPPLIES/FRN LANG/TJ<br>SUPPLIES/HLTH,PH ED/TJ<br>ADMIN SUPPLY-EQUIP/TJ                                                              | (1,000.00)<br>(2,000.00)<br>(500.00)<br>(77.00) |                                                                               |
|    | 11-000-240-890-71-56-J-J<br>11-190-100-610-18-40-J-J                                                                                                                 | OTHER EXP/MEMBERSHIP/DUES-TJ<br>GENERAL INSTRUCT'L SUPPLIES                                                                                                       |                                                 | 440.00<br><u>3,137.00</u>                                                     |
|    | EXPLANATION: SUPPLIES FOR USE DURING SCHOOL YEAR 2018-2019                                                                                                           |                                                                                                                                                                   |                                                 |                                                                               |
| T6 | 11-000-100-566-49-61-C-C<br>11-000-262-610-89-53-1-D<br>11-000-230-340-82-50-P-D<br>11-000-230-590-82-50-P-0<br>11-000-230-610-82-49-P-0<br>11-000-230-890-82-49-P-0 | TUITN/PRIV SCH/SP'L ED<br>FURNITURE SUPPLIES/GENERAL<br>PURCH SRV/COMM REL/NONIN<br>PUBLIC REL/PURCHASED SERVICES<br>SUPPLIES/COMM REL<br>OTHER EXPENSE/PUBLIC RE | (58,000.00)                                     | 50,000.00<br>1,000.00<br>1,000.00<br>5,000.00<br><u>1,000.00</u><br>58,000.00 |
|    | EXPLANATION: TRANSFER TO COMMUNITY RELATIONS BUDGET                                                                                                                  |                                                                                                                                                                   |                                                 |                                                                               |
| T7 | 20-241-200-580-21-50-I-0<br>20-241-200-101-21-10-I-0<br>20-241-290-290-99-22-I-0                                                                                     | TITLE III/TRAVEL<br>TITLE III/STIPENDS<br>TITLE III/FICA                                                                                                          | (1,076.50)                                      | 1,000.00<br><u>76.50</u><br>1,076.50                                          |
|    | EXPLANATION: TITLE III PROGRAM                                                                                                                                       |                                                                                                                                                                   |                                                 |                                                                               |

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 FINANCE COMMITTEE SIGNATURE

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 DATE

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**Professional Development**

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Name: Piero LoGiudice  
School or Department: Teaneck High School  
Conference/Seminar/Workshop: Leadership for Culturally Responsible Schools  
Location: Paramus, New Jersey  
Dates: October 19, November 15, December 18, 2018, January 9, February 11, March 6, 2019  
Estimated Cost: \$0 – Substitute Not Required (No Funding Required)

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Name: Colette Brantley  
School or Department: Hawthorne School  
Conference/Seminar/Workshop: Introduction to Responsive Classroom K -8  
Location: New York, New York  
Dates: November 30, 2018  
Estimated Cost: \$249.99 – Substitute Not Required (Grant Funded)

---

Name: Kurt Ceresnak  
School or Department: Teaneck High School  
Conference/Seminar/Workshop: New Jersey Principals and Supervisors Association 2018 Annual Conference  
Location: Long Branch, New Jersey  
Dates: October 18 and 19, 2018  
Estimated Cost: \$423.51 – Substitute Not Required (Grant Funded)

---

Name: Kristine Thielman, Claudia Belotti  
School or Department: Special Services  
Conference/Seminar/Workshop: Assessment of Children  
Location: Fairleigh Dickinson University, Teaneck, NJ  
Dates: October 3, 2018  
Estimated Cost: \$280 – Substitute Not Required (District Funded)

---

Name: Brittany Nagy, RN  
School or Department: Special Services  
Conference/Seminar/Workshop: Nurse's CPR Renewal Course  
Location: Holy Name Hospital, Teaneck, NJ  
Dates: September 17, 2018  
Estimated Cost: \$140 – Substitute Required (District Funded)

---

Name: John Dean  
School or Department: Teaneck High School  
Conference/Seminar/Workshop: Active Shooter  
Location: Hackensack, NJ  
Dates: September 25, 2018  
Estimated Cost: \$0 – Substitute Required (No Funding Required)

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**Field Trips**

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Name: Jessie Gorant, Hina Mehta  
School or Department: Benjamin Franklin Middle School  
Trip Planned: Teaneck Creek Conservancy  
Location: Teaneck, New Jersey 15 Students  
Date(s): October 9, 2018 Depart: 8:35 AM Return: 12:00 PM  
Estimated Cost: \$0 – Substitute Required (No Funding Required)  
EXPLANATION: Students would be studying the diversity of the Teaneck Creek

---

Name: Matthew McMillan  
School or Department: Thomas Jefferson Middle School  
Trip Planned: Teaneck Creek Conservancy  
Location: Teaneck, New Jersey 12 Students  
Date(s): October 4, 2018 Depart: 12:30 PM Return: 3:00 PM  
Estimated Cost: \$0 – Substitute Required (No Funding Required)  
EXPLANATION: Students would be studying the diversity of the Teaneck Creek

---

Name: Amy Moran  
Parent/Chaperones: 0  
School or Department: Teaneck High School  
Trip Planned: Bergen Community College  
Location: Paramus, NJ  
Students: 4 Date(s): October 4, 2018  
Depart: 8:00 AM Return: 2:30 PM  
Estimated Cost: \$350 (transportation) (District Funded) Substitute Required  
EXPLANATION: An invitation was sent to THS from the Bergen County LGBTQ Advisory Committee and Bergen County Community College. The high school SPECTRUM Club advisor and students would meet, listen to a keynote speaker and attend workshops focused on collaboration and learning from one another's experience. This is Bergen County's first Gay-Straight Alliance Summit.

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**OUT-OF-DISTRICT TUITION CONTRACTS 2018-2019**

| <b>STUDENT<br/>ID#</b> | <b>SCHOOL</b>                  | <b>TUITION</b> | <b>START<br/>DATE</b> |
|------------------------|--------------------------------|----------------|-----------------------|
| 101750                 | Fusion Academy, Englewood      | \$53,500.00    | 9/4/2018              |
| 96117                  | Bergenfield Board of Education | \$25,939.00    | 9/6/2018              |
| 94415                  | Sage Day School                | \$60,300.00    | 9/4/2018              |
|                        | TOTAL                          | \$139,739.00   |                       |

Revised CLINICIANS 2018-2019

| CLINICIAN                                                   | RATES                                                 | NOT TO EXCEED |
|-------------------------------------------------------------|-------------------------------------------------------|---------------|
| Miracles in Communication of NJ                             | \$110 / 30 min.<br>\$165 / 45 min.<br>\$220 / 60 min. | \$25,000.00   |
| Dr. Gerald Miller                                           | \$160 hr. includes training of new staff              | \$10,000.00   |
| Dr. Patricia Deitmer                                        | \$105 hr.                                             | \$20,000.00   |
| Dr. Vincent Vicci                                           | \$350 Evaluation<br>Nero-optometrist                  | \$2,500.00    |
| Dr. Marianne Cidis, O.D.                                    | \$250 Evaluation<br>\$150 follow-up                   | \$2,500.00    |
| Advanced Education Inc.                                     | \$52 / hr. LDTC<br>\$52 / hr. File Reviewer           | \$35,000.00   |
| Bergen County Special Services<br>New Bridge Medical Center | Bedside Instruction<br>\$65 / hr.                     | \$6,500.00    |

**REVISED: OUT-OF-DISTRICT TUITION CONTRACTS 2018-2019**

| <b>STUDENT<br/>ID#</b> | <b>SCHOOL</b>   | <b>TUITION</b> | <b>START<br/>DATE</b> | <b>1:1<br/>AIDE</b> |
|------------------------|-----------------|----------------|-----------------------|---------------------|
| 93706                  | Bancroft School | \$78,995.44    | 7/5/2018              | \$40,704.00         |
|                        | TOTAL           | \$78,995.44    |                       | \$40,704.00         |

This tuition has been *revised* from \$70,523.92 to \$78,995.44, by the school, due to a miscalculation in the daily rate.

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**Fundraising Activities by School**


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School or Department: Thomas Jefferson Middle School

Fundraising Activity: Pizza Sale

Sponsoring Organization: Sixth Grade Class

Name of sponsors: Sixth Grade Teachers

Participants: Sixth Grade Students and Teachers sell to TJMS Community

Location: TJMS Main Lobby as determined by the Principal's Office

Date(s): October 13, 2018 through June 7, 2019

Time: 3:15 - 3:45 pm

Estimated funds to be raised by this activity: \$2,000

Funds to sponsoring organization: 100%

EXPLANATION: The funds would be used for class trips and end-of-year activities.

---

School or Department: Thomas Jefferson Middle School

Fundraising Activity: Bake Sale

Sponsoring Organization: Student Council Members

Name of sponsors: Frederica Ogletree (Staff Member/Advisor)

Participants: Student Council Members sell to TJMS Staff and Students

Location: Thomas Jefferson Main Lobby as determined by the Principal's Office

Date(s): October 2018 through June 2019

Time: 3:15 - 3:45 pm

Estimated funds to be raised by this activity: \$300

Funds to sponsoring organization: 100%

EXPLANATION: Funds would be used for financial assistance for trips, supplies.

---

School or Department: Thomas Jefferson Middle School

Fundraising Activity: Sale of Mis Raices Empanadas

Sponsoring Organization: Thomas Jefferson Middle School

Name of sponsors: Angela Davis, Principal

Participants: Ms. Davis and Staff sell to TJMS Community

Location: TJMS Lobby after school

Date(s): October 2018 through June 2019

Time: 3:15 - 3:45 pm

Estimated funds to be raised by this activity: \$1,000

Funds to sponsoring organization: 100%

EXPLANATION: Funds would be used to purchase additional materials for students.

---

School or Department: Thomas Jefferson Middle School

Fundraising Activity: Sale of Goodies Factory Lollipops

Sponsoring Organization: Student Council

Name of sponsors: Student Council Members

Participants: Student Council Members sell to TJMS Students

Location: TJMS Lobby after school

Date(s): October 2018 through June 2019

Time: 3:15 - 3:45 pm

Estimated funds to be raised by this activity: \$1,000

Funds to sponsoring organization: 100%

EXPLANATION: Funds would be used for student trips, admission fees and transportation.

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**Fundraising Activities by School**

---

School or Department: Thomas Jefferson Middle School

Fundraising Activity: Sale of Ashley Farm Products (cheesecake, cookie dough, pretzels, pizza)

Sponsoring Organization: Student Council

Name of sponsors: Student Council Members

Participants: Student Council Members sell to TJMS Students

Location: TJMS Lobby after school

Date(s): November 2018 through December 2018

Time: 3:15 - 3:45 pm

Estimated funds to be raised by this activity: \$6,000

Funds to sponsoring organization: 100%

EXPLANATION: Funds would be used for transportation costs for field trips and supplies.

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**Fundraising Activities by School**


---

School or Department: Thomas Jefferson Middle School

Fundraising Activity: Pizza Sale

Sponsoring Organization: Sixth Grade Class

Name of sponsors: Sixth Grade Teachers

Participants: Sixth Grade Students and Teachers sell to TJMS Community

Location: TJMS Main Lobby as determined by the Principal's Office

Date(s): October 13, 2018 through June 7, 2019

Time: 3:15 - 3:45 pm

Estimated funds to be raised by this activity: \$2,000

Funds to sponsoring organization: 100%

EXPLANATION: The funds would be used for class trips and end-of-year activities.

---

School or Department: Thomas Jefferson Middle School

Fundraising Activity: Bake Sale

Sponsoring Organization: Student Council Members

Name of sponsors: Frederica Ogletree (Staff Member/Advisor)

Participants: Student Council Members sell to TJMS Staff and Students

Location: Thomas Jefferson Main Lobby as determined by the Principal's Office

Date(s): October 2018 through June 2019

Time: 3:15 - 3:45 pm

Estimated funds to be raised by this activity: \$300

Funds to sponsoring organization: 100%

EXPLANATION: Funds would be used for financial assistance for trips, supplies.

---

School or Department: Thomas Jefferson Middle School

Fundraising Activity: Sale of Mis Raices Empanadas

Sponsoring Organization: Thomas Jefferson Middle School

Name of sponsors: Angela Davis, Principal

Participants: Ms. Davis and Staff sell to TJMS Community

Location: TJMS Lobby after school

Date(s): October 2018 through June 2019

Time: 3:15 - 3:45 pm

Estimated funds to be raised by this activity: \$1,000

Funds to sponsoring organization: 100%

EXPLANATION: Funds would be used to purchase additional materials for students.

---

School or Department: Thomas Jefferson Middle School

Fundraising Activity: Sale of Goodies Factory Lollipops

Sponsoring Organization: Student Council

Name of sponsors: Student Council Members

Participants: Student Council Members sell to TJMS Students

Location: TJMS Lobby after school

Date(s): October 2018 through June 2019

Time: 3:15 - 3:45 pm

Estimated funds to be raised by this activity: \$1,000

Funds to sponsoring organization: 100%

EXPLANATION: Funds would be used for student trips, admission fees and transportation.

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**Fundraising Activities by School**

---

School or Department: Thomas Jefferson Middle School

Fundraising Activity: Sale of Ashley Farm Products (cheesecake, cookie dough, pretzels, pizza)

Sponsoring Organization: Student Council

Name of sponsors: Student Council Members

Participants: Student Council Members sell to TJMS Students

Location: TJMS Lobby after school

Date(s): November 2018 through December 2018

Time: 3:15 - 3:45 pm

Estimated funds to be raised by this activity: \$6,000

Funds to sponsoring organization: 100%

EXPLANATION: Funds would be used for transportation costs for field trips and supplies.

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Foundation Participants 2018-2019

Year One

Ashley  
Elizabeth  
Elizabeth  
Damion  
Dominique  
Gyo Ho  
Erica  
Joanna  
Andrew  
Amanda  
Angie  
Debra  
Emily  
Sean  
Shanice  
William  
Rachel  
Joshua  
Cara  
Megan  
Felix  
Amy  
Andres  
Bettina  
Rebecca  
Summer  
Brielle  
Diana  
Falilou  
Aya  
Brittany  
Emily  
Germaine  
Christine  
Mickell  
Jahaziel  
Daniel  
Michael

Andreala  
Bennett  
Borkowski  
Campbell  
Chiu  
Cho  
Cohen  
De Los Santos  
DeBlock  
Detrick  
Dubon  
Elwell  
Fisher  
Gordon  
Jackson  
Lane  
Lee  
Luscombe  
Lyons  
McBryde  
Mejia  
Morales  
Munoz  
Peets  
Pflueger  
Pirro  
Rubin  
Sanchez  
Seck  
Shabarek  
Shepard  
Sloane  
Tarver  
Taylor  
Taylor  
Valeriano  
Velez  
Yim

Year Two

Kamal  
Tiana  
Merissa  
Jennie  
Susan  
Alexandra  
Michael  
Michael  
Lori  
Angela  
Levette  
Lisa  
Hyo Youn  
Beverly  
Justine  
Veronica  
Angelina  
Miriam  
Munyiva  
Maureen  
Tanya  
Terrie  
Kimberly  
Hazel  
Shaunte  
Payne  
Felicia

Ahmad  
Benevenga  
Bockhorn  
Brolewicz  
Carletta  
Cavallo  
DeAvila  
Diehl  
DiSarro  
Gigante  
Glanton  
Guyden  
Kim  
Levinson  
Lopez  
Lopez  
Martinez  
Muheisen  
Munguti  
Orletti  
Rivera  
Roberts  
Rossy  
Santana-Rivas  
Sparks  
Vazquez  
Vinpa



## Foundation Participants 2018-2019

### Year Three

|            |                   |
|------------|-------------------|
| Angela     | Avery-deVlugt     |
| Daniel     | Bassett           |
| Julianne   | Boyle             |
| Alyssa     | Cestaro           |
| Benimapi   | Coulibaly         |
| Michelle   | Doonan            |
| Brittany   | Eisele            |
| Ashraf     | Elsayed           |
| Estefany   | Gallardo          |
| Kiera      | Genus             |
| Michael    | Germinario        |
| Amber      | Halpern           |
| Katarina   | Hannawi           |
| Eleftheria | Hondros           |
| Laurel     | Lahullier (Buffa) |
| Deborah    | Nicotera          |
| Carole     | Petit-Bielen      |
| Danielle   | Puso              |
| Melinka    | Ramirez           |
| Samantha   | Ross              |
| Alexis     | Ryerson           |
| Caleb      | Schaffer          |
| Luke       | Short             |
| Michael    | Van Brunt         |
| Tara       | Webb              |
| Rochelle   | Yaros             |
| Monica     | Yepes             |

### Year Four

|           |             |
|-----------|-------------|
| Kristina  | Anders      |
| Kristen   | Cline       |
| Nicole    | Cooper      |
| Natalia   | Drelich     |
| Lauren    | Finizio     |
| Barbara   | Finkelstein |
| Nisrene   | Hammoud     |
| Sean      | Holland     |
| Chi Young | Jang        |
| Morgan    | Owens       |
| George    | Prepis      |
| Giovanni  | Soto        |
| Kelly     | Walsh       |
| Roberta   | Weiss       |