

Minutes of the proceedings of the **PUBLIC WORK MEETING** held on Wednesday, June 7, 2023, to be held virtually via zoom app located at the district website, at 8:00 PM. *Sebastian Rodriguez, Board President, presided.*

I. Salute to the Flag

II. Presiding Officer's Meeting Notice Statement

"I hereby call to order the Public Work Session Meeting of the Teaneck Board of Education, held on Wednesday, June 7, 2023, to be held virtually via zoom app located at the district website, at 8:00 PM. Adequate notice of this meeting has been sent to the Record, filed with the Municipal Clerk and posted on the school district website at www.teaneckschools.org, on January 5, 2023."

III. Roll Call

| Board Member | Present | Absent |
|---|----------------|---------------|
| Ms. Fisher (Victoria)-Vice President | x | |
| Mr. Ha (Edward) | x | |
| Ms. Hosein (Nadia) | x | |
| Dr. Klein (Dennis) | x | |
| Mrs. Reyes (Kassandra) - joined at 8:47pm | x | |
| Mr. Rodriguez (Jonathan) | x | |
| Ms. Sanders (Denise) | x | |
| Mrs. Williams (Clara) | x | |
| Mr. Rodriguez (Sebastian)-President | x | |

IV. Reaffirmation of District Goals

V. Superintendent's Report (if needed)

NONE

VI. Public Comment I (Agenda and Non-Agenda Items)

Please click the link below to view the Public Comments session I

<https://www.eduvision.tv/?eOyAety>

VII. Board Presentations

- NJ School Performance Report - Ms. Dent & Dr. Buxenbaum

Please click the link below to view the Presentation:

<https://www.eduvision.tv/?eOyAetO>

VIII. Agenda Items

Please click on the link below to view the meeting:

<https://www.eduvision.tv/l?eOyADeO>

IX. Old and New Business

X. Public Comment II (Non-Agenda and Agenda Items)

NONE

XI. Executive Session (if needed)

Ms. Fisher motioned to adjourn the public meeting and convene into the Executive session at 10:02pm to discuss Personnel matter. Said motion was seconded by Ms. Reyes and carried by a unanimous vote.

| Motion: V. Fisher | Second: K. Reyes | | | |
|--------------------------------------|-------------------------|-----------|----------------|---------------|
| Board Member | Yes | No | Abstain | Absent |
| Ms. Fisher (Victoria)-Vice President | x | | | |
| Mr. Ha (Edward) | x | | | |
| Ms. Hosein (Nadia) | x | | | |
| Dr. Klein (Dennis) | x | | | |
| Mrs. Reyes (Kassandra) | x | | | |
| Mr. Rodriguez (Jonathan) | x | | | |
| Ms. Sanders (Denise) | x | | | |
| Mrs. Williams (Clara) | x | | | |
| Mr. Rodriguez (Sebastian)-President | x | | | |

Ms. Fisher motioned to adjourn the executive session at 10:30pm. Said motion was seconded by M. and carried by a unanimous vote.

| Motion: V. Fisher | Second: J. Rodriguez | | | |
|--------------------------------------|-----------------------------|-----------|----------------|---------------|
| Board Member | Yes | No | Abstain | Absent |
| Ms. Fisher (Victoria)-Vice President | x | | | |
| Mr. Ha (Edward) | x | | | |
| Ms. Hosein (Nadia) | x | | | |
| Dr. Klein (Dennis) | x | | | |
| Mrs. Reyes (Kassandra) | | | | |
| Mr. Rodriguez (Jonathan) | x | | | |
| Ms. Sanders (Denise) | x | | | |
| Mrs. Williams (Clara) | x | | | |
| Mr. Rodriguez (Sebastian)-President | x | | | |

XII. Adjournment

Ms. Fisher motioned to move item# 4 under Finance and Budget. Said motion was seconded by Ms. Sanders and carried by a unanimous vote.

| Motion: V. Fisher | Second: D. Sanders | | | |
|--------------------------------------|---------------------------|-----------|----------------|---------------|
| Board Member | Yes | No | Abstain | Absent |
| Ms. Fisher (Victoria)-Vice President | x | | | |
| Mr. Ha (Edward) | x | | | |
| Ms. Hosein (Nadia) | x | | | |
| Dr. Klein (Dennis) | x | | | |
| Mrs. Reyes (Kassandra) | x | | | |
| Mr. Rodriguez (Jonathan) | x | | | |
| Ms. Sanders (Denise) | x | | | |
| Mrs. Williams (Clara) | x | | | |
| Mr. Rodriguez (Sebastian)-President | x | | | |

Ms. Fisher motioned to adjourn the public meeting at 10:30pm . Said motion was seconded by Ms. Williams and carried by a unanimous vote.

| Motion: V. Fisher | Second: C. Williams | | | |
|--------------------------------------|----------------------------|-----------|----------------|---------------|
| Board Member | Yes | No | Abstain | Absent |
| Ms. Fisher (Victoria)-Vice President | x | | | |
| Mr. Ha (Edward) | x | | | |
| Ms. Hosein (Nadia) | x | | | |
| Dr. Klein (Dennis) | x | | | |
| Mrs. Reyes (Kassandra) | x | | | |
| Mr. Rodriguez (Jonathan) | x | | | |
| Ms. Sanders (Denise) | x | | | |
| Mrs. Williams (Clara) | x | | | |
| Mr. Rodriguez (Sebastian)-President | x | | | |

Respectfully submitted,

Haquisha Q. Taylor, SBA/BS

Teaneck Public Schools

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

Vision: The Teaneck Advantage: Educational Excellence for All

Board Goals

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

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

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

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

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

1. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the **SECOND READING** of the following Board Policies:

| Bylaw/Policy/Reg. No. | Topic |
|-----------------------|--|
| Bylaw 0144 | Board Member Orientation and Training - Revised |
| Policy 2520 | Instructional Supplies - Revised |
| Policy 3217 | Use of Corporal Punishment (Teachers) - Revised |
| Policy 4217 | Use of Corporal Punishment (Support Staff) - New |
| Policy 5305 | Health Services Personnel - Mandated - Revised |
| Policy 5308 | Student Health Records - Mandated - Revised |
| Policy 5310 | Health Services - Mandated - Revised |
| Policy 6112 | Reimbursement of Federal and Other Grant Expenditures Mandated - Revised |
| Policy 6115.04 | Federal Funds - Duplication of Benefits - New - Mandated |
| Policy 6311 | Contracts for Goods or Services Funded by Federal Grants - Mandated - Revised |
| Policy 7440 | School District Security - Mandated - Revised |
| Policy 9140 | Citizens Advisory Committee - Revised |

See attached policies on pages 34-76

2. **THEREFORE BE IT RESOLVED**, Teaneck Board of Education upon the recommendation of the Superintendent, approves the **FIRST READING** of the following Board Policies:

| Bylaw/Policy/Reg. No. | Topic |
|-----------------------|--|
| Regulation 5200 | Attendance - Mandated - Revised |
| Regulation 9320 | Cooperation with Law Enforcement Agencies - Mandated Revised |
| Policy 6621 | Deposit of Public Funds - New (Draft) |
| Policy 6470.02 | Cash Disbursements - New (Draft) |

See attached policies on pages 78-105

1. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the minutes from the following meetings:

Workshop Public Meeting held Wednesday, May 10, 2023
 Regular Public Meeting held Wednesday, May 17, 2023

Executive Session held on Wednesday, May 10, 2023
 Executive Session held on Wednesday, May 17, 2023

2. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves payment to Strategic Influence for providing a two-hour Board Leadership Team Professional Development sessions conducted by Dr. Caldwell at the Board Retreat held on Tuesday, June 6, 2023 and Monday, June 12, 2023 in an amount not to exceed \$3,500.

3. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education upon the recommendation of the Superintendent, approve provisions of Board Policy #7510 Use of Facilities for the 2023-2024 school year at the reduced facility usage fee of \$350 charged to Lentz and Lentz SAT Prep to hold classes at Teaneck High School for any student taking SAT prep classes through Lentz and Lentz with its continued partnership with the Teaneck Community Education Center for the period of September 2023 - November 2023 from 6:30pm - 9:30pm. The date classes will be held are: 9/20, 9/27, 10/4, 10/11, 10/18, 10/25 and 11/1/23. Teaneck resident students will receive a discounted tuition rate of \$445.00 and the non-resident will receive a tuition rate of \$499.00. The custodial rate if charged would be \$1,337.04 and the building usage fee of \$50 per class would be \$350 with a grand total of \$1,687.04.

4. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent accepts the following donations:

| <u>ITEM</u> | <u>AMOUNT ESTIMATED VALUE</u> | <u>DONOR</u> | <u>ON BEHALF OF</u> |
|-------------|-------------------------------|---|--|
| Scholarship | \$1,000 | Bergen County Association of School Business Officials (BCASBO) | Scholarship donation for a 2023 graduating THS senior in recognition of services performed by the current president Ms. Haquisha Q. Taylor |
| Donation | \$1,000 | All Things Media | Donation to be used in the Math department at Benjamin Franklin Middle School |

1. **WHEREAS**, Teaneck High School is expanding dual-enrollment course opportunities for students to earn college credits.

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, under the recommendation of the Superintendent, approves the Bergen Community College, dual enrollment course, Success 101, to be added to the Teaneck High School Course Catalog for the 2023-2024 School Year. Success 101 will carry 5 elective credits towards graduation. Successful completion of the course will earn students 3 college credits at Bergen Community College.

2. **WHEREAS**, the Office of Curriculum & Instruction and the District’s Textbook Adoption Committee has completed a comprehensive review of mathematics textbooks and programs to be adopted in the 2023-2024 school year. See attached quote on pages 107-110.

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves Eureka Math Squared, a comprehensive mathematics resource, as the core instructional program for kindergarten through grade eight mathematics education.

Mathematics

Eureka Math Squared

Publisher: Great Minds

Grades: Kindergarten through Grade 8

3. **WHEREAS**, The Office of Curriculum & Instruction and the District’s Textbook Adoption Committee has completed a comprehensive review of science textbooks and programs to be adopted in the 2023-2024 school year. See attached quote on pages 112-116.

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves Elevate Science, a comprehensive science resource, as the core instructional text for kindergarten through grade eight science education.

Science

Elevate Science

Publisher: SAVVAS

Grades: Kindergarten through Grade 8

1. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the payment of the claims on the current bills list in the amount of:

May 1, 2023 through May 31, 2023

| | |
|-----------------------|------------------------|
| General | \$ 9,776,035.84 |
| Special Revenue | \$ 1,051,230.56 |
| Community Education | \$ 23,571.93 |
| Food Service | \$ 734,371.98 |
| Capital Outlay | \$ 443,061.84 |
| Total Payments | \$12,028,272.15 |

2. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the attendance of staff members at the **Professional Development and Conferences** listed on the attached summary costing \$6,292.05 (district funded \$892.05, grant funded \$900 and title III funded \$4500). See pages 118-119.
3. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the attached list of student fundraising activities by school. See page 121.
4. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves **Student Field Trips** listed on the attached summary costing \$4,440. See pages 123-126.
5. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the contracts, for out-of-district tuition, for students who would require a Special Education program during the 2022-2023 school year, in the amount of \$177,799. See page 128.
6. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the contracts, for out-of-district tuition, for students who would require a Special Education program during the 2023-2024 school year, in the amount of \$4,315,569.31. See pages 130-131.
7. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves contracts with clinicians and agencies who would provide related services and/or independent evaluations during the 2023-2024 school year. See pages 133-138.

8. **WHEREAS**, NJAC 6A:23A-14.3 and 6A:23A-14.4 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution.

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon recommendation of the Superintendent, hereby authorizes the district’s School Business Administrator to transfer unanticipated excess current year revenue or unexpended appropriations, consistent with all applicable laws and regulations, from the General Fund as outlined below:

| Reserve Account | Amount Not to Exceed |
|------------------------|-----------------------------|
| Emergency Reserve | 100,000 |
| Maintenance Reserve | 100,000 |
| Capital Reserve | 100,000 |

9. **WHEREAS**, the Teaneck Board of Education (LEA) and ESS Northeast, LLC, entered into an Agreement whereby ESS is to provide substitute staffing to fill positions at the request of the District for a period ending June 30, 2023 and;

WHEREAS, the Teaneck Board of Education (LEA) and ESS are desirous of extending the term of the Agreement through June 30, 2024 with the provisions set forth below;

NOW THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon the recommendation of the Superintendent agree between the parties, as follows:

1. The Term of the Agreement, as reflected in Paragraph 7, is hereby extended from July 1, 2023 through June 30, 2024;
2. Effective July 1, 2023, Addendum “A” to the Agreement, Pricing, is amended as per the attached revised Addendum “A”;
3. This Agreement will automatically renew for additional one (1) year periods unless either party provides written notice of termination at least ninety days prior to the end of the fiscal school year.
4. Except as specifically and explicitly set forth herein, all other terms of the Agreement shall remain in full force and effect.

10. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, appoints Cleary Giacobbe Alfieri Jacobs, LLC as their Special Education Legal Counsel starting June 1, 2023 – May 31, 2024 in the amount of \$175 per hour for all attorneys and \$90 per hour for paralegals.

11. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the Special Education Medicaid Initiative (SEMI) Corrective Action Plan for the 2023-2024 school year for submission to the Executive County Superintendent at the Bergen County Department of Education. The School year was inadvertently listed on the April 26, 2023 Board meeting. See attached CAP on pages 140-141.

12. **WHEREAS**, the Teaneck Board of Education has approved the Playground site work and Equipment installation at the Theodora Smiley Lacey School at the April 26, 2023 Board meeting and;

WHEREAS, the proposal includes the playground equipment, turf surface, and site work (including installation of retaining walls, grading, concrete sidewalk relocation and fencing. The playground meets requirements for the age group of 2-5 year old and;

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the Theodora Smiley Lacey Playground site work and Equipment installation by Ben Shaffer Recreation, Inc. with the Bergen County Coop #11-BECCP in the amount of \$406,498.28. See attached proposal on pages 143-144.

13. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education upon the recommendation of the Superintendent, approves the contract with Bergen Day Early Childhood Learning Center to provide two (2) classrooms totaling 30 students, at \$16,649 per pupil amount for a total of \$499,470 as per our approved State Preschool Expansion Aid (PEA) One Year Plan. See contract and letter of intent attached from provider. See pages 146-178.

14. **WHEREAS**, the Beautification Mural will be completed this summer at Lowell Elementary School in compliance with the School Climate Transformation Grant and;

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the creation of the Beautification Mural outside of the cafeteria between rooms 130 and 129. The mural will include artwork by the Principal, Mr. Green, inspired by famous artists, Romero Britto and Picasso. It will have bright colors to enliven the space and be a focal point for a highly trafficked area in Lowell School. The theme of the mural will be Kindness and Inclusion. Elements of kindness and inclusion will be symbols representing diversified groups such as: Green Ribbon for mental health, Infinity sign and/or puzzle pieces for the Autistic Community, quotes on Kindness and Inclusion, as well as different symbols or patterns/colors representing Lowell's Multicultural Community; and project funds will come from the School Climate Transformation Grant. Not to Exceed \$2,000 (20-427-200-100-57-15-0-0-SCTG)

15. **WHEREAS**, the Beautification Mural will be completed this summer at Whittier Elementary School in compliance with the School Climate Transformation Grant and;

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the creation of the Beautification Mural that will span from outside of the art room to the inside walls therefore enticing visitors to enter the room! The mural has been designed to create a more visually stimulating and colorful environment for Whittier School's student body as well as inspire Whittier's students to be more creative. Not to Exceed \$2,000 (20-427-200-100-57-15-0-0-SCTG)

16. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the Service Agreement entered into between CarePlus NJ (CPNJ) and Teaneck Public Schools to provide state-mandated social, emotional, and behavioral intervention services to students in the Emotional Regulation Impairment program. CPNJ will collaborate with district staff to provide onsite behavioral healthcare services, onsite school clearance assessments, linkages to community resources and professional development workshops. The Agreement will become effective for the period September 1, 2023 through June 30, 2024. The School District agrees to pay CPNJ an amount not to exceed \$250,000. See contract attached on pages 180-189. (11-000-219-320-72-58-C-C)
17. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the Service Agreement between CarePlus NJ (CPNJ) and Teaneck Public Schools which outlines the behavioral healthcare services to students and Teaneck families. CPNJ will collaborate with district staff to provide onsite behavioral healthcare services, onsite school clearance assessments, linkages to community resources and professional development workshops. The agreement will become effective for the period September 1, 2023 through June 30, 2024. The School District agrees to pay CPNJ an amount not to exceed \$250,000. SCTP Grant #20-427-200-320-57-50-0-0. See pages 191-200.
18. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves and accepts the annual grant funds from the Township of Teaneck for the FORUM in the amount of \$50,000 for the period of July 1, 2023 through June 30, 2024.

BE IT FURTHER RESOLVED, that Teaneck Public Schools annually receives funds in the amount of \$50,000 from the Township of Teaneck to support The FORUM School Based Youth Services Program. The grant provides mental health, academic support, and recreation and employment services to Teaneck residents aged 13 through 19 years old. To be distributed as follows:

| | | |
|------------------------------------|--------------------------------|------------------|
| Account # 20-010-100-100-73-10-G-H | TWNSHP-FORUM/Stipends | \$16,522 |
| Account # 20-010-200-100-73-11-O-H | TWNSHP-FORUM/Inst'l Sal | \$12,013 |
| Account # 20-010-100-600-73-40-G-H | FORUM Supplies/Materials | \$ 8,465 |
| Account # 20-010-100-300-73-50-G-H | TWNSHP-FORUM/Purchase Ed. Svs. | \$ 6,000 |
| Account # 20-010-100-890-73-50-G-H | FORUM/Other Expenses | \$ 5,500 |
| Account # 20-010-270-512-73-50-0-0 | FORUM/TWNSHP/Field Trips | \$ 1,500 |
| | Total | \$ 50,000 |

19. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the amendments to both the American Rescue Plan – ESSER 3 Grant and the Accelerated Learning Coaching and Educator Support Grant (sub-grant of ESSER 3) to fund eight (8) salaries of currently employed Coaches for the 2023-2024 school year.

20. **WHEREAS**, the Teaneck Board of Education acknowledges that the following schools have conducted the emergency school bus exit drill in accordance with N.J.A.C. 6A:27- 11.2. School administrators are required to conduct two (2) emergency exit drills during the school year for all students transported to/from school; and

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon the recommendation of the Superintendent approves the emergency bus drills for all schools listed and submit the approval to the Executive County Superintendent per NJDOE requirement.

| <u>SCHOOL</u> | <u>LOCATION</u> | <u>DATE AND TIME OF DRILL</u> | <u>STAFF PRESENT</u> | <u>BUS ROUTES</u> |
|-----------------------|---|----------------------------------|--|--|
| Theodora Lacey School | Edgemont Place | May 11, 2023 @ 8:30 am | Leslie King, Chanon McDuffie, Katie Augusto, Anna Fernandez, Maryrose Chamoun, Nazia Abbasi, Cekaun James | 3A, 3B, V3A, V3B |
| Bryant Elementary | 1 E. Tryon Ave | May 11, 2023 @ 8:25 am | David Deubel, Kimberly Thomas-Santangel | BV1, BV2, BV3, BV4, Route 6 Buses D&E |
| Hawthorne Elementary | Lucy Avenue | May 11, 2023 @ 8:15 am | Natasha Pitt, Amber Halpern, Audrey Appel, Anisa Khan, Elizabeth Woo, Sean Gang | Route #5 Buses A, B, C and Vans A,B, C (HV1) |
| Lowell Elementary | Parking Lot at Lowell 1025 Lincoln Place front and back | May 9 and May 10, 2023 @ 8:40 am | Antoine Green, Alexis Ryerson, Lisa Guyden, Maureen Orletti, Dason Kim, Samantha Lagasi, K. Rodriguez | Route 7 Buses A, B, C, D, E and Vans LV1, LV2, LV4 & LOW1L |
| Whittier Elementary | 491 W. Englewood Avenue | May 9, 2023 @ 7:45 am | Piero LoGiudice, Linda Harrison, Janine Lawler, James DiMicelli, Christine Taylor, Samantha Jankowski, Monique Williams, Alisha Montoya, Alexandra Bial, Diana Sanchez | Route 4 Buses A, B, C, D, E, F; Vans V4A, V4B & WV1 |
| Benjamin | 1315 Taft Road | May 9, 2023 @ | Marina Williams, | Vans BF2, BF3, |

| | | | | |
|--------------------------------|------------------------|------------------------|----------------|------------------------------|
| Franklin Middle School | | 8:20 am | | BF4, BF5, BF6 |
| Thomas Jefferson Middle School | Fycke Lane Parking Lot | May 5, 2023 @ 3:25pm | Ramon Ortiz | TJ1 TJ2 TJ3 |
| Teaneck High School | 100 Elizabeth Avenue | May 15, 2023 @ 2:50 pm | Justin O'Neill | Vans THS1, THS2, THS3, THS1L |

21. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the Memorandum of Agreement between Fairleigh Dickinson University and Teaneck High School for the 2024- 2028 Academic Years to be executed in support of the Dual Enrollment Program. See pages 202-215.
22. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves License and Subscription Fee payment to PowerSchool Suite in the amount of \$3,434.79 for Naviance Insights Premium & Alumni Tracker–School Year Aug 2023 - Aug 2024. Naviance for students in Middle School and High School: Benjamin Franklin Middle School; Thomas Jefferson Middle School and Teaneck High School.
23. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves Houghton Mifflin Harcourt for the following professional development to be presented virtually for Yeshivat He'Atid (non-public):

| |
|---|
| <p>Subject Area: Middle School Literacy Dates of PD events- August 22, 2023 and Follow up coaching sessions (30 min each) - TBD Vendor-Houghton Mifflin Harcourt- Into Literature Connected Coaching Core- Online Coaching Location:Virtual Estimated Cost: \$4,200 (Title II Grant Non-Public Funding - 20-270-200-320-92-50-1-9)</p> |
| <p>Subject Area: Middle School Math Date of PD event - August 22, 2023 Vendor-Houghton Mifflin Harcourt- Intro Math Online coaching introductory membership 1 year grades 6-8 Location:Virtual Estimated Cost: \$2,500 (Title II Grant Non-Public Funding - 20-270-200-320-92-50-1-9)</p> |

24. **WHEREAS**, kindergarten through eighth grade mathematics instruction and curricular pacing require realignment for the 2023-2024 school year, 15 district teachers and coaches will work with Nancy Schultz, mathematics consultant and trainer, to analyze the depth of the mathematics standards, and develop realigned pacing guides for the 2023-2024 school year.

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves remuneration to Nancy Schultz, mathematics consultant from Conquer Mathematics LLC, to lead four, three-day professional development sessions for kindergarten through eighth grade teachers, on understanding the New Jersey Student Learning Standards for Mathematics, and developing updated mathematics pacing guides for the 2023-2024 school year in an amount not to exceed \$18,000. Funded by account code: 20-487-200-320-57-50-I-0(Title II - Grant Funded).

25. **WHEREAS**, kindergarten through eighth grade teachers will use SAVVAS Elevate Science as their base science curricular resource for the 2023-2024 school year, teachers will require in-depth professional development on the components of the program, and the standards-aligned pacing of the units.

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves five, six-hour professional development sessions by Savvas Learning Company for kindergarten through eighth grade science teachers and district administrators to be held during the 2023–2024 school year in an amount not to exceed \$26,400.00. Funded by account code: 20-487-200-320-57-50-I-0 (ESSER III - Grant Funded).

26. **WHEREAS**, kindergarten through eighth grade teachers will use Eureka Mathematics Squared as their base mathematics curricular resource for the 2023-2024 school year, teachers will require in-depth professional development on the components of the program, and the standards-aligned pacing of the units.

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves four, four-hour professional development sessions by Great Minds, PBC, for kindergarten through eighth grade mathematics teachers and district administrators to be held during the 2023–2024 school year in an amount not to exceed \$33,400.00. Funded by account code: 20-487-200-320-57-50-I-0 (ESSER III - Grant Funded).

27. **THEREFORE BE IT RESOLVED**, the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following transportation quoted contract for the Summer ESY for 2023-2024 School year and submission of this agreement to the Executive County Superintendent of Schools for approval. The Bid threshold for this quoted contract is \$107,320.34, effective Jun 26, 2023 to Aug 7, 2023 to provide transportation for students who will be attending the ESY for 2023-2024 school year at Teaneck HS, Bryant Elementary School, Charter School and Phelps Park. Five (5) quotes were sent out. Aldin Trans Corp, D&M, First Student, Joshua Tours and John Leckie. John Leckie was awarded 3 of the quotes (13 routes total) for a total of \$ 87,416.34. D&M Tours was awarded 2 of the quotes (3 routes total) for a total of \$19,904.00.

| <u>Route</u> | <u>Company</u> | <u>Destination</u> | <u>Per Diem Aide</u> | <u>Per Diem Vehicle</u> | <u>Total Cost</u> |
|--------------|----------------|--------------------|----------------------|-------------------------|-------------------|
| S7A | John Leckie | THS | \$37.99 | \$200.00 | \$7,139.70 |
| S7B | John Leckie | THS | \$37.99 | \$200.00 | \$7,139.70 |
| S7C | John Leckie | THS | \$37.99 | \$200.00 | \$7,139.70 |
| S7D | John Leckie | THS | \$37.99 | \$200.00 | \$7,139.70 |
| S7E | John Leckie | THS | \$37.99 | \$200.00 | \$7,139.70 |
| S7F | John Leckie | THS | \$37.99 | \$200.00 | \$7,139.70 |
| S7G | John Leckie | THS | \$37.99 | \$200.00 | \$7,139.70 |
| S7H | John Leckie | Phelps Park | n/a | \$179.99 | \$3,239.82 |
| S7I | John Leckie | Phelps Park | n/a | \$179.99 | \$3,239.82 |
| S7K | D&M Tours | THS-WC | \$60.00 | \$214.00 | \$8,220.00 |
| S7M | John Leckie | Bryant School | \$57.99 | \$200.00 | \$7,739.70 |
| S7N | John Leckie | Bryant School | \$57.99 | \$200.00 | \$7,739.70 |
| S7O | John Leckie | Bryant School | \$57.99 | \$200.00 | \$7,739.70 |
| S7P | John Leckie | Bryant School | \$57.99 | \$200.00 | \$7,739.70 |
| S7R | D&M Tours | Teaneck Charter | \$60.00 | \$194.00 | \$5,842.00 |
| S7S | D&M Tours | Teaneck Charter | \$60.00 | \$194.00 | \$5,842.00 |

28. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves an Agreement with D&M Tours, Inc. for the purpose of transporting students to NJIT Summer program from July 5, 2023 through August 3, 2023, to and from the New Jersey Institute of Technology to Teaneck High School 100 Elizabeth Ave, Teaneck, NJ for the summer NJIT Financial Literacy program and, submits this agreement to the Executive County Superintendent of Schools for approval.

| Route | Company | Destination | Per Diem Aide | Per Diem Vehicle | Total cost for 22 days |
|-------|---------|-------------|---------------|------------------|------------------------|
| NJIT | D&M | NJIT | NA | TBD | TBD |
| | | | | Total | TBD |

29. **WHEREAS**, The Teaneck School District has applied for and received The New Jersey Department of Education Climate Awareness Education Grant in order to provide hands-on educational experiences to middle school science students on the far-reaching impact of climate change in the Teaneck community.

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the acceptance of \$6, 600 from the New Jersey Department of Education in support of climate awareness education for middle school students through discretionary funding titled, "Climate Awareness Grant".

30. **THEREFORE BE IT RESOLVED** that the Teaneck Board of Education, upon the recommendation of the Superintendent desires to enter into a Joint Purchasing Agreement and will continue to participate as a full member of the Bergen County Region V Council for Special Education for the 2023-2024 school year; does hereby accept, adopt and agree to comply with the Region V Bylaws and; designates the district Superintendent of schools as its representative to Region V; and empowers (him/her) to cast all votes and take all other actions necessary to represent its interest in Region V.

BE IT FURTHER RESOLVED that the Board approves the joint transportation agreements for the 2023-2024 school year for all out of district (OOD) students who are transported through Region V; and 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 an as needed basis.

1. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves staff members for services at Thomas Jefferson Middle School Summer Program (Monday - Thursday from July 5, 2023 through July 27, 2023) at the rate of \$50/hr., charged against the Title 1 Grant Account #20-231-100-610-22-15-I-J, for the teaching staff members listed below:

| Name | Position | Program & Professional Development Hours | Stipend Amount not to Exceed |
|-----------------|-----------------|---|-------------------------------------|
| Glen Mezzatesta | Coordinator | 56 hours 2 hrs/PD | \$2,900 |
| Delores Connors | Teacher | 42 hours 2 hrs/PD | \$2,200 |
| Lydia DeRuiter | Teacher | 42 hours 2 hrs/PD | \$2,200 |
| Lindsay Fisher | Teacher | 42 hours 2 hrs/PD | \$2,200 |
| Mark Martinez | Teacher | 42 hours 2 hrs/PD | \$2,200 |
| Glen Mezzatesta | Teacher | 42 hours 2 hrs/PD | \$2,200 |
| Terrie Roberts | Teacher | 42 hours 2 hrs/PD | \$2,200 |
| TOTAL | | | \$16,100 |

2. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following staff members to teach the Benjamin Franklin Middle School Summer Program from Monday through Thursday from July 5, 2023 through July 27, 2023 at the rate of \$50 per hour. Title I Funded – Account:20-231-200-100-22-15-I-F

| Name | Position | Hours | Stipend Amount |
|--------------------|--------------------------------|-------|----------------|
| Jean McVerry | Program Coordinator | 65 | \$3,250 |
| Mickell Taylor | Mathematics Teacher | 55 | \$2,750 |
| Zain Conteh | Mathematics Teacher | 55 | \$2,750 |
| Claudia Califano | Mathematics Teacher | 55 | \$2,750 |
| Josephine Cinnella | Mathematics Teacher | 55 | \$2,750 |
| Victor Stanic | Enrichment/ SEL | 55 | \$2,750 |
| Javalda Powell | Enrichment/ SEL | 55 | \$2,750 |
| Roberta Weiss | English/ Language Arts Teacher | 55 | \$2,750 |
| Tiffany Torres | ESL Teacher | 55 | \$2,750 |
| Total | | | \$25,250 |

3. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following certificated staff transfers/reassignments for the 2023-2024 School year, effective September 1, 2023.

| |
|--|
| Jayne Rigg, CST Learning Disability Teacher Consultant assigned to Lowell Elementary School, transferred to Thomas Jefferson Middle School |
| Kim Pirro, CST School Psychologist assigned to Bryant School, transferred to Lowell Elementary School |
| Shireen Ali, CST Learning Disabilities Teacher Consultant assigned to Thomas Jefferson Middle School, transferred to Lowell Elementary School |
| Arisleida Arias, CST School Psychologist assigned to Bryant School, transferred to Teaneck High School |
| Jennifer Whaler, CST Speech Language Therapist assigned to Lowell Elementary School, transferred to Theodora Smiley Lacey School |
| Felicia Vinpa, CST Speech Language Therapist assigned to Theodora Smiley Lacey School, transferred to Bryant School |
| Kristine Thielman, CST School Psychologist, assigned to Central Office, transferred to Theodora Smiley Lacey School and Bryant Elementary School |

4. **WHEREAS**, Ms. Acevedo is the former advisor for Studio 2B and has helped to design the current Studio 2B Summer Empowerment Camp. She will assist the current advisor to ensure that the program will continue to thrive. The Studio 2B Summer Empowerment camp annually provides workshops on leadership, positive self-esteem building, and healthy youth development to young women attending or planning to attend Teaneck High School.

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves compensation to Ms. Yris Acevedo, to assist in the planning and running of the Studio 2B Summer Empowerment Camp to be held July 31, 2023 - August 4, 2023 from 8am - 4:00 pm. For a total of 40 hours at \$50 per hour not to exceed \$2,000.

5. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves compensation of \$150 to Mr. Eric Johnson of Whittier Elementary School for his participation in the Family Literacy night held on Tuesday, March 14th, 2023 as a substitute for Ms. Tatiana Stripling.

6. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following appointments for the 2023-2024 school year, pending verification of employment and a 90-day probationary period with a start date of September 1, 2023:

| Name | Position | Guide/Step | Salary |
|---------------|---------------------|------------|----------|
| Mariana Renna | School Psychologist | MA+32/4 | \$72,400 |

7. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following resignations:

| Name | Position | Location | Position Control # | Effective Date |
|--------------------|--------------------------------|---|--------------------|----------------|
| Justine Lopez | Math Enrichment Teacher | Lowell Elementary School | 10-07-63/asp | June 30, 2023 |
| Matthew Tatoris | Music Teacher | Thomas Jefferson Middle School | 10-12-12/abe | June 30, 2023 |
| Rafaelina Cepeda | Spanish Teacher | Benjamin Franklin Middle School | 10-10-06/aji | June 30, 2023 |
| Erika Leonardo | ICS Teacher | Benjamin Franklin Middle School | TBD | May 31, 2023 |
| Arielle Van Gulick | Kindergarten inclusion teacher | Theodora Smiley Lacey Elementary School | 10-03-34/cjm | June 30, 2023 |

8. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, accepts, with regret, the retirement of Jacqueline Prince, as a Grade 8, Mathematics Teacher at Thomas Jefferson Middle School, after dedicating 32 years of service to the district, effective July 1, 2023.

9. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, accepts, with regret, the retirement of Kristen Panagiotou, as a PreK Teacher at Bryant Elementary School, after dedicating 28 years of service to the district, effective July 1, 2023.

10. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following leave of absence:

| EMPLOYEE NO. | TYPE | DATES OF PAID LEAVE | DAYS USED | DATES OF UNPAID LEAVE | DAYS USED | RETURN |
|--------------|----------------|---------------------|--------------|-----------------------|-----------|--------|
| 1917 | Medical | 05/23/23-6/16/23 | 18 sick days | N/A | N/A | 9/1/23 |
| 5524 | Maternity | 09/01/23-9/30/23 | 18 sick days | N/A | N/A | TBD |
| 0005 | Family Medical | 6/26/23 – 9/19/23 | 60 sick days | N/A | N/A | TBD |

*unpaid with benefits under FMLA/NJFLA

**unpaid and without benefits

11. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves the following amended leave of absence:

| EMPLOYEE NO. | TYPE | DATES OF PAID LEAVE | DAYS USED | DATES OF UNPAID LEAVE | DAYS USED | RETURN |
|--------------|-------------------------|---------------------|--------------|-----------------------|-----------|--------|
| 3599 | Maternity/Child Rearing | 05/31/23-6/16/23 | N/A | 13 | N/A | 9/1/23 |
| 3438 | Medical | 06/02/23-06/16/23 | 11 sick days | N/A | N/A | 9/1/23 |

*unpaid with benefits under FMLA/NJFLA

**unpaid and without benefits

12. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves sick/vacation day payouts for the following employees:

| Name | Position | # Years Service | # Sick Days | Value/Day | # Vacation Days | Value/Day | Total Payment |
|--------------------|-------------------------------|-----------------|-------------|-----------|-----------------------------------|-----------|---------------|
| Amanda Viera | Special Services, Secretary B | 4 1/2 | 0 | | 3.5 @ \$257.69 6.25 @ \$259.23 | N/A | \$2,521.47 |
| Christina Lionetti | TAG Teacher | 27 | 140.5 | \$100 | N/A | N/A | \$14,050 |
| Barbara Kilgore | Special Services, Secretary B | Move to Bryant | N/A | N/A | 8.75 | \$266.92 | \$2,334.64 |

13. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves payment to the following 15 teachers to participate in 18 hours of professional development on unpacking the New Jersey Student Learning Standards for Mathematics and realigning mathematics pacing calendars for the 2023-2024 school year. Teacher teams will use current mathematics data to align mathematics concepts for the upcoming school year. District funded – Account: 11-000-221-110-85-15-I-D.

| Name | Position | Hours | Stipend Amount |
|-----------------------|-----------------------|-------|-----------------|
| Mei Linh La-Mui | Kindergarten Teacher | 18 | \$900 |
| Nishat Hafeez | Kindergarten Teacher | 18 | \$900 |
| Tatiana Stripling | First Grade Teacher | 18 | \$900 |
| Scott Bushoven | Second Grade Teacher | 18 | \$900 |
| Jennifer Rome | Second Grade Teacher | 18 | \$900 |
| Kim Sullivan | Third Grade Teacher | 18 | \$900 |
| Anitha Giannikos | Third Grade Teacher | 18 | \$900 |
| Brandi Lewis | Fourth Grade Teacher | 18 | \$900 |
| Saundra Warren Givens | Fourth Grade Teacher | 18 | \$900 |
| Brandon Vargas | Fifth Grade Teacher | 18 | \$900 |
| Elizabeth Robbins | Sixth Grade Teacher | 18 | \$900 |
| Zainabu Conteh | Seventh Grade Teacher | 18 | \$900 |
| Ashley Alcott | Seventh Grade Teacher | 18 | \$900 |
| Brielle Rubin | Eighth Grade Teacher | 18 | \$900 |
| Margaret Tewey | Eighth Grade Teacher | 18 | \$900 |
| Total | | | \$13,500 |

14. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves to amend the updated summer work position title for Munyiva Munguti from Incoming Ninth Grade Summer Program Coordinator to Incoming Fifth Grade Summer Program Coordinator. This agenda item was previously approved at the Regular Public meeting held on May 17, 2023.

15. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves payment to Eloisa Cardona-Ruiz as Teaneck High School's Summer Program Nurse, at a rate of \$50.00 per hour for 78 hours of work. Mrs. Cardona-Ruiz will provide nursing services to students participating in Teaneck High School's Summer programs. Programs will run from July 6, 2023 to July 28, 2023. Funded by Title I account: 20-231-100-101-22-15-I-T
16. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves payment to Somia Benali to teach bilingual mathematics in Teaneck High School's Summer Bilingual Support program. The teacher will be compensated for 45 hours of work with students during the program and 15 hours of professional development and planning at \$50/hour, for a total of 60 hours with stipend amount not to exceed \$3,000. Funded by Title III account #: 20-241-100-101-21-10-I-0
17. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following Literacy and Mathematics Enrichment Teachers from Hawthorne, Whittier, and Lowell Elementary Schools to participate in the Teacher Clarity Workshop taking place on August 31, 2023, from 8:30 a.m. to 3:30 p.m. for up to 7 hours at the rate of \$50 per hour. District funded – Account: 11-000-221-110-85-15-I-D.

| Name | Position | Hours | Stipend Amount |
|------------------|-------------------------------|-------|----------------|
| Victor Hernandez | Hawthorne Enrichment Teacher | 7 | \$350 |
| Stephanie McKee | Hawthorne Instructional Coach | 7 | \$350 |
| Ann Park | Lowell Enrichment Teacher | 7 | \$350 |
| Anitha Giannikos | Lowell Enrichment Teacher | 7 | \$350 |
| Maria Martinez | Whittier Enrichment Teacher | 7 | \$350 |
| Kim Sullivan | Whittier Enrichment Teacher | 7 | \$350 |
| Total | | | \$2,100 |

18. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following teachers to coordinate and train the 2023-2024 Teaneck High School student writing coaches to lead the Teaneck High School Writing Center. Training and coordination will take place in the month of August for 10 hours at the rate of \$50 per hour in an amount not to exceed \$500 per teacher. Title 1 Funded - Account: 20-231-100-101-22-15-I-T and 20-232-100-101-22-15-I-T

| Name | Position | Hours | Stipend Amount |
|---------------|---|-------|----------------|
| Jared Meli | Teaneck High School Writing Center Lead Teacher | 10 | \$500 |
| Richard Rodda | Teaneck High School Writing Center Lead Teacher | 10 | \$500 |
| Total | | | \$1,000 |

19. **WHEREAS**, N.J.A.C. 6A:8-3.1 requires review and continuous improvement of curriculum.

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves payment to the following staff members starting July 1, 2023 to write, revise or develop pacing calendars or curriculum documents at the rate of \$1,200 per writer for curriculum writing or \$500 per writer for grade level pacing guides. Account #: 11-000-221-104-19-15-I-E. See list attached on pages 217-223.

20. **WHEREAS**, additional nursing services are required in Bryant Elementary School due to screenings, state and local reporting along with compliance. Ms. Cecilia Chan and Ms. Amis Aguero will work to complete registrations and reporting up to date, at a rate of \$50 per hour, not to exceed 15 hours, with total stipend amount not to exceed \$750 per staff member.

THEREFORE BE IT RESOLVED that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves payment for additional services provided to Ms. Chan and Ms. Amis at Bryant Elementary School, effective July 1, 2023 through August 11, 2023.

21. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the termination of employee #5892, effective May 17, 2023. Reason on file in Human Resources.

22. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the termination of employee #5807, effective June 30, 2023. Reason on file in Human Resources.

23. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the payment of Tuition Reimbursement to those staff members for their completion of graduate courses during the Summer 2022 and Fall 2022 school year, as per the TTEA agreement. See attached.
24. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent approves the appointment of Ms. Haquisha Q. Taylor as the Business Administrator/Board Secretary for the 2023-2024 school year, pending the approval from the Executive County Superintendent of the terms and conditions of the 2023-2024 employment contract.
25. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following teachers to coordinate and teach the Incoming Fifth Grade Instrumental Summer Music Program starting on July 17, 2023 and ending on July 28, 2023. The program will take place from 12:45 pm to 3:45 pm. Teachers will be compensated at a rate of \$50 per hour. District funded – Account: 11-000-221-110-85-15-I-D.

| Name | Position | Hours | Stipend Amount |
|----------------|--|-------|----------------|
| J. Hochgesang | Instrumental Music Teacher & Program Coordinator | 50 | \$2500 |
| Spencer Jones | Instrumental Music Teacher | 30 | \$1500 |
| Jessica Bergen | Instrumental Music Teacher | 30 | \$1500 |
| Corey Moore | Instrumental Music Teacher | 30 | \$1500 |
| Dasom Kim | Instrumental Music Teacher | 30 | \$1500 |
| Total | | | \$8500 |

26. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following teachers to participate in a professional development and planning session at Bergen Community College for the implementation and coordination of Success 101, a new dual-enrollment opportunity at Teaneck High School. The session will take place on July 11, 2023 from 9:00 am to 12:30 pm. Teachers will be compensated at a rate of \$50 per hour in an amount not to exceed: \$175.00. District funded – Account: 11-000-221-110-85-15-I-D.

| Name | Position | Hours | Stipend Amount |
|-------------------|-----------------------------|-------|----------------|
| Rosa Lazzizzera | Teaneck High School Teacher | 3.5 | \$175 |
| James Lagomarsino | Teaneck High School Teacher | 3.5 | \$175 |
| Total | | | \$350 |

27. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approve the following staff members for participating in the District's Extended School Year Program, from June 26, 2023, through August 7, 2023, from 8 AM to 12 PM, excluding July 4, 2023:

| ESY Teachers | Total Stipend |
|--------------------------------|----------------------|
| 1. Kerryann Rose | \$6,000 |
| 2. Monican Bagan | \$6,000 |
| 3. Spencer Jones | \$6,000 |
| 4. TBD | \$6,000 |
| 5. Tawana Smith | \$6,000 |
| 6. Rana Omar | \$6,000 |
| 7. Amy Morales | \$6,000 |
| Speech Specialist Staff | Total Stipend |
| 8. Jennifer Wahler | \$6,000 |
| Total | \$48,000 |

| ESY Student Volunteers |
|-------------------------------|
| 1. Johanna Sanchez-Morales |
| 2. Mikyah O'Driscoll |
| 3. Melanie Solordan |

28. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves additional event duties, as well as Somia Benali, Vance Steinbergen and Ted Orlaski as additional event staff during Teaneck High School athletic events. Event duties and staff and were previously approved on the August 24, 2022 Regular Board Meeting.

Fall/Winter/Spring Sports

| Sport | Rate |
|-----------------------------------|-------------|
| Baseball | \$60.00 |
| Softball | \$60.00 |
| Girls/Boys Volleyball (Two Games) | \$85.00 |
| Girls Flag Football | \$60.00 |
| Girls/Boys Volleyball (1 Game) | \$60.00 |

29. **WHEREAS**, Ms. Megan Gallow's primary role as the Liaison for the IEP Direct Frontline program for the Special Education Department will help to facilitate and be responsible for trainings and planning an online progress reporting Parent Portal for the 2023- 2024 school year.

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves Ms. Megan Gallow to serve as the IEP Direct Advisor at the rate of \$50 per hour, not to exceed \$5,000 for the 2023- 2024 school year.

30. **WHEREAS**, under the direction of the Director of Special Education and Nursing Services or their designee, Ms. Amis Aguero will take on the responsibility of Lead Nurse of Teaneck Public Schools. The Lead Nurse aids in the facilitation of all aspects of the Nursing and Health Office processes for the 2023-2024 school year.

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approve Ms. Amis Aguero as Lead Nurse for the 2023- 2024 school year, at the rate of \$50 per hour, not exceed \$ 5,000.

31. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the 2023-2024 Co-Curricular Activities (attached) in accordance with the TTEA contract agreement. See pages 226-231.

32. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon recommendation of the Superintendent, approves the following job descriptions:

- Systems Administrator
- Network Engineer
- Executive Assistant to Human Resources Management
- Assistant Manager, Human Resources Management
- Assistant Superintendent of School Supervision and Support Services
- Director of Community and Public Relations and Special Projects

See Job descriptions on pages 233-247.

33. **WHEREAS**, the resolution for Mr. Emilio Jennette, approved as the Project Director of the School Climate Transformation Grant (SCTG) for the 2022-2023 School year (grant year #4), retroactive from July 1, 2022 and ending June 30, 2023 with a differential of: \$40,000 annually/\$3,333.33 per month has to be amended as it was inadvertently coded to the general funds.

THEREFORE BE IT RESOLVED, that the Teaneck Board of Education, upon the recommendation of the Superintendent amend the August 3, 2023 Board resolution to be corrected and Mr. Jennette's salary be coded to the code as follows 20-427-200-100-57-10-0-0 for the period of July 1, 2022 - June 30, 2023 retroactive.

34. **WHEREAS**, the Superintendent of Schools recommends withholding the employment and adjustment increments for Employee #2755; and

WHEREAS, the Teaneck Board of Education finds good cause exists to withhold the adjustment increment of Employee #2755 for the 2023-2024 school year.

THEREFORE BE IT RESOLVED that the Teaneck Board of Education, upon the recommendation of the Superintendent, hereby withholds the employment and adjustment increments for Employee #2755 for the 2023-2024 school year.

BE IT FURTHER RESOLVED that the Teaneck Board of Education, upon the recommendation of the Superintendent, hereby directs the Human Resources Manager to provide Employee #2755 with written notice that Employee #2755's employment and adjustment increment for the 2023-2024 school year is being withheld, together with the reasons therefore, within 10 days of the date of this resolution, pursuant to N.J.S.A. 18A:29-14.

35. **THEREFORE BE IT RESOLVED**, upon the amended recommendation of the Superintendent of Schools, the Teaneck Board of Education ("Board") hereby resolves to employ Irene M. Gray as its Assistant School Business Administrator, effective on or about March 16, 2023 through June 30, 2023, at an annual salary of \$127,500, replacing Dr. Steven Lewis, resigned (PC#: 01-17-03/cma). Previously approved at \$127,000.00 on the March 15, 2023 Regular Board Meeting. Corrected salary of \$127,500.00 to be paid retroactively.

36. **THEREFORE BE IT RESOLVED**, that the Teaneck Board of Education, upon the recommendation of the Superintendent, approves staff and salaries for non-bargaining staff for the 2023-2024 school year:

| Name | Position | Salary |
|---------------------|--|--------------|
| Antinori, Rosemarie | Registrar | \$73,130.00 |
| Baig, Aneesa | Executive Assistant to the School Business Administrator | \$90,119.21 |
| Brown, Candice | Executive Assistant to the Assistant Superintendent | \$90,119.21 |
| Burke, Colin | Assistant Director of O&M | \$136,590.88 |
| D'Angelo, Anthony | Director of Facilities & Grounds | \$161,889.10 |
| Drootin, Claire | Director of Community Education | \$81,954.01 |
| Edge, Kimberly | Lead Bus Driver | \$50,923.20 |

| | | |
|-----------------------|---|--------------|
| Gray, Irene | Assistant Business Administrator | \$127,500.00 |
| Kramer, Karen | Manager, HRM | \$97,850.00 |
| Kuhran, Linda | Executive Assistant to the Superintendent | \$121,215.55 |
| Mateo, Justine | Executive Assistant | \$46,414.38 |
| Morgan, Paul | Coordinator of District Safety & Truancy Services | \$118,347.00 |
| Rodriguez, Natacha | Technology Support Specialist 1 | \$56,650.00 |
| Romney Rice, Gervonn | Parent Liaison | \$91,841.05 |
| Starks, Karla | Comptroller | \$133,749.78 |
| Martinez-Torres, Omar | Technology Support Specialist 1 | \$56,650.00 |
| Veni, Nicholas | Director of Technology | \$128,750.00 |
| Villar, Anthony | Technology Support Specialist 1 | \$56,650.00 |
| Taveras, Ernesto | Technology Support Specialist (Part Time) | \$21.86/hr |
| Warren, Raina | Program Manager | \$52,488.80 |
| McCullough, Heidi | Receptionist/Executive Assistant (Part Time) | \$39.01/hr |

WEINER LAW GROUP_{LLP}

629 Parsippany Road
Parsippany, New Jersey 07054
P (973) 403-1100 F (973) 403-0010

Summary of Bylaw 0144- Board Member Orientation and Training

N.J.A.C. 6A:28 – School Ethics Commission has been re-adopted by the New Jersey State Department of Education with revisions. These revisions were formally approved on March 3, 2023. Bylaw Guide 0144 is the only Guide affected by the revisions to N.J.A.C. 6A:28. Revisions to N.J.A.C. 6A:28-4.1 change the requirement for a Board Member to receive their initial training from “during the member’s first term” to “within 90 days” of a new Board member’s first term. That initial training must include instruction on a Board member’s responsibilities regarding the School Ethics Act. Strauss Esmay has made this revision and Bylaw Guide 0144 is a revision the current Bylaw 0144, previously adopted by the Board.

The Board has the option to choose which documents new Board members must be provided access to, which include:

- Bylaw and Policy Manual
- Manual of Administrative Regulations
- Each Negotiated Agreement
- The Current Budget Statement and audit report
- The most recent long-range facilities plan
- Other materials as deemed appropriate by the Superintendent

The current Board Bylaw provides that new Board members are provided with access to the first (Board of Education Bylaw and Policy Manual) and last options (other materials as deemed appropriate by the Superintendent).

Bylaw Guide 0144 is **recommended**.

BYLAW GUIDE

BYLAWS
0144/page 1 of 2
Board Member Orientation and Training
Mar 23

[See POLICY ALERT Nos. 181, 193, and 230]

0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each **Board** member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member **to acquire** ~~in the acquisition of~~ information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive **access to and/or a copy of**

Choose one or more of the following:

- ~~access to and/or a copy of~~ the Board of Education Bylaw and Policy Manual,
- the manual of administrative regulations,
- each negotiated agreement,
- the current budget statement and audit report,
- the most recent long range facilities plan, **and**
- ~~and such~~ other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

Within the first ninety days of a new Board member's first term, the Board member ~~Each newly elected or appointed Board member shall complete during the first year of the member's first term~~ a training program to be prepared and offered by the New Jersey School Boards Association. **The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-33** ~~, in consultation with the New~~



BYLAW GUIDE

BYLAWS
0144/page 2 of 2
Board Member Orientation and Training

~~Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.~~

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under N.J.S.A. P.L. 2002, c. 83 (C.18A:37-13 et seq.). A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.
N.J.A.C. 6A:28-4.1

Adopted:



WEINER LAW GROUP^{LLP}

629 Parsippany Road
Parsippany, New Jersey 07054
P (973) 403-1100 F (973) 403-0010

Summary of Policy 2520- Instructional Supplies

Policy Guide 2520 has been revised to reflect current best practices. The revised Guide allows for the Superintendent to designate a staff member to develop regulations for the selection and utilization of instructional supplies.

Policy Guide 2520 is **Mandated**.

POLICY GUIDE

PROGRAM
2520/page 1 of 1
Instructional Supplies
Mar 23
M

[See POLICY ALERT No. 230]

2520 INSTRUCTIONAL SUPPLIES

The Board of Education shall **provide** ~~supply each teaching~~ staff members with the supplies, **and** materials, ~~and equipment~~ necessary for the **successful** implementation of the **instructional** ~~approved~~ program and **provide** each students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this ~~p~~Policy such clothing or personal equipment as may be required ~~by the Board~~ for reasons related to the safety and health of students or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that students are permitted to retain, except that no student will be denied participation in any course of study or school sponsored activity because of **their** ~~his/her~~ financial inability to bear the cost of such clothing, equipment, or materials.

Supplies and materials will be distributed throughout the school district in a manner that ensures equal distribution to students; school facilities; courses; programs; and activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.7(a).

The Superintendent **or designee** shall develop **procedures** ~~regulations~~ for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

N.J.A.C. 6A:7-1.7
N.J.S.A. 18A:34-1
N.J.S.A. 18A:54-20 [~~vocational districts~~]

Cross reference: ~~Policy Guide No. 5513~~

Adopted:



WEINER LAW GROUP^{LLP}

629 Parsippany Road
Parsippany, New Jersey 07054
P (973) 403-1100 F (973) 403-0010

Summary of Policies 3217 & 4217- Use of Corporal Punishment

Policy Guide 3217 has been revised to align directly with the governing statute N.J.S.A. 18A:6-1. Policy Guide 3217 addresses the situations in which it is appropriate for staff members to use force when dealing with a student. Policy Guide 4217 has been developed to address the requirements in N.J.S.A. 18A:6-1 for support staff members because the statute requires compliance by any person employed by the Board.

Policy Guides 3217 & 4217 are **recommended**.

POLICY GUIDE

TEACHING STAFF MEMBERS
3217/page 1 of 2
Use of Corporal Punishment
Mar 23

[See POLICY ALERT No. 230]

3217 USE OF CORPORAL PUNISHMENT

~~The Board of Education cannot condone an employee's resort to force or fear in the treatment of students, even those students whose conduct appears to be open defiance of authority. Each student is protected by law from bodily harm and from offensive bodily touching.~~

No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

- 1. To quell a disturbance, threatening physical injury to others;**
- 2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;**
- 3. For the purpose of self-defense; and**
- 4. For the protection of persons or property;**

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

~~Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove students from the classroom or school by the lawful procedures established for the suspension and expulsion of students.~~

~~A teaching staff member who:~~

- ~~1. Uses force or fear to discipline a student except as such force or fear may be necessary to quell a disturbance threatening physical~~



POLICY GUIDE

TEACHING STAFF MEMBERS

3217/page 2 of 2

Use of Corporal Punishment

~~injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, to act in self-defense, or to protect persons or property;~~

- ~~2. Touches a student in an offensive way even though no physical harm is intended;~~
- ~~3. Permits students to harm one another by fighting; or~~
- ~~4. Punishes students by means that are cruel or unusual;~~

Any teaching staff member employed by the Board found to have violated this Policy may will be subject to discipline by the this Board and may be dismissed.

N.J.S.A. 18A:6-1; 18A:37-1

Cross reference: ~~Policy Guide No. 5630~~

Adopted:



© Copyright 2023 • Strauss Esmay Associates, LLP • 1886 Hinds Road • Suite 1 • Toms River, NJ 08753-8199 • 732-255-1500

POLICY GUIDE

PROGRAM
4217/page 1 of 1
Use of Corporal Punishment
Mar 23

[See POLICY ALERT No. 230]

4217 USE OF CORPORAL PUNISHMENT

No support staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such support staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any support staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted:



© Copyright 2023 • Strauss Esmay Associates, LLP • 1886 Hinds Road • Suite 1 • Toms River, NJ 08753-8199 • 732-255-1500

WEINER LAW GROUP^{LLP}

629 Parsippany Road
Parsippany, New Jersey 07054
P (973) 403-1100 F (973) 403-0010

Summary of Policy 5305- Health Services Personnel

N.J.A.C. 6A:16-2.3 has been re-adopted by the New Jersey State Board of Education with revisions. N.J.A.C. 6A:16-2.3 outlines the roles and responsibilities of the school physician, certified school nurse, certified school nurse/non-instructional, and non-certified school nurse. Strauss Esmay revised Policy Guide 5305 to include language from N.J.A.C. 6A:16-2.3 addressing the requirements for the school physician's license status and required employment contract, and to incorporate all of the provisions of N.J.A.C. 6A:16-2.3. Policy Guide 5305 is now mandated as the requirements for school district medical personnel should be adopted by the Board based on the recent pandemic and increased scrutiny on a district's practices concerning medical care of students and staff.

Policy Guide 5305 is **mandated**.

POLICY GUIDE

STUDENTS
5305/page 1 of 5
Health Services Personnel
Mar 23
M

[See POLICY ALERT Nos. 178, 204, 209, and 230]

5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is **contracted required by the Board**. ~~The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The school physician(s) shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and shall have a training and scope of practice that includes child and adolescent health and development. The contract between the Board and the school physician(s) appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician(s) has completed the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d and has read the sudden cardiac arrest pamphlet developed pursuant to N.J.S.A. 18A:40-41.~~ The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services pursuant to N.J.A.C. 6A:16-2.3.

The school physician(s) shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies, pursuant to N.J.A.C. 6A:16-2.1(a) **and Policy and Regulation 5310**;
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. §1400 et seq., Individuals with Disabilities Education Improvement Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home ~~or whose parent has identified the school as the medical home for the purpose of a sports physical examination~~;



POLICY GUIDE

STUDENTS
5305/page 2 of 5
Health Services Personnel

4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and re-issued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c) **and Policy and Regulation 5310**;
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan, pursuant to N.J.A.C. 6A:16-2.1(b) **and Policy and Regulation 5310**.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational **services** certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and



POLICY GUIDE

STUDENTS
5305/page 3 of 5
Health Services Personnel

Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; ~~and. The certified school nurse shall~~ complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 **and Policy and Regulation 5310** and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances, pursuant to N.J.S.A. 18A:40-4 and **18A:40A-12 ~~12~~ and Policy and Regulation 5530**;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4, **and Policy and Regulation 5308**;
4. Recommending to the ~~school~~ Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the ~~school~~ Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;



POLICY GUIDE

STUDENTS
5305/page 4 of 5
Health Services Personnel

7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14 **and Policy and Regulation 5330;**
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. **Providing** Classroom instruction in areas related to health **education**, pursuant to N.J.A.C. 6A:9B-14.3;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team, ~~for the meeting~~ pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plans and the individualized emergency healthcare plans for students' medical needs, and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; ~~and~~
16. **Reviewing completed health history update questionnaires and sharing with the school athletic trainer for review, if applicable, pursuant to N.J.S.A. 18A:40-41.7; and**
1746. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.



POLICY GUIDE

STUDENTS
5305/page 5 of 5
Health Services Personnel

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health, pursuant to N.J.A.C. 6A:9B-14.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse **provided in accordance with the provisions of N.J.A.C. 6A:16-2.3(e)**. ~~a~~ The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3.(a.) and **a noncertified nurse** is limited to providing services only as permitted under ~~a~~ the non-certified nurse's license issued by the State Board of Nursing **in accordance with N.J.A.C. 6A:16-2.3(c)**.

**N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;
18A:40-8; 18A:40-10; 18A:40-12; 18A:40-12.6;
18A:40-12.14; 18A:40-41.7**
**N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:14-3.4; 6A:16-2.1;
6A:16-2.2; 6A:16-2.3**

Adopted:



© Copyright 2023 • Strauss Esmay Associates, LLP • 1886 Hinds Road • Suite 1 • Toms River, NJ 08753-8199 • 732-255-1500

WEINER LAW GROUP^{LLP}

629 Parsippany Road
Parsippany, New Jersey 07054
P (973) 403-1100 F (973) 403-0010

Summary of Policy 5308- Student Health Records

N.J.A.C. 6A:16 – Programs to Support Student Development and N.J.A.C. 6A:32-7 – Student Records have been re-adopted by the New Jersey State Department of Education with revisions. Strauss Esmay has updated Policy Guide 5308 with minor revisions due to language changes in N.J.A.C. 6A:16-2.4 and 6A:32-7.4.

Policy Guide 5308 is **mandated**.

POLICY GUIDE

STUDENTS
5308/page 1 of 3
Student Health Records
Mar 23
M

[See POLICY ALERT Nos. 178, 204, and 230]

5308 STUDENT HEALTH RECORDS

The school district shall maintain mandated student health records for each student pursuant to N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7. The district will document student health records using a form approved by the Commissioner of Education.

The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4. Student health records, **whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7** may be stored electronically or in paper format and shall be maintained separately from other student records in a secure location accessible to authorized personnel while school is in session. ~~The health history and immunization record shall be removed from the student's health record and placed in the student's mandated record upon graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~ **Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the school district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. The school district of last enrollment, graduation, or permanent departure of the student shall keep, for 100 years, a mandated record of a student's health history and immunization in accordance with N.J.A.C. 6A:32-7.8(f). No additions shall be made to the record after graduation or permanent departure without prior written consent of the parent or adult student pursuant to N.J.A.C. 6A:32-7.8(e).**

The transfer of student health records when a student transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-7.91 ~~et seq~~ and N.J.A.C. 6A:32-7.5.

Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations: information that identifies a student as having HIV infection or AIDS shall



POLICY GUIDE

STUDENTS
5308/page 2 of 3
Student Health Records

be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student; information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2; information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates that a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

~~Any Board of Education employee with knowledge of, or access to, information that identifies a student as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the student as an alcohol or drug user; or information provided by a secondary school student while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the student's household is dependent upon or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4(b) through (e) and as required by Federal and State statutes and regulations.~~

Access to and disclosure of information in a student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7-, Student Records.

The school district shall provide access to the student's health record to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



POLICY GUIDE

STUDENTS
5308/page 3 of 3
Student Health Records

Nothing in N.J.A.C. 6A:16-2.4 or in **this** Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

N.J.S.A. 18A:40-3.4

N.J.A.C. 6A:16-2.4 et seq.; 6A:32-7.1; 6A:32-7.4 et seq.;
6A:32-7.5 et seq.; 6A:32-7.8

Adopted:



© Copyright 2023 • Strauss Esmay Associates, LLP • 1886 Hinds Road • Suite 1 • Toms River, NJ 08753-8199 • 732-255-1500

WEINER LAW GROUP^{LLP}

629 Parsippany Road
Parsippany, New Jersey 07054
P (973) 403-1100 F (973) 403-0010

Summary of Policy 5310- Health Services

N.J.A.C. 6A:16 – Programs to Support Student Development has been re-adopted by the New Jersey State Department of Education with revisions. Policy Guide 5310 has been updated to address the revisions to N.J.A.C. 6A:16-1.3, 2.1, and 2.2. These Administrative Code revisions are minimal and include updates to terminology and a reordering of the provisions in the Administrative Code. Policy Guide 5310 has been revised to address these changes. In addition, Policy Guide 5310 has been revised to remove provisions that are duplicated verbatim in Regulation Guide 5310.

Policy Guide 5310 is **mandated**.

POLICY GUIDE

STUDENTS
5310/page 1 of 6
Health Services
Mar 23
M

[See POLICY ALERT Nos. 178, 204, 208, and 230]

5310 HEALTH SERVICES

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness, pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting **by the following authorized individuals in accordance with N.J.A.C. 6A:16-2.1(a)2.** (Policy and Regulation 5330);
 - a. **The school physician;**
 - b. **A certified school nurse or noncertified nurse;**
 - c. **A substitute school nurse employed by the school district;**
 - d. **The student's parent;**
 - e. **A student approved to self-administer medication, pursuant to N.J.A.C. 6A:16-2.1(a)5.iii. and 6A:16-2.1(a)9. and N.J.S.A. 18A:40-12.3 and 12.4;**
 - f. **Other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency, pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and**
 - g. **Other employees who volunteer to be designated as a delegate and trained to administer glucagon, pursuant to N.J.S.A. 18A:40-12.14.**
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);



POLICY GUIDE

STUDENTS
5310/page 2 of 6
Health Services

4. The provision of health services in emergency situations, including:
 - a. The emergency administration of epinephrine via an **epinephrine Epi-pen** auto-injector, pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
 - b. The emergency administration of glucagon, pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
 - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
 - d. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);
 - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
 - f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b. (Policy and Regulation 5300).
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5. (Policy 5335);
6. Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR §1910.1030, ~~Public Employees Occupational Safety and Health Program (PEOSH)~~ Bloodborne Pathogens Standards (Policy and Regulation 7420);



POLICY GUIDE

STUDENTS
5310/page 3 of 6
Health Services

8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
9. Self-administration of medication by a student for asthma or other potentially life-threatening **illness or life-threatening** allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed, pursuant to N.J.S.A. 18A:40-12.15 (Policy and Regulation 5330);
10. Development of an individualized healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including ~~life-threatening allergies,~~ diabetes, ~~and asthma,~~ **and life-threatening allergies** requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3.xii. (Policies and Regulations 5331 and 5338 and Policy 5335); and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis, pursuant to N.J.S.A. 18A:40-12.6a through 12.6d (Policy and Regulation 5331).

The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting, **pursuant to N.J.A.C. 6A:16-2.1(b) and Policy 5307.**

~~The Board of Education shall comply with the following required health services as outlined in N.J.A.C. 6A:16-2.2:~~

- ~~1. — Immunization records shall be reviewed and updated annually, pursuant to N.J.A.C. 8:57 4.1 through 4.24.~~
- ~~2. — A Building Principal or designee shall not knowingly admit or retain in the school building any student whose parent has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57 4, Immunization of Pupils in School.~~



POLICY GUIDE

STUDENTS
5310/page 4 of 6
Health Services

3. ~~The school district shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health based upon the incidence of tuberculosis or reactor rates in specific communities or population groups, pursuant to N.J.S.A. 18A:40-16.~~
4. ~~The school district shall immediately report by telephone to the health officer of the jurisdiction in which the school is located any communicable diseases identified as reportable, pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed.~~
5. ~~Each school in the district shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location, pursuant to N.J.S.A. 18A:40-12.7.~~
6. ~~Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.~~
7. ~~The findings of required examinations under 8.b., c., d., and e. below shall include the following components:~~
 - a. ~~Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;~~
 - b. ~~Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;~~
 - c. ~~Health screenings including height, weight, hearing, blood pressure, and vision; and~~
 - d. ~~Physical examinations.~~
8. ~~The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:~~



POLICY GUIDE

STUDENTS
5310/page 5 of 6
Health Services

- a. ~~Prior to participation on a school-sponsored interscholastic or intramural team or squad for students enrolled in any grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1.;~~
 - b. ~~Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2.;~~
 - c. ~~When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3.;~~
 - d. ~~For the purposes of the comprehensive Child Study Team evaluation, pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4.; and~~
 - e. ~~When a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.~~
9. ~~Each school shall have available and maintain an AED, pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), and in accordance with N.J.A.C. 6A:16-2.2(i).~~
 10. ~~The Board of Education shall make accessible information regarding the New Jersey FamilyCare Program to students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.~~
 11. ~~Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.~~
 12. ~~The Board of Education shall ensure that students receive health screenings as outlined in N.J.A.C. 6A:16-2.2(l).~~



POLICY GUIDE

STUDENTS
5310/page 6 of 6
Health Services

~~13. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.~~

N.J.S.A. 18A:35-4.8; 18A:40-4 et seq.; 18A:40-12;
18A:40-12.3; 18A:40-12.5; 18A:40-12.6;
18A:40-12.6a; 18A:40-12.6b; 18A:40-12.6c;
18A:40-12.6d; 18A:40-12.7; 18A:40-12.11;
18A:40-12.15; 18A:40-16; 18A:40-23 et seq.;
18A:40-41a.; 18A:40-41b.

N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2

Adopted:



© Copyright 2023 • Strauss Esmay Associates, LLP • 1886 Hinds Road • Suite 1 • Toms River, NJ 08753-8199 • 732-255-1500

WEINER LAW GROUP_{LLP}

629 Parsippany Road
Parsippany, New Jersey 07054
P (973) 403-1100 F (973) 403-0010

Summary of Policy 6112- Reimbursement of Federal and Other Grant Expenditures

The New Jersey Department of Education (NJDOE) – Office of Fiscal Accountability and Compliance (OFAC) recently completed a Carl D. Perkins Federal Grant Audit for a school district and the NJDOE recently completed Federal Integrity Audits related to Federal COVID-19 funding conducted by the NJDOE in school districts. As a result of these Audits, the NJDOE is requiring one new Policy Guide 6115.04, and revisions to two existing Policy Guides 6112 and 6311.

These Policy and Regulation Guides apply to Federal grants and Federal funds received by a school district. An OFAC Audit indicated the Carl D. Perkins Career and Technical Act of 2006 has been recently renamed to the Strengthening Career and Technical Education for the 21st Century Act. Policy Guide 6112 has been updated to include this revision and is mandated.

Policy Guide 6112 is **mandated**.

POLICY GUIDE

FINANCES

6112/page 1 of 3

Reimbursement of Federal and Other
Grant Expenditures

Mar 23

M

[See POLICY ALERT Nos. 190, 218, and 230]

6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the **Strengthening Career and Technical Education for the 21st Century Act** ~~Carl D. Perkins Career and Technical Education Improvement Act of 2006~~, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.



POLICY GUIDE

FINANCES

6112/page 2 of 3

Reimbursement of Federal and Other
Grant Expenditures

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.



POLICY GUIDE

FINANCES

6112/page 3 of 3

Reimbursement of Federal and Other
Grant Expenditures

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014

Adopted:



© Copyright 2023 • Strauss Esmay Associates, LLP • 1886 Hinds Road • Suite 1 • Toms River, NJ 08753-8199 • 732-255-1500

WEINER LAW GROUP^{LLP}

629 Parsippany Road
Parsippany, New Jersey 07054
P (973) 403-1100 F (973) 403-0010

Summary of Policy 6115.04- Federal Funds – Duplication of Benefits

This is a new policy. A Federal Integrity Audit required a school district to have a policy that addresses duplication of benefits. Duplication of benefits occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance. Strauss Esmay developed a new Policy Guide 6115.04 that requires a school district to identify and prevent duplication of benefits.

Policy Guide 6115.04 is **mandated**.

POLICY GUIDE

FINANCES

6115.04/page 1 of 2

Federal Funds – Duplication of Benefits

Mar 23

M

[See POLICY ALERT No. 230]

6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator/Board Secretary shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, subrecipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and



POLICY GUIDE

FINANCES

6115.04/page 2 of 2

Federal Funds – Duplication of Benefits

2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;
3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Adopted:



© Copyright 2023 • Strauss Esmay Associates, LLP • 1886 Hinds Road • Suite 1 • Toms River, NJ 08753-8199 • 732-255-1500

WEINER LAW GROUP_{LLP}

629 Parsippany Road
Parsippany, New Jersey 07054
P (973) 403-1100 F (973) 403-0010

Summary of Policy 6311 – Contracts for Goods or Services Funded by Federal Grants

An OFAC Audit indicated a school district needed a Policy Guide requiring vendor suspension and disbarment checks completed by the school district for the purchase of goods or services funded by a Federal grant. The Policy Guide should indicate these checks are applicable for contracts or purchase orders over \$25,000, unless the district chooses a lower threshold; the Federal System for Award Management (SAM) is accessible at www.sam.gov; and compliance with the provisions of Policy Guide 6311 must be demonstrated with written evidence.

Policy Guide 6311 is **mandated**

POLICY GUIDE

FINANCES

6311/page 1 of 2

Contracts for Goods or Services Funded by

Federal Grants

Mar 23

M

[See POLICY ALERT Nos. 192, 224, and 230]

6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM), accessible at www.sam.gov maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.



POLICY GUIDE

FINANCES

6311/page 2 of 2

Contracts for Goods or Services Funded by
Federal Grants

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR §180.210 and the amount of the contract is expected to equal or exceed \$25,000, unless the Board chooses a lower threshold.

Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.

2 CFR §200

2 CFR §3485.220

2 CFR §180.210

Adopted:



© Copyright 2023 • Strauss Esmay Associates, LLP • 1886 Hinds Road • Suite 1 • Toms River, NJ 08753-8199 • 732-255-1500

WEINER LAW GROUP_{LLP}

629 Parsippany Road
Parsippany, New Jersey 07054
P (973) 403-1100 F (973) 403-0010

Summary of Policy 7440 – School District Security

N.J.S.A. 18A:41-7.1 was recently revised. Prior to this revision, the district was required to provide local law enforcement copies of current blueprints and maps of all schools and school grounds in the district and to provide revised copies to law enforcement upon making any changes. N.J.S.A. 18A:41-7.1 now requires the district to provide local law enforcement authorities with “critical incident mapping data” for all schools and school grounds and any subsequent revisions to the “critical incident mapping data”. The revised statute provides a description of “critical incident mapping data” and this new requirement replaces the old requirement of providing blueprints or maps. Policy Guide 7440 has been revised to reflect the revisions to N.J.S.A. 18A:41-7.1, addresses the statutory requirements in detail, and includes the statutory definition of “critical incident mapping data”.

Policy Guide 7440 is **mandated**.

POLICY GUIDE

PROPERTY
7440/page 1 of 3
School District Security
Mar 23
M

[See POLICY ALERT Nos. 214, 217, 218, 221, and 230]

7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

As used in this Policy and N.J.S.A. 18A:41-7.1, "critical incident mapping data" means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information.

The Board shall provide to local law enforcement authorities **critical incident mapping data** ~~a copy of the current blueprints and maps~~ for all schools and school grounds ~~within the school district or nonpublic school~~. In the case of a school building located in a municipality in which there is no municipal police department, **critical incident mapping data** ~~a copy of the blueprints and maps~~ shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised **mapping data** copies to the applicable law enforcement authorities or designated entities any time that there is a change to the **critical incident mapping data** ~~blueprints or maps~~.

Critical incident mapping data provided pursuant to N.J.S.A. 18A:41-7.1.a. shall be: compatible with all platforms and applications used by local, State, and Federal law enforcement authorities; provided in a printable format; and verified for accuracy through an annual walkthrough of school buildings and school grounds.



POLICY GUIDE

PROPERTY
7440/page 2 of 3
School District Security

Nothing in this Policy or N.J.S.A. 18A:41-7.1 shall be construed to require local law enforcement authorities or designated entities to access critical incident mapping data using third party viewing software.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13 **and this Policy and Regulation 7440.**

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3 **and this Policy and Regulation 7440.** The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2 **and this Policy and Regulation 7440.** The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the ~~main~~ building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.



POLICY GUIDE

PROPERTY
7440/page 3 of 3
School District Security

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;
18A:41-13; 18A:41-14
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted:



© Copyright 2023 • Strauss Esmay Associates, LLP • 1886 Hinds Road • Suite 1 • Toms River, NJ 08753-8199 • 732-255-1500

WEINER LAW GROUP_{LLP}

629 Parsippany Road
Parsippany, New Jersey 07054
P (973) 403-1100 F (973) 403-0010

Summary of Policy 9140 – Citizens Advisory Committee

Policy Guide 9140 is a long-standing Policy Guide establishing citizens advisory committees that are required for some Federal and State funded programs. However, over the years, Strauss Esmay Associates has included a funded program requirement for a citizens advisory committee in specific Policy Guides addressing the program, statute, and/or Administrative Code. Therefore, Policy Guide 9140 is no longer mandated. However, Strauss Esmay recommends a Board consider adopting updated Policy Guide 9140 as the Board may want a Policy that authorizes citizens advisory committees for other purposes. There is no legal requirement for Policy Guide 9140 and a Board may revise Policy Guide 9140 to meet local needs. In addition, it is recommended Regulation Guide 9140 be abolished as Policy Guide 9140 includes similar information.

Policy Guide 9140 is **recommended**.

POLICY GUIDE

COMMUNITY
9140/page 1 of 2
Citizens Advisory Committees
Mar 23
M

[See POLICY ALERT No. 230]

9140 CITIZENS ADVISORY COMMITTEES

The **Board of Education encourages** ~~success of the school system depends, to a large extent, on open channels of communication between the school district community and the community at large.~~ Citizens advisory committees **may be** ~~are particularly~~ useful in keeping the Board of Education and the administration informed with regard to community opinion and in representing the community ~~in the study of specific school problems.~~

The Board may establish **a citizens** advisory committees ~~as standing committees to serve in a liaison function to provide input to the Board and the administration from~~ between the local community and the schools, ~~as permanent committees for funded programs as the law requires, and as the Board sees fit need arises.~~

In creating a new **citizens** advisory committee, the Board **may** ~~shall~~ appoint: members of the community who are able and interested in the subject and concerned about the schools; ~~appoint~~ members who represent a wide range of community interests and backgrounds; ~~appoint~~ a chairperson; ~~and appoint~~ one or more Board members; and ~~school staff members to serve as ex-officio members.~~ **The Board President or designee and the Superintendent or designee shall serve as members of the citizens advisory committee.**

In charging a new **citizens** advisory committee, the Board shall define the **citizens advisory** committee assignment in writing, set a date for ~~a preliminary and final report(s) to the Board,~~ and establish a budget, **if needed.** Expenditures of district funds by **a citizens** advisory committees ~~as standing committees to serve advisory committees shall be made only upon the approval of the Superintendent~~.

Recommendations of ~~an~~ **citizens** advisory committee shall not reduce the responsibility of the Board, which may accept, ~~or~~ reject, **or modify a citizens advisory committee's** recommendation(s) in the exercise of its statutory discretion.



POLICY GUIDE

COMMUNITY
9140/page 2 of 2
Citizens Advisory Committees

Meetings of an **citizens** advisory committee that are ~~open to or~~ attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act

Choose only one of the following:

but shall

and need not

be open to the public, except as expressly permitted by the Board.

~~N.J.A.C. 6:30-1.5; 6:31-1.14(b)
20 U.S.C.A. 3801 et seq.~~

~~Cross reference: Policy Guide Nos. 5520, 7440~~

Adopted:



© Copyright 2023 • Strauss Esmay Associates, LLP • 1886 Hinds Road • Suite 1 • Toms River, NJ 08753-8199 • 732-255-1500

REGULATION GUIDE

STUDENTS
R 5200/page 1 of 19
Attendance
Dec 22
M

[See POLICY ALERT Nos. 176, 203, 205, 220, and 229]

R 5200 ATTENDANCE

A. ~~Definitions~~

1. ~~For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.~~
2. ~~A “school day” shall consist of not less than four hours, except that one continuous session of two and one half hours may be considered a full day of Kindergarten.~~
3. ~~“A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.~~
 - a. ~~Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.~~
4. ~~A “half day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.~~

AB. Attendance Recording

1. ~~Attendance Recording in the School Register (N.J.A.C. 6A:32-8.1)~~



REGULATION GUIDE

STUDENTS
R 5200/page 2 of 19
Attendance

- a. The Board of Education shall ~~be required to~~ carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school's **district's** choosing.
- b. The Commissioner **will** ~~shall~~ issue and publish on the Department's website ~~school register~~ guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day ~~school is~~ in session, **pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.**
- ~~d. School registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared time classes for regular students, shared time classes for students with disabilities, full time bilingual education programs and vocational day programs, and summer schools operated by the Board of Education.~~
- de. A student who has been placed on home instruction shall have **their** ~~his or her~~ attendance status recorded on the regular register for the program in which the student is enrolled. **The student shall be marked absent for** ~~For~~ the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, ~~the student shall be marked absent.~~ **No** Absences shall **not** be recorded for the student while on home instruction, **provided** ~~providing~~ the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9 **and 6A:16-10.1 and 10.2.** The number



REGULATION GUIDE

STUDENTS
R 5200/page 3 of 19
Attendance

of possible days **in membership** ~~of enrollment~~ for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

(1) **“Days in membership” means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.**

2. **Day in Session Attendance Recording for Board Policy (N.J.A.C. 6A:32-8.3)**

a. **A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers' institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.**

b. **A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.**

~~a. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.~~

~~b. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.~~



REGULATION GUIDE

STUDENTS
R 5200/page 4 of 19
Attendance

- ~~e. — A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.~~
- ~~d. — A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.~~
- ~~e. — The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.~~
- ~~f. — The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.~~
- ~~g. — A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.~~

3. Student Attendance (N.J.A.C. 6A:32-8.4)

- a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.**



REGULATION GUIDE

STUDENTS
R 5200/page 5 of 19
Attendance

- b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.**
- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.**
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.**
- e. State-excused absences shall be as follows:**

 - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.**

 - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;**
 - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;**



REGULATION GUIDE

STUDENTS
R 5200/page 6 of 19
Attendance

- (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;
 - (5) College visit(s), up to three days per school year for students in grades eleven and twelve; and
 - (6) Closure of a busing school district that prevents a student from having transportation to the receiving school.
- f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

4. Average Daily Attendance (N.J.A.C. 6A:32-8.5)

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

5. Absentee and Chronic Absenteeism Rates (N.J.A.C. 6A:32-8.6)

- a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.



REGULATION GUIDE

STUDENTS
R 5200/page 7 of 19
Attendance

(1) **State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.**

- b. **If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.**
- c. **Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.**

BE. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy

- 1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, **retention**, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.
- 2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, **student conduct, promotion, retention, and the award of course credit.**
 - a. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined in **B.2.b.** below.



REGULATION GUIDE

STUDENTS
R 5200/page 8 of 19
Attendance

- b3.** “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

[Select one or more options below]

- The student’s illness
 - supported by a written letter from the parent upon student’s return to school;
 - supported by notification to the school by the student’s parent;
- The student’s required attendance in court;
- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
- The student’s suspension from school;
- Family illness or death
 - supported by a written letter from the parent upon the student’s return to school;
 - supported by notification to the school by the student’s parent;
- College visit(s), up to _____ days per school year for students in grades eleven and twelve** ~~Visits to post-secondary educational institutions;~~
- Interviews with a prospective employer or with an admissions officer of an institution of higher education;
- Examination for a driver’s license;



REGULATION GUIDE

STUDENTS
R 5200/page 9 of 19
Attendance

___ Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;

___ Take Our Children to Work Day;

___ **Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;**

___ **Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;**

___ **Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;**

___ **Closure of a busing school district that prevents a student from having transportation to the receiving school;**

___ An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education rule;

___ An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;

___ _____
_____;

___ _____
_____.]



REGULATION GUIDE

STUDENTS
R 5200/page 10 of 19
Attendance

- ~~4. For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25 as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.3. above shall be an unexcused absence counted toward truancy.~~

[Optional

35. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.]

~~C.D.~~ Notice to School of a Student's Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
- ~~4. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged shall notify the school office to arrange make-up work.~~
45. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.



REGULATION GUIDE

STUDENTS
R 5200/page 11 of 19
Attendance

DE. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement **to the Principal or designee** that is dated and signed by the parent or adult student listing the reason for the absence.
- ~~2. A note explaining a student's absence for a noncommunicable illness for a period of more than _____ school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.~~
23. A student who has been absent by reason of having or being suspected of having a communicable disease **may be required to** ~~must~~ present to the school nurse written evidence of being free of a communicable disease, ~~in accordance with Policy 8451.~~
34. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

EF. Instruction

1. Teachers **will** ~~shall~~ cooperate in the preparation of home assignments for students who anticipate an ~~excused~~ absence of _____ school days duration. ~~The parent or student must request such home assignments.~~
- ~~2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.~~
23. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.



REGULATION GUIDE

STUDENTS
R 5200/page 12 of 19
Attendance

34. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up ~~the missed~~ work **missed**.
 45. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
 52. **A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.**
- FG.** Denial of Course Credit
1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

[Optional

2. A secondary student may be dropped from a course or denied course credit when **the secondary student** ~~he/she~~ has been absent from _____ (number, fraction, or percentage) or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.]

[Options

_____ Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.



REGULATION GUIDE

STUDENTS
R 5200/page 13 of 19
Attendance

___ A secondary student who has been dropped from a course of study may be assigned to an alternate program.

___ A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class more than _____ times.]

[Optional

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when **the student** ~~he/she~~ has been absent _____ (number, fraction, or percentage) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.]

[Option

___ Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.]

GH. School District Response To Unexcused Absences During the School Year That Count Toward Truancy (N.J.A.C. 6A:16-7.6(a)4.)

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);



REGULATION GUIDE

STUDENTS
R 5200/page 14 of 19
Attendance

- c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-~~1140~~, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate;-
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and ~~GH.1.c.~~ above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;



REGULATION GUIDE

STUDENTS
R 5200/page 15 of 19
Attendance

- (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and ~~GH~~.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-~~1140~~, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For ~~ten or more~~ cumulative unexcused absences **of ten or more** that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and ~~GH~~.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; ~~and~~.
4. A court referral may be made as follows:



REGULATION GUIDE

STUDENTS
R 5200/page 16 of 19
Attendance

- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;:
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part;:
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's **Individual Education Program (IEP)**, pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) 35.xii.
 6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and ~~GH~~.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.



REGULATION GUIDE

STUDENTS
R 5200/page 17 of 19
Attendance

- (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) ~~and H.5. above~~ and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and ~~GH.2. through GH.45. above~~ **and N.J.A.C. 6A:16-7.6(b) and G.5. above**, as appropriate.

II. Discipline

1. Students may be denied participation in co-curricular activities **and/or athletic competition** if the Board establishes attendance standards for participation.
- ~~2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.~~
23. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

III. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 and this Regulation ~~5200~~.
- ~~3. A report card will record the number of times the student was absent and tardy in each marking period.~~
34. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.



REGULATION GUIDE

STUDENTS
R 5200/page 18 of 19
Attendance

JK. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, **the student he/she** may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.



REGULATION GUIDE

STUDENTS
R 5200/page 19 of 19
Attendance

- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, - Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

KL. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted:



REGULATION GUIDE

COMMUNITY
R 9320/page 1 of 7
Cooperation with Law Enforcement Agencies
Apr 22
M

[See POLICY ALERT No. 227]

R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

- A. Policy 9320 and this Regulation shall be in accordance with the provisions of N.J.A.C. 6A:16-6.2, the Memorandum of Agreement between Education and Law Enforcement Officials (MOA), and shall be:
1. Developed, implemented, and revised, as necessary, in consultation with the county prosecutor and other law enforcement officials as may be designated by the county prosecutor;
 2. Reviewed and approved by the Executive County Superintendent;
 3. Made available annually to all school district staff, students, and parents;
 4. Consistent with reporting, notification, and examination procedures of students suspected of being under the influence of alcohol and other drugs pursuant to N.J.A.C. 6A:16-4.3; and
 5. Consistent with N.J.A.C. 6A:16-7, as appropriate.
- B. The school district's policies and procedures for cooperation with law enforcement agencies shall include the following components:
1. The Superintendent has designated school district staff as liaisons to law enforcement agencies in accordance with the MOA. The MOA includes a description of the liaisons' roles and responsibilities;
 2. Specific procedures for and responsibilities of school district staff in summoning appropriate law enforcement authorities onto school grounds, for the purpose of conducting law enforcement investigations, searches, seizures, or arrests shall be in accordance with the MOA;



REGULATION GUIDE

COMMUNITY
R 9320/page 2 of 7
Cooperation with Law Enforcement Agencies

3. Specific procedures and responsibilities of school district staff for notifying parents in instances of law enforcement interviews involving their children shall be consistent with the MOA and the following:
 - a. School officials shall not notify the student's parent(s) in instances of suspected child abuse or neglect;
 - b. School officials shall notify the student's parent(s) when the student is the target of the law enforcement investigation; and
 - c. In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted;
4. Specific procedures for and responsibilities of school district staff in cooperating with arrests made by law enforcement authorities on school grounds shall be in accordance with the MOA;
5. Specific procedures for and responsibilities of school district staff in initiating or conducting searches and seizures of students, their property, and their personal effects shall be in accordance with the MOA and the following:
 - a. All searches and seizures conducted by school district staff shall comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
 - b. Questions concerning searches conducted by school officials shall be directed to the appropriate county prosecutor.
 - c. School officials may request that law enforcement authorities assume responsibility for conducting a search or seizure.



REGULATION GUIDE

COMMUNITY

R 9320/page 3 of 7

Cooperation with Law Enforcement Agencies

- d. No school district staff member shall impede a law enforcement officer engaged in a lawful search, seizure, or arrest whether pursuant to a warrant or otherwise.
 - e. School district staff shall permit law enforcement authorities, upon their arrival, to assume responsibility for conducting a search or seizure.
 - f. All inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines may be undertaken with only the express permission of the county prosecutor or the Director of the Division of Criminal Justice or the Director's designee in the New Jersey Department of Law and Public Safety.
 - g. Questions concerning the legality of a contemplated or ongoing search, seizure, or arrest conducted by a law enforcement officer on school grounds shall be directed to the county prosecutor or in the case of a search, seizure, or arrest undertaken by the Division of Criminal Justice's designee in the New Jersey Department of Law and Public Safety, to the assigned Assistant Attorney General;
6. The procedures for and responsibilities of school district staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance; including anabolic steroids, drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
 7. Procedures for planning, approving, and conducting undercover school operations shall be in accordance with the MOA and the following:
 - a. The Superintendent and Principal shall cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent shall approve undercover operations without prior notification to the Board of Education.



REGULATION GUIDE

COMMUNITY

R 9320/page 4 of 7

Cooperation with Law Enforcement Agencies

- b. All information concerning requests to undertake an undercover school operation, information supplied by law enforcement authorities to justify the need for and explain a proposed undercover school operation, and all other information concerning an ongoing undercover school operation, including the identity of any undercover officer placed in a school, shall be kept strictly confidential by the Superintendent and Principal.
 - c. The Superintendent and Principal **shall apprise the Board President of the existence of an undercover school operation but shall not divulge** information concerning the undercover school operation to any person, including the Board President without the prior express approval of the county prosecutor or designee.
 - d. The Superintendent, Principal, or any other school district staff or Board member who may have been informed regarding the existence of the undercover school operation shall immediately communicate to the county prosecutor or designee if they subsequently learn of information that suggests the undercover officer's true identity has been revealed, the undercover officer's identity or status as a bona fide member of the school community has been questioned, or the integrity of the undercover school operation has been in any other way compromised;
8. The procedures for and responsibilities of school district staff concerning the safe and proper handling of a seized controlled dangerous substance, including anabolic steroids, drug paraphernalia, or a firearm or other deadly weapon, and the prompt delivery of the items to appropriate law enforcement authorities shall be in accordance with N.J.A.C. 6A:16-6.2, Policy and Regulation 5530, and the MOA;
9. The procedures for and responsibilities of school district staff in notifying authorities of a suspected violation of laws prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a



REGULATION GUIDE

COMMUNITY

R 9320/page 5 of 7

Cooperation with Law Enforcement Agencies

firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;

10. Provisions for requesting uniformed police attendance at extracurricular school events shall be in accordance with the MOA;
11. Provisions for notifying parents as soon as possible whenever a student is arrested for violating a law prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530;
12. Provisions for in-service training of school district staff concerning policies and procedures established in this subchapter, and the exchange of information regarding the practices of the school district and law enforcement agencies shall be in accordance with the MOA;
13. A MOA with appropriate law enforcement authorities in accordance with N.J.A.C. 6A:16-6, Policy 9320, and this Regulation;
14. An annual process for the Superintendent and appropriate law enforcement officials to discuss the implementation and need for revising the MOA, and to review the effectiveness of policies and procedures implemented pursuant to N.J.A.C. 6A:16-6.2 and the MOA;
15. Provisions for contacting the Chief Executive Officer of the involved law enforcement agency, county prosecutor, and/or Division of Criminal Justice, as necessary, to resolve disputes concerning law enforcement activities occurring on school grounds shall be in accordance with the MOA; and
16. Provisions for directing inquiries or complaints received by school district staff regarding interviews, investigations, arrests, or other operations conducted by sworn law enforcement officers to the



REGULATION GUIDE

COMMUNITY
R 9320/page 6 of 7
Cooperation with Law Enforcement Agencies

appropriate law enforcement agency shall be in accordance with the MOA.

C. Mandatory Reporting

1. There are seven offenses that must be reported to law enforcement if they qualify as mandatory reports, as set forth and explained in further detail in the MOA. These mandatory reports include:
 - a. Whenever any school district staff has reason to believe a student is in possession of a controlled dangerous substance or related paraphernalia, or is involved or implicated in distribution activities regarding controlled dangerous substances, pursuant to N.J.A.C. 6A:16-6.3;
 - b. Whenever any school district staff in the course of their employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school operating hours, pursuant to N.J.A.C. 6A:16-5.5, 5.6(d)4 and 6.3(b);
 - c. Whenever any school district staff in the course of their employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e);
 - d. Whenever any school district staff in the course of their employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d);



REGULATION GUIDE

COMMUNITY
R 9320/page 7 of 7
Cooperation with Law Enforcement Agencies

- e. Whenever any school district staff in the course of their employment develops reason to believe that an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;
 - f. Whenever any school district staff in the course of their employment develops reason to believe a “bias-related act” has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and
 - g. Whenever any school employee in the course of their employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i. through iii.
- D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed to prohibit school district staff from disclosing information, pursuant to N.J.A.C. 6A:32-7.2 and 7.5(f), if necessary, to protect the immediate health or safety of a student or other persons.
- E. The Superintendent or designee shall annually review Policy 9320 and this Regulation as adopted by the Board to ensure each are in accordance with the requirements outlined in the MOA.
- F. **The Superintendent, or designee, shall provide a written report to the Board, as soon as it is practicable, after each intervention by law enforcement occurring during the school day, at a school sponsored event, or on District property. The report shall include:**
- 1. **the nature of the incident;**
 - 2. **the extent of disruption to students not directly involved in the incident; and**
 - 3. **the justification for the intervention.**

Student identities shall be omitted from the report.

Adopted:



6621 DEPOSIT OF PUBLIC FUNDS

The Board directs the Treasurer to develop, distribute and implement procedures for cash collection points in the District. Identified cash collection points include admission fees to athletic events, lunchroom sales, classroom fees, student activities/fundraisers, and miscellaneous money received by the Treasurer's Office.

Individuals receiving money at cash collection points are responsible for reviewing and complying with all procedures for cash collection points and are responsible for the safekeeping of money until the money is deposited.

If the money collected:

1. exceeds \$1,000, it must be deposited on the next business day after the day of receipt or
2. does not exceed \$1,000, it must be deposited within a reasonable time period

The Treasurer has established provisions for the safeguarding of cash until it can be deposited with the Treasurer and/or bank, including provisions for making bank deposits after regular banking hours. Money should be secured in a locked desk, file cabinet, safe or other secure room on school property until it can be deposited.

N.J.S.A. 18A:17-34

N.J.A.C. 6A:23-2.17

6470.02 CASH DISBURSMENTS

All cash disbursements for goods or services shall be made by check to vendor(s). Checks shall not be made payable to a district employee. The only exception to this rule is reimbursable for approved purchases with limited occurrences. Reimbursement shall be for items paid in cash only. All cash disbursement will be recorded in the cash disbursement journal in a timely manner. All cash disbursements must have the following supporting documentation:

- Vendor's original invoice (statement(s)-not acceptable) or registered receipt
- Authorization for use of Funds
- Copies of checks verifying two signatures

NO CHECK SHALL BE MADE PAYABLE TO CASH.

Checks **shall not** be pre-signed. They should be signed only after they are completely prepared. All checks shall be accounted for, including spoiled and voided checks. Unused checks should be properly controlled and safeguarded under locking key. Cash disbursements ledger shall be maintained and all transactions must be recorded in a timely manner. (These records will be in the custody of the school principal at school year end).

Checks shall be signed by the authorized person as noted on the signature card. **All checks must have two authorized signatures.** The Principal or Vice principal must be one of the authorized signers. Any changes to the original account structure (Title, signature, etc.) must be approved by the principal.

N.J.A.C. 6A:23A-16 *et seq.*



every child
is capable of
greatness

Great Minds Quote

| | | | |
|-----------------|--|--------------|--|
| Date | May 26, 2023 | Quote Number | 00294154 |
| Expiration Date | | Contact Name | Alicia Lyle |
| Prepared By | Michael Linskey | Phone | (201) 833-5508 |
| Email | michael.linskey@greatminds.org | Email | alyle@teaneckschools.org |
| Bill to Name | Alicia Lyle | Ship to Name | Alicia Lyle |
| Bill To | 1 Merrison Street Teaneck, NJ 07666 | Ship To | 1 Merrison Street Teaneck, NJ 07666 |

Make Payment to:
Great Minds PBC Tax ID: 84-3785772

Phone: 202.223.1854
Email: ordertracking@greatminds.org

Mail payment to:
Great Minds PBC
P.O. Box 200283
Pittsburgh, PA 15251-0283

Wire/ACH details are available by visiting this link: <https://digitalsupport.greatminds.org/s/ach-instructions>

| Eureka - Print | ISBN | Quantity | List Price | Discount | Total Price |
|--|-------------------|----------|------------|----------|-------------|
| Grade K | | | | | |
| Eureka Math Squared Grade K Teacher Edition Set: Part-Part-Total Modules 1-6 | 978-1-64929-036-6 | 19.00 | \$170.00 | 20.59% | \$2,565.00 |
| Grade 1 | | | | | |
| Eureka Math Squared Grade 1 Teacher Edition Set: Units of Ten Modules 1-6 | 978-1-64929-037-3 | 23.00 | \$170.00 | 20.59% | \$3,105.00 |
| Grade 2 | | | | | |
| Eureka Math Squared Grade 2 Teacher Edition Set: 10 Tens Modules 1-6 | 978-1-64929-038-0 | 21.00 | \$170.00 | 20.59% | \$2,835.00 |
| Grade 3 | | | | | |

| | | | | | |
|---|-------------------|-------|----------|--------|------------|
| Eureka Math Squared Grade 3 Teacher Edition Set: Units of Any Number Modules 1-6 | 978-1-64929-039-7 | 24.00 | \$170.00 | 20.59% | \$3,240.00 |
| Grade 4 | | | | | |
| Eureka Math Squared Grade 4 Teacher Edition Set: Fractional Units Modules 1-6 | 978-1-64929-040-3 | 23.00 | \$170.00 | 20.59% | \$3,105.00 |
| Grade 5 | | | | | |
| Eureka Math Squared Grade 5 Teacher Edition Set: Fractions are Numbers Modules 1-6 | 978-1-64929-041-0 | 10.00 | \$170.00 | 20.59% | \$1,350.00 |
| Grade 6 | | | | | |
| Eureka Math Squared Grade 6 Teacher Edition Set: Ratios and Rates Modules 1-6 | 978-1-64929-042-7 | 12.00 | \$170.00 | 20.59% | \$1,620.00 |
| Grade 7 | | | | | |
| Eureka Math Squared Grade 7 Teacher Edition Set: Ratios and Proportionality Modules 1-6 | 978-1-64929-043-4 | 13.00 | \$170.00 | 20.59% | \$1,755.00 |
| Grade 8 | | | | | |
| Eureka Math Squared Grade 8 Teacher Edition Set: Ratios and Linearity Modules 1-6 | 978-1-64929-044-1 | 13.00 | \$170.00 | 20.59% | \$1,755.00 |

| Eureka - Online and Print | ISBN | Quantity | List Price | Discount | Total Price |
|---|-------------------|----------|------------|----------|-------------|
| Grade K | | | | | |
| Eureka Math Squared Grade K Learn & Digital Bundle: Part-Part-Total Modules 1-6: Service End Date (6/30 of School Year 2025 - 2026 unless noted otherwise) | 978-1-64929-023-6 | 600.00 | \$35.02 | 2.91% | \$20,400.00 |
| Grade 1 | | | | | |
| Eureka Math Squared Grade 1 Learn, Apply, & Digital Bundle: Units of Ten Modules 1-6: Service End Date (6/30 of School Year 2025 - 2026 unless noted otherwise) | 978-1-64929-018-2 | 600.00 | \$43.26 | 2.91% | \$25,200.00 |
| Grade 2 | | | | | |

| | | | | | |
|--|-------------------|--------|---------|-------|-------------|
| Eureka Math Squared Grade 2 Learn, Apply, & Digital Bundle: 10 Tens Modules 1-6: Service End Date (6/30 of School Year 2025 - 2026 unless noted otherwise) | 978-1-64929-019-9 | 630.00 | \$43.26 | 2.91% | \$26,460.00 |
| Grade 3 | | | | | |
| Eureka Math Squared Grade 3 Learn, Apply, & Digital Bundle: Units of Any Number Modules 1-6: Service End Date (6/30 of School Year 2025 - 2026 unless noted otherwise) | 978-1-64929-020-5 | 640.00 | \$43.26 | 2.91% | \$26,880.00 |
| Grade 4 | | | | | |
| Eureka Math Squared Grade 4 Learn, Apply, & Digital Bundle: Fractional Units Modules 1-6: Service End Date (6/30 of School Year 2025 - 2026 unless noted otherwise) | 978-1-64929-021-2 | 675.00 | \$43.26 | 2.91% | \$28,350.00 |
| Grade 5 | | | | | |
| Eureka Math Squared Grade 5 Learn, Apply, & Digital Bundle: Fractions are Numbers Modules 1-6: Service End Date (6/30 of School Year 2025 - 2026 unless noted otherwise) | 978-1-64929-022-9 | 695.00 | \$43.26 | 2.91% | \$29,190.00 |
| Grade 6 | | | | | |
| Eureka Math Squared Grade 6 Learn & Digital Bundle: Ratios and Rates Modules 1-6: Service End Date (6/30 of School Year 2025 - 2026 unless noted otherwise) | 978-1-64929-029-8 | 775.00 | \$35.02 | 2.91% | \$26,350.00 |
| Grade 7 | | | | | |
| Eureka Math Squared Grade 7 Learn & Digital Bundle: Ratios and Proportionality Modules 1-6: Service End Date (6/30 of School Year 2025 - 2026 unless noted otherwise) | 978-1-64929-030-4 | 800.00 | \$35.02 | 2.91% | \$27,200.00 |
| Grade 8 | | | | | |

| | | | | | |
|---|-------------------|--------|---------|-------|-------------|
| Eureka Math Squared Grade 8 Learn & Digital Bundle: Ratios and Linearity Modules 1-6: Service End Date (6/30 of School Year 2025 - 2026 unless noted otherwise) | 978-1-64929-031-1 | 820.00 | \$35.02 | 2.91% | \$27,880.00 |
|---|-------------------|--------|---------|-------|-------------|

| Eureka - Online | ISBN | Quantity | List Price | Discount | Total Price |
|--|----------|----------|------------|----------|-------------|
| Grade Multiple | | | | | |
| Eureka Math Squared, Premium Assessment, Grades 1-9: Service End Date (6/30 of School Year 2025 - 2026 unless noted otherwise) | GM-01835 | 5635.00 | \$12.36 | 15.05% | \$59,167.50 |

| | |
|--------------------------------|---------------------|
| Print | \$26,860.00 |
| Online and Print | \$245,047.30 |
| Online | \$69,648.60 |
| Solution Subtotal | \$341,555.90 |
| Discount | (\$23,148.40) |
| Shipping and Handling | \$24,471.66 |
| *Pre-Tax Solution Total | \$342,879.16 |
| Estimated Sales Tax | \$0.00 |
| Estimated S&H Tax | \$0.00 |
| Total Solution: | \$342,879.16 |

This Quote is governed by the Terms and Conditions at <https://greatminds.org/customer-quote-terms> which are hereby incorporated by reference as if fully set forth herein.

***Tax Exemption: If Customer is exempt from paying any or all taxes, customer shall provide written evidence of such tax exemption issued by the applicable taxing authority.**



Mr. Rolando Monserrat
 Science Supervisor
 Teaneck School District
 651 Teaneck Rd
 Teaneck, NJ 07666-4289
 United States

Quote Number: 219190-9
Quote Creation Date: 05-16-2023
Quote Expiration Date: 09-30-2023

Quote Release: 9

Elevate Science K-8 for Teaneck
 Price Quote Summary

| Solution | Base Amount | Free Amount | Total |
|--------------------------------------|----------------------|---------------------|----------------------------|
| Elevate Science K-5 | \$ 209,853.00 | \$ 8,160.00 | \$ 209,853.00 |
| Elevate Science Middle Grades | \$ 137,233.50 | \$ 4,950.00 | \$ 137,233.50 |
| Solution Subtotal | \$ 347,086.50 | \$ 13,110.00 | \$ 347,086.50 |
| Shipping & Handling | | | \$ 31,497.62 |
| | | | Total \$ 378,584.12 |

Price Quote Detail

| ISBN | Description | Price | Free Qty | Charged Qty | Free Amount | Total Charged |
|---|--|---------|----------|-------------|--------------------|---------------------|
| Elevate Science K-5 | | | | | | |
| elevateScience™ K-5 ©2019 - Grade 1 | | | | | | |
| 9780134925721 | ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION 3-YEAR + DIGITAL COURSEWARE 3-YEAR LICENSE GRADE 1 | 58.00 | 0 | 217 | \$0.00 | \$12,586.00 |
| 9780328949175 | ELEVATE ELEMENTARY SCIENCE 2019 TEACHER EDITION GRADE 1 | 160.00 | 9 | 10 | \$1,440.00 | \$1,600.00 |
| 9780328996063 | ELEVATE ELEMENTARY SCIENCE 2019 CLASSROOM MATERIALS KIT GRADE 1 | 1002.00 | 0 | 11 | \$0.00 | \$11,022.00 |
| elevateScience™ K-5 ©2019 - Grade 1 Subtotal | | | | | \$ 1,440.00 | \$ 25,208.00 |
| elevateScience™ K-5 ©2019 - Grade 2 | | | | | | |
| 9780134925738 | ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION 3-YEAR + DIGITAL COURSEWARE 3-YEAR LICENSE GRADE 2 | 58.00 | 0 | 195 | \$0.00 | \$11,310.00 |

Teaneck School District

| ISBN | Description | Price | Free Qty | Charged Qty | Free Amount | Total Charged |
|---|--|---------|----------|-------------|--------------------|---------------------|
| 9780328949182 | ELEVATE ELEMENTARY SCIENCE 2019 TEACHER EDITION GRADE 2 | 160.00 | 9 | 9 | \$1,440.00 | \$1,440.00 |
| 9780328996070 | ELEVATE ELEMENTARY SCIENCE 2019 CLASSROOM MATERIALS KIT GRADE 2 | 1445.00 | 0 | 12 | \$0.00 | \$17,340.00 |
| elevateScience™ K-5 ©2019 - Grade 2 Subtotal | | | | | \$ 1,440.00 | \$ 30,090.00 |
| elevateScience™ K-5 ©2019 - Grade 3 | | | | | | |
| 9780134925745 | ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION 3-YEAR + DIGITAL COURSEWARE 3-YEAR LICENSE GRADE 3 | 58.00 | 0 | 222 | \$0.00 | \$12,876.00 |
| 9780328949199 | ELEVATE ELEMENTARY SCIENCE 2019 TEACHER EDITION GRADE 3 | 160.00 | 9 | 9 | \$1,440.00 | \$1,440.00 |
| 9780328996087 | ELEVATE ELEMENTARY SCIENCE 2019 CLASSROOM MATERIALS KIT GRADE 3 | 1541.50 | 0 | 12 | \$0.00 | \$18,498.00 |
| elevateScience™ K-5 ©2019 - Grade 3 Subtotal | | | | | \$ 1,440.00 | \$ 32,814.00 |
| elevateScience™ K-5 ©2019 - Grade 4 | | | | | | |
| 9780134925752 | ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION 3-YEAR + DIGITAL COURSEWARE 3-YEAR LICENSE GRADE 4 | 58.00 | 0 | 237 | \$0.00 | \$13,746.00 |
| 9780328949205 | ELEVATE ELEMENTARY SCIENCE 2019 TEACHER EDITION GRADE 4 | 160.00 | 9 | 10 | \$1,440.00 | \$1,600.00 |
| 9780328996094 | ELEVATE ELEMENTARY SCIENCE 2019 CLASSROOM MATERIALS KIT GRADE 4 | 2504.50 | 0 | 12 | \$0.00 | \$30,054.00 |
| elevateScience™ K-5 ©2019 - Grade 4 Subtotal | | | | | \$ 1,440.00 | \$ 45,400.00 |
| elevateScience™ K-5 ©2019 - Grade 5 | | | | | | |
| 9780134925769 | ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION 3-YEAR + DIGITAL COURSEWARE 3-YEAR LICENSE GRADE 5 | 58.00 | 0 | 274 | \$0.00 | \$15,892.00 |
| 9780328949212 | ELEVATE ELEMENTARY SCIENCE 2019 TEACHER EDITION GRADE 5 | 160.00 | 7 | 8 | \$1,120.00 | \$1,280.00 |

Teaneck School District

| ISBN | Description | Price | Free Qty | Charged Qty | Free Amount | Total Charged |
|---|--|---------|----------|-------------|--------------------|----------------------|
| 9780328996100 | ELEVATE ELEMENTARY SCIENCE 2019 CLASSROOM MATERIALS KIT GRADE 5 | 2504.50 | 0 | 12 | \$0.00 | \$30,054.00 |
| elevateScience™ K-5 ©2019 - Grade 5 Subtotal | | | | | \$ 1,120.00 | \$ 47,226.00 |
| elevateScience™ K-5 ©2019 - Grade K | | | | | | |
| 9780134925714 | ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION 3-YEAR + DIGITAL COURSEWARE 3-YEAR LICENSE GRADE K | 58.00 | 0 | 201 | \$0.00 | \$11,658.00 |
| 9780328925100 | ELEVATE ELEMENTARY SCIENCE 2019 TEACHER EDITION GRADE K | 160.00 | 8 | 8 | \$1,280.00 | \$1,280.00 |
| 9780328996056 | ELEVATE ELEMENTARY SCIENCE 2019 CLASSROOM MATERIALS KIT GRADE K | 1155.50 | 0 | 14 | \$0.00 | \$16,177.00 |
| elevateScience™ K-5 ©2019 - Grade K Subtotal | | | | | \$ 1,280.00 | \$ 29,115.00 |
| Elevate Science K-5 Subtotal | | | | | \$ 8,160.00 | \$ 209,853.00 |

Elevate Science Middle Grades

elevateScience® Middle Grades ©2019 - Grade 6

| | | | | | | |
|---|---|---------|---|-----|--------------------|---------------------|
| 9781418286408 | ELEVATE MIDDLE GRADES SCIENCE 2019 STUDENT EDITION 3-YEAR + DIGITAL COURSEWARE 3-YEAR LICENSE GRADE 6 | 70.00 | 0 | 251 | \$0.00 | \$17,570.00 |
| 9780328925070 | ELEVATE MIDDLE GRADE SCIENCE 2019 TEACHER EDITION GRADE 6 | 225.00 | 7 | 8 | \$1,575.00 | \$1,800.00 |
| 9780328995943 | ELEVATE MIDDLE GRADES SCIENCE 2019 CLASSROOM MATERIALS KIT GRADE 6 | 4046.50 | 0 | 7 | \$0.00 | \$28,325.50 |
| elevateScience® Middle Grades ©2019 - Grade 6 Subtotal | | | | | \$ 1,575.00 | \$ 47,695.50 |

elevateScience® Middle Grades ©2019 - Grade 7

| | | | | | | |
|---------------|---|--------|---|-----|------------|-------------|
| 9781418286415 | ELEVATE MIDDLE GRADES SCIENCE 2019 STUDENT EDITION 3-YEAR + DIGITAL COURSEWARE 3-YEAR LICENSE GRADE 7 | 70.00 | 0 | 255 | \$0.00 | \$17,850.00 |
| 9780328948659 | ELEVATE MIDDLE GRADE SCIENCE 2019 TEACHER EDITION GRADE 7 | 225.00 | 7 | 7 | \$1,575.00 | \$1,575.00 |

| ISBN | Description | Price | Free Qty | Charged Qty | Free Amount | Total Charged |
|---|---|---------|----------|-------------|---------------------|----------------------|
| 9780328995950 | ELEVATE MIDDLE GRADES SCIENCE 2019 CLASSROOM MATERIALS KIT GRADE 7 | 4046.50 | 0 | 6 | \$0.00 | \$24,279.00 |
| elevateScience® Middle Grades ©2019 - Grade 7 Subtotal | | | | | \$ 1,575.00 | \$ 43,704.00 |
| elevateScience® Middle Grades ©2019 - Grade 8 | | | | | | |
| 9781418286422 | ELEVATE MIDDLE GRADES SCIENCE 2019 STUDENT EDITION 3-YEAR + DIGITAL COURSEWARE 3-YEAR LICENSE GRADE 8 | 70.00 | 0 | 279 | \$0.00 | \$19,530.00 |
| 9780328948666 | ELEVATE MIDDLE GRADE SCIENCE 2019 TEACHER EDITION GRADE 8 | 225.00 | 8 | 9 | \$1,800.00 | \$2,025.00 |
| 9780328995967 | ELEVATE MIDDLE GRADES SCIENCE 2019 CLASSROOM MATERIALS KIT GRADE8 | 4046.50 | 0 | 6 | \$0.00 | \$24,279.00 |
| elevateScience® Middle Grades ©2019 - Grade 8 Subtotal | | | | | \$ 1,800.00 | \$ 45,834.00 |
| Elevate Science Middle Grades Subtotal | | | | | \$ 4,950.00 | \$ 137,233.50 |
| Solution Subtotal | | | | | \$ 13,110.00 | \$ 347,086.50 |
| Shipping and Handling | | | | | | \$ 31,497.62 |
| Total | | | | | | \$ 378,584.12 |

Savvas Learning Company LLC Terms and Conditions

To place your order please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form or by mail. Please submit your PO and price via one of the following methods:

e-Form: <http://support.savvas.com/support/s/contactsupport>

Mail: PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

For questions regarding your order please call Customer Service: 1-800-848-9500.

Price quote: This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format. The breakdown of the fees set forth in this quotation is considered Savvas proprietary information and not subject to disclosure by the customer.

Shipping & handling charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will show up on the customer proposal and invoice as a S&H charge.

Taxes: All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

Platforms: Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

Return Policy: If you are not entirely satisfied with any of our products, then you may, within six months from the date of purchase, return all materials still in new, unused, salable condition for a full refund, credit, or replacement. All returned materials must be shipped back to Savvas within 30 days of receiving the Return Materials Authorization. All materials sold in a set or a package must be returned complete as originally sold. Materials that were provided gratis must be returned proportionate to the purchased items being returned for refund or credit.

Consumable Worktexts: Subsequent year consumable worktexts will ship each year on the order date of the original order for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to the original order date. Changes should be made using the e-form: <https://worktext-subscriptions.savvas.com/>.

Annual subscriptions for iLit and Successmaker: Products automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by completing the customer service request form which you can access here: <https://support.savvas.com/support/s/customer-service-support-form>.

Technical support services are included with purchase of Savvas digital products eform: <https://support.savvas.com/support/s/k12-curriculum-support-form> phone: 1-800-848-9500

Professional Services: All paid services must be scheduled and delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. MySavvasTraining, which provides online access to on-demand tutorials and interactive webinar sessions, is included with purchase of products (mySavvasTraining.com).

Professional Development

District Funded: \$892.05 - Grant Funded: \$900 Title III Funded: \$4500
GRAND TOTAL: \$6,292.05

Name: Christine Mayers

School or Department: Teaneck High School

Conference/Seminar/Workshop: College Board: AP African American Studies Pilot
Summer Institute (online)

Location: Virtual

Dates: August 7, 2023 – August 10, 2023

Estimated Cost: \$0.00 – No Funding Required
Substitute Not Required

EXPLANATION: Request that the original Board of Education approved district funding be modified from \$799.00 to \$0.00. The request is due to The College Board's waiver of the registration cost. (Board approved on May 17, 2023)

Name: Patricia Dent

School or Department: Curriculum and Instruction – ESL Elementary

Conference/Seminar/Workshop: Institute for Multi-Sensory Education - IMSE

Location: Virtual

Dates: June 26, 2023 – June 30, 2023

Estimated Cost: \$1500.00 – Title III Funded
Substitute Not Required

EXPLANATION: English language teachers will participate in hands-on, interactive, and personalized workshops on multisensory reading instruction for English Language Learners.

Name: Sulety Diaz

School or Department: Lacey/Lowell Elementary School – ESL Elementary

Conference/Seminar/Workshop: Institute for Multi-Sensory Education - IMSE

Location: Virtual

Dates: June 26, 2023 – June 30, 2023

Estimated Cost: \$1500.00 – Title III Funded
Substitute Not Required

EXPLANATION: English language teachers will participate in hands-on, interactive, and personalized workshops on multisensory reading instruction for English Language Learners.

Name: Jennifer Cortez

School or Department: Hawthorne/Lowell Elementary School – ESL Elementary

Conference/Seminar/Workshop: Institute for Multi-Sensory Education - IMSE

Location: Virtual

Dates: June 26, 2023 – June 30, 2023

Estimated Cost: \$1500.00 – Title III Funded
Substitute Not Required

EXPLANATION: English language teachers will participate in hands-on, interactive, and personalized workshops on multisensory reading instruction for English Language Learners.

Professional Development

Name: Jahari Jacobs

School or Department: Benjamin Franklin Middle School

Conference/Seminar/Workshop: Leaving The Village - Transforming Traditional Consequences Into Meaningful Accountability

Location: West Orange, New Jersey

Dates: July 31, 2023 – August 1, 2023

Estimated Cost: \$393.05 – District Funded

Substitute Not Required

EXPLANATION: The workshop will provide a disciplined decision-making process to help address behavior issues in a restorative fashion.

Name(S): Emma Horowitz

School or Department: Ma'ayanot High School (Non-public school)

Conference/Seminar/Workshop: Manhattan College – AP English Literature Summer Institute 2023

Location: Virtual Event

Dates: 7/31/2023 – 8/4/2023

Estimated Cost: \$900 (Funded by Account #: 20-270-200-320-92-50-I-M)

EXPLANATION: Focused PD on requirements for teaching the AP English Literature curriculum with fidelity for all students.

Name: Na'Imah Bogert

School or Department: Transportation Department

Conference/Seminar/Workshop: 53rd Annual New Jersey Pupil Transportation Conference and Equipment Show sponsored by School Transportation Supervisors of New Jersey, Inc.

Location: Hard Rock Hotel & Casino, Atlantic City

Dates: 3/29/23-3/31/23

Estimated Cost: \$400.00 - District Funded

EXPLANATION: Annual NJ Pupil Transportation Conference and Equipment show provides an opportunity for professionals to interact and gather information on equipment and services and gives an excellent opportunity to network with colleagues from across the State and to enhance your knowledge and skill base.

Name: Dr. Natasha Pitt

School or Department: Hawthorne School

Conference/Seminar/Workshop: School Public Relations Program

Location: New Jersey School Boards Association, Trenton, NJ

Dates: 6/2/23

Estimated Cost: \$99.00 - District Funded

EXPLANATION: Strategies and skills to help communicate properly with the press, parents, and the community during a crisis.

Fundraising Activities by School

School or Department: Teaneck High School

Activity: **SNAP Fundraiser Donations (digital/online)**

Sponsoring Organization: Boys' Soccer Team

Name of Sponsors: Jahaziel Valerino, Staff Member

Participants: Family and friends would give donations online to to the Boys' Soccer Organization.

Date(s): July 1 – 31, 2023

Location: Online platform

Estimated funds to be raised by this activity: \$5,000

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for team gear, soccer equipment and annual team dinner.

 Field Trips

District Funded: \$0; Parent Funded: \$4,440.00 - GRAND TOTAL: \$4,440.00

AMENDED DATE AND TIME – Trip Board approved on April 26, 2023

WALKING TRIP

Name: Sharmaine Joseph, Dominika Kaczynski, Jennifer Connolly, Abigail Aleska, Tiffany Echavarria, 10 Parent Chaperones

School or Department: Lowell Elementary School

Trip Planned: Phelps Park

Location: Teaneck, New Jersey

62 Students

Date(s): **June 5, 2023**

Depart: 12:00 PM

Return: 2:30 PM

Estimated Cost: \$0.00 (No Funding Required)

Substitute Not Required

EXPLANATION: Students will use their knowledge of maps, keys and locations while visiting a local park.

AMENDED DATE – Trip Board approved on May 17, 2023

Name: Beth Fleischer

School or Department: Teaneck High School Book Club

Trip Planned: H Mart Market

Location: Fort Lee, New Jersey

13 Students

Date(s): **June 1, 2023**

Depart: 10:30 AM

Return: 1:00 PM

Estimated Cost: \$0.00- (No Funding Required)

Substitute Not Required

EXPLANATION: The club read Michelle Zauner's memoir Crying in H Mart; the trip will help bring the book to life.

Name: Marina Williams, Margaret Tewey, Katherine Crimmins, Mariam Muheisen, Stephanie Paz, Jessie Gorant, William Mazzerole, Mickell Taylor, Barbara Finkelstein, Roberta Weiss, Merin Matarazzo, Javalda Powell

School or Department: Benjamin Franklin Middle School

Trip Planned: SPACE

Location: Englewood, New Jersey

111 Students

Date(s): June 12, 2023

Depart: 8:30 AM

Return: 2:30 PM

Estimated Cost: \$4440.00 – Parent Funded

Substitute Required

EXPLANATION: Eighth grade end of year field trip.

FIELD TRIP

Trip Leader(s): Michelle Doonan
School/Department: THS (MD Skills)
Trip Planned: Over Peck Park
Destination: Teaneck, NJ
Date(s): 7/07/2023
Estimated Cost: \$.00

Explanation: The students in the Autism/MD and Transition classes would participate in structured community outings and activities as part of the curriculum. The activities would provide an opportunity for students to practice skills needed for daily living and be rewarded for positive group participation. Transition students would demonstrate their ability to perform in the community, and use the skills learned in class.

Trip Leader(s): Michelle Doonan
School/Department: THS (MD Skills)
Trip Planned: Boomberg's Bagel & Deli (Walking trip)
Destination: Teaneck, NJ
Date(s): 7/14/2023
Estimated Cost: \$.00

Explanation: The students in the Autism/MD and Transition classes would participate in structured community outings and activities as part of the curriculum. The activities would provide an opportunity for students to practice skills needed for daily living and be rewarded for positive group participation. Transition students would demonstrate their ability to perform in the community, and use the skills learned in class.

Trip Leader(s): Michelle Doonan
School/Department: THS (MD Skills)
Trip Planned: Votee Park (Walking trip)
Destination: Teaneck, NJ
Date(s): 7/17/2023
Estimated Cost: \$.00

Explanation: The students in the Autism/MD and Transition classes would participate in structured community outings and activities as part of the curriculum. The activities would provide an opportunity for students to practice skills needed for daily living and be rewarded for positive group participation. Transition students would demonstrate their ability to perform in the community, and use the skills learned in class.

Trip Leader(s): Michelle Doonan
School/Department: THS (MD Skills)
Trip Planned: Teaneck Conservatory
Destination: Teaneck, NJ
Date(s): 7/07/2023
Estimated Cost: \$.00

Explanation: The students in the Autism/MD and Transition classes would participate in structured community outings and activities as part of the curriculum. The activities

FIELD TRIP

would provide an opportunity for students to practice skills needed for daily living and be rewarded for positive group participation. Transition students would demonstrate their ability to perform in the community, and use the skills learned in class.

Trip Leader(s): Michelle Doonan

School/Department: THS (MD Skills)

Trip Planned: IHOP

Destination: Teaneck, NJ

Date(s): 7/28/2023

Estimated Cost: \$.00

Explanation: The students in the Autism/MD and Transition classes would participate in structured community outings and activities as part of the curriculum. The activities would provide an opportunity for students to practice skills needed for daily living and be rewarded for positive group participation. Transition students would demonstrate their ability to perform in the community, and use the skills learned in class.

Field Trips

AMENDED – Trip Board approved on April 26, 2023

Name: Suzanne O'Toole, Amber Halpern, Alexis Ryerson, Samantha Lagasi,
Stephanie Baer, Yadira Bustamante, **Jennifer Cortez**, 6 Teaneck Police Department Officers

School or Department: Hawthorne, Lowell and Whittier Elementary Schools

Trip Planned: Teaneck Swim Club

Location: Teaneck, New Jersey

56 Students

Date(s): June 7, 2023

Depart: 9:30 AM

Return: 2:30PM

Estimated Cost: \$350.00 (PTA Funded)

Substitute Required

EXPLANATION: Students will engage in team building activities and visit with the Teaneck Police Department to discuss safety.

| Student ID# | Placement | Tuition | Start Date | 1:1 Aide |
|--------------------|--|----------------|-------------------|-----------------|
| 104828 | Sage Alliance - 2022-2023 SY | \$91,665.00 | 5/10/2023 | |
| 106891 | Cornerstone Day School - 2022-2023 SY | \$14,289.00 | 5/15/2023 | |
| 104905 | Somerset County Educational Services Commision | \$71,845.00 | 4/17/2023 | |
| | Sub-total | \$177,799.00 | | \$0.00 |
| | Total | \$177,799.00 | | |

| Student ID# | Placement | Tuition | Start Date | 1:1 Aide |
|--------------------|---|----------------|-------------------|-----------------|
| 106891 | Cornerstone Day School - 2023-2024 SY and ESY 2023 | \$100,975.60 | 7/10/2023 | |
| 106852 | Sage Alliance 2023-2024 SY | \$71,656.00 | 9/5/2023 | |
| 106852 | Sage Alliance - ESY 2023 | \$4,576.00 | 6/26/2023 | |
| 97313 | Benway School - 2023-2024 SY and ESY 2023 | \$82,511.12 | 9/7/2023 | |
| 102585 | Benway School - 2023-2024 SY and ESY 2023 | \$95,964.02 | 7/6/2023 | |
| 105969 | CTC Acedemy - 2023-2024 SY and ESY 2023 | \$96,813.32 | 7/5/2023 | \$29,252.00 |
| 105621 | CTC Acedemy - 2023-2024 SY and ESY 2023 | \$96,813.82 | 7/5/2023 | \$29,252.00 |
| 107242 | CTC Acedemy - 2023-2024 SY and ESY 2023 | \$94,065.78 | 7/5/2023 | |
| 106444 | CTC Acedemy - 2023-2024 SY and ESY 2023 | \$96,813.82 | 7/5/2023 | |
| 103965 | CTC Acedemy - 2023-2024 SY and ESY 2023 | \$96,813.82 | 7/5/2023 | |
| 107608 | CTC Acedemy - 2023-2024 SY and ESY 2023 | \$94,065.78 | 7/5/2023 | |
| 99705 | BCSS Venture Program - ESY 2023 | \$14,000.00 | 6/27/2023 | |
| 104889 | BCSS - ESY 2023 | \$5,550.00 | 7/5/2023 | \$4,250.00 |
| 105229 | BCSS - ESY 2023 | \$8,225.00 | 6/27/2023 | \$6,400.00 |
| 99387 | BCSS - ESY 2023 | \$8,225.00 | 6/27/2023 | \$6,400.00 |
| 99858 | BCSS - ESY 2023 | \$8,225.00 | 6/27/2023 | \$6,400.00 |
| 99859 | BCSS - ESY 2023 | \$8,225.00 | 6/27/2023 | \$6,400.00 |
| 106616 | BCSS - ESY 2023 | \$8,225.00 | 6/27/2023 | \$6,400.00 |
| 98269 | BCSS - ESY 2023 | \$8,225.00 | 6/27/2023 | \$6,400.00 |
| 103024 | BCSS - ESY 2023 | \$8,225.00 | 6/27/2023 | \$6,400.00 |
| 96287 | BCSS - ESY 2023 | \$8,225.00 | 6/27/2023 | \$6,400.00 |
| 107584 | Banyan School - 2023-2024 SY and ESY 2023 | \$67,134.70 | 7/6/2023 | |
| 100445 | Banyan School - 2023-2024 SY and ESY 2023 | \$67,134.70 | 7/6/2023 | |
| 101213 | Banyan School - 2023-2024 SY | \$59,823.00 | 9/6/2023 | |
| 107814 | Cornerstone Day School - 2023-2024 SY and ESY 2023 | \$100,975.60 | 7/10/2023 | |
| 106802 | Cornerstone Day School - 2023-2024 SY and ESY 2023 | \$100,975.60 | 7/10/2023 | |
| 101851 | Cornerstone Day School - 2023-2024 SY and ESY 2023 | \$100,975.60 | 7/10/2023 | |
| 107559 | Cornerstone Day School - 2023-2024 SY and ESY 2023 | \$100,975.60 | 7/10/2023 | |
| 104043 | Sage Alliance - 2023-2024 SY | \$71,656.00 | 9/6/2023 | |
| 96817 | Shepard Preparatoty High School - 2023-2024 SY and ESY 2023 | \$71,861.94 | 7/5/2023 | |
| 103633 | Shepard Preparatoty High School - 2023-2024 SY | \$61,740.54 | 9/1/2023 | |
| 104059 | Newmark School - 2023-2024 SY and ESY 2023 | \$67,901.96 | 7/6/2023 | |
| 102469 | Newmark School - 2023-2024 SY and ESY 2023 | \$67,901.96 | 7/6/2023 | |

| Student ID# | Placement | Tuition | Start Date | 1:1 Aide |
|--------------------|---|----------------|-------------------|-----------------|
| 103175 | Shepard School - 2023-2024 SY and ESY 2023 | \$67,133.34 | 7/5/2023 | |
| 106401 | Pillar Care Continuum - 2023-2024 SY ESY and 1:1 Aide | \$85,184.40 | 7/6/2023 | \$48,300.00 |
| 104757 | REED Academy - 2023-2024 SY ans ESY 2023 | \$128,845.50 | 7/10/2023 | |
| 105770 | Settlement Agreement - Shefa School 2023-2024 SY | \$50,000.00 | 9/1/2023 | |
| 103642 | Settlement Agreement - Shefa School 2023-2024 SY | \$50,000.00 | 9/1/2023 | |
| 105845 | Settlement Agreement - Shefa School 2023-2024 SY | \$50,000.00 | 9/1/2023 | |
| 104340 | Settlement Agreement - Shefa School 2023-2024 SY | \$50,000.00 | 9/1/2023 | |
| 103168 | Settlement Agreement - Shefa School 2023-2024 SY | \$50,000.00 | 9/1/2023 | |
| 105842 | Settlement Agreement - Shefa School 2023-2024 SY | \$50,000.00 | 9/1/2023 | |
| 102551 | Settlement Agreement - Shefa School 2023-2024 SY | \$60,437.50 | | |
| 107521 | Settlement Agreement - Shefa School 2023-2024 SY | \$60,437.50 | | |
| 107520 | Settlement Agreement - Shefa School 2023-2024 SY | \$60,437.50 | | |
| 107536 | Settlement Agreement - Shefa School 2023-2024 SY | \$70,000.00 | | |
| 107468 | Settlement Agreement - Yeshivat Shalshaley 2023-2024 SY | \$74,409.50 | | |
| 107258 | Settlement Agreement - Yeshivat Shalshaley 2023-2024 SY | \$74,409.50 | | |
| 99569 | Settlement Agreement - Sinai Schools 2023-2024 SY | \$80,000.00 | | |
| 103102 | Settlement Agreement - Sinai Schools 2023-2024 SY | \$78,760.43 | | |
| 100347 | Settlement Agreement - Sinai Schools 2023-2024 SY | \$80,000.00 | | |
| 107553 | Settlement Agreement - Sinai Schools 2023-2024 SY | \$80,000.00 | | |
| 105700 | Settlement Agreement - Sinai Schools 2023-2024 SY | \$80,000.00 | | |
| 107596 | Settlement Agreement - Sinai Schools 2023-2024 SY | \$80,000.00 | | |
| 100073 | Settlement Agreement - Sinai Schools 2023-2024 SY | \$78,760.43 | | |
| 107560 | Settlement Agreement - Sinai Schools 2023-2024 SY | \$80,000.00 | | |
| 105132 | Settlement Agreement - Sinai Schools 2023-2024 SY | \$62,000.00 | 9/1/2023 | |
| 107528 | Settlement Agreement - Sinai Schools 2023-2024 SY | \$80,000.00 | 7/1/2023 | |
| 99744 | Settlement Agreement - Sinai Schools 2023-2024 SY | \$78,760.43 | 7/1/2023 | |
| 101890 | Settlement Agreement - Sinai Schools 2023-2024 SY | \$74,868.00 | 9/1/2023 | |
| 99973 | Settlement Agreement - New Haven, in Spanish Fork, Utah | \$110,000.00 | | |
| 98973 | Settlement Agreement - Life Quest Girls Academy | \$38,000.00 | | |
| 107530 | Settlement Agreement - Barnstable 2023-2024 SY | \$46,700.00 | | |
| 103172 | First Children, LLC - 2023-2024 SY and ESY 2023 | \$88,695.00 | 7/5/2023 | |
| | Sub-total | \$4,153,315.31 | | \$162,254.00 |
| | Total | \$4,315,569.31 | | |

| Student ID# | Placement | Discipline/Rate | NOT TO EXCEED |
|--------------------|--|--|----------------------|
| | American Tutoring | Bedside Instruction /\$59 per hour | \$5,000.00 |
| | Atlantic Health System, Inc. / Dr. Fadden | Neuropsychological /\$675 per evaluation | \$5,000.00 |
| | Bayada Home Health Care | 1:1 Nurse Services \$46 per hour | \$80,000.00 |
| | Bergen County Special Services | Bedside Instruction \$65.00 Per Hour | \$5,000.00 |
| | Bergen Passaic Pediatric Neurology Dr. Judy Woo | Neurological Pediatric Evaluations \$440.00 | \$25,000.00 |
| | Bergen Pediatric Therapy Victor Wang | Health or Medical \$695 OT , \$595 PT, \$395 Speech and Language , \$495 Speech/Language/Articulation | \$5,000.00 |
| | Berger Learning Group | ABA Program Set up \$150hr. ABA Program Supervision/Coordination by BCBA \$150 per hr, including direct service by BCBA. 1:1 ABA direct instruction \$80 per hr. ABA clinic (BCBA) \$150 per hr, ABA clinic \$80 per hr (per therapist). Make up session due to COVID-19 closure | \$15,000.00 |
| | Beyond BookSmart | 1:1 Aide \$185 per hour, Consultation hrs \$166.50 per hour | \$15,000.00 |
| | CCBH - Center for Childrens Behavioral Health | Bedside Instruction \$85 per hour | \$30,000.00 |
| | CNNHMALO Health and Wellness | Adaptive Behavior/Behavior, Estimated \$1,170-\$1,300 per evaluation | \$10,000.00 |
| | Cresskill Public Schools | OT/PT \$60.00 30mins, Speech and Language \$50.00 30mins, Resource Room \$2500.00 for each placement, Other Behaviorist, Counseling and Social Skills \$60.00 - 30mins | \$10,000.00 |
| | DC Fagan Psychological Services: Dr. Lindsay Petrouvis | Academic Achievement \$750-\$850, Cognitive/ Intellectual \$500-750 per evaluation, Neuropsychological \$2,500-\$4,500 | \$10,000.00 |
| | Developmental Pediatrics Health / Wellness PC Dr. Asma Sadiq MD | \$800.00 for Evaluation and Report, additional \$50.00 for Spanish Evaluations | \$100,000.00 |
| | Dr. Charles Goodstein | Social/ Emotional, \$650 | \$5,000.00 |
| | Dr. Ester Friedman/Dr. Morton Fridman | Psychiatric Evaluation and Report / \$625.00, \$275 cancellation/no show | \$20,000.00 |
| | Dr. Jane Petrozzino | Learning Consultant and Educational Therapist \$800 per eval | \$2,000.00 |
| | Dr. Jennifer Pappachristou | School Psychologist/ Region V Rates | \$2,000.00 |
| | Dr. Leslie Nagy MD | \$750 per Eval, Bilingual \$750, No Show \$375 | \$60,000.00 |
| | Dr. Rebecca J. Yun | Psychological Evaluation plus intake \$900 - \$1,500 | \$5,000.00 |

| Student ID# | Placement | Discipline/Rate | NOT TO EXCEED |
|--------------------|---------------------------------------|--|----------------------|
| | Dr. Stacy Goldfarb | Dyslexia and Learning Disabilities Services, Educational Evals | \$2,000.00 |
| | Education Inc. | Bed Side Instruction \$50 per hr | \$5,000.00 |
| | Educational Services Commission of NJ | Bedside Instruction/ \$67 hour | \$10,000.00 |
| | Four Winds Hospital | Bedside Instruction \$30 per hour | \$5,000.00 |
| | Garden State Speech Therapy | Speech/Language \$450 per eval | \$5,000.00 |
| | Good Talking People | Speech and Language, Individual 60 min \$160.00, 45min \$130.00, 30min individual session \$90.00, Social Skills 60min \$90.00, Basic Speech Evaluation \$400.00, Basic Language Eval \$800.00 Basic Speech and Language Evaluation \$1,000.00, Comprehensive Speech and Language Eval \$2,800.00, PreSchool Speech and Language Evaluation \$1,000.00 | \$25,000.00 |
| | Hackensack UMC | \$966 Central Auditory Processing Evaluation \$493 Classroom Observation/In-service/Training \$797 Audiologic Evaluation | \$2,000.00 |

| <u>Student ID#</u> | <u>Placement</u> | <u>Discipline/Rate</u> | <u>NOT TO EXCEED</u> |
|--------------------|------------------|---|----------------------|
| | Hillmar LLC | <p>BILINGUAL: Spanish - speech-language, psychological, educational, social, occupational, BDI evaluation= \$ 575.00 per evaluation; Bilingual: Hebrew, Arabic, Mandarin, Cantonese, Hindi/Kannada, Ukrainian, Russia; Korean, Italian; Portuguese, Polish, Turkish, Gujarati \$750.00 per evaluation; Monolingual: English- speech-language, psychological, educational, social, occupational, BDI evaluation= \$ 475.00 per evaluation; CST Evaluations for the Hearing Impaired- speech-language, psychological, educational and social evaluation= \$575.00 per evaluation; Occupational Therapy Services: \$120.00 per treatment; Telepractice Services are also available. Counseling Services: \$100.00 per group session per hour; \$85.00 per individual session per hour; Telepractice Services are also available. Applied Behavior Services (ABA): Discrete Trial and Therapy: \$ 100.00 per hour Professional Development: \$ 140.00 per hour Functional Behavioral Assessments: \$140.00 per hour Coordination/Advisory and Oversight: \$140.00 per hour Telepractice Services are also available. Participation at I.E.P. Meetings: \$150.00 per hour (minimum 1 hour); Oral Interpreter (Spanish) at I.E.P. Meeting: \$ 125.00 per hour (minimum 1 hour); Other Specialty Languages: \$150.00 per hour (minimum 1 hour); Sign Language Translator: \$ 150.00 per hour (minimum 1 hour); Written Translation of Hillmar, LLC child study teams assessments involving bilingual psychological, educational, social and speech-language evaluation impressions and/or results from English to Spanish continue to be available. The fee for this service remains the same at \$50.00 per page.</p> | |

| Student ID# | Placement | Discipline/Rate | NOT TO EXCEED |
|-------------|---------------------------------------|--|---------------|
| | Hillmar LLC | <p>BILINGUAL: Spanish - speech-language, psychological, educational, social, occupational, BDI evaluation= \$ 575.00 per evaluation; Bilingual: Hebrew, Arabic, Mandarin, Cantonese, Hindi/Kannada, Ukrainian, Russia; Korean, Italian; Portuguese, Polish, Turkish, Gujarati \$750.00 per evaluation; Monolingual: English- speech-language, psychological, educational, social, occupational, BDI evaluation= \$ 475.00 per evaluation; CST Evaluations for the Hearing Impaired- speech-language, psychological, educational and social evaluation= \$575.00 per evaluation; Occupational Therapy Services: \$120.00 per treatment; Telepractice Services are also available. Counseling Services: \$100.00 per group session per hour; \$85.00 per individual session per hour; Telepractice Services are also available. Applied Behavior Services (ABA): Discrete Trial and Therapy: \$ 100.00 per hour Professional Development: \$ 140.00 per hour Functional Behavioral Assessments: \$140.00 per hour Coordination/Advisory and Oversight: \$140.00 per hour Telepractice Services are also available. Participation at I.E.P. Meetings: \$150.00 per hour (minimum 1 hour); Oral Interpreter (Spanish) at I.E.P. Meeting: \$ 125.00 per hour (minimum1 hour); Other Specialty Languages: \$150.00 per hour (minimum 1 hour); Sign Language Translator: \$ 150.00 per hour (minimum 1 hour); Written Translation of Hillmar, LLC child study teams assessments involving bilingual psychological, educational, social and speech-language evaluation impressions and/or results from English to Spanish continue to be available. The fee for this service remains the same at \$50.00 per page.</p> | \$25,000.00 |
| | It's a New Day/Debra Auslander | ABA Therapy / Implementation / Direct Therapy \$55.00, Supervision/ Curriculum Plannir | \$40,000.00 |
| | Kid Clan Service Inc. | Evaluations, OT \$295.00, PT \$295.00, Monolingual Speech \$335.00, Monolingual Social | \$5,000.00 |
| | Learnwell | Bedside Instruction \$55.00 per hour | \$40,000.00 |
| | Leonia Board of Education | OT \$65.00 30min | \$5,000.00 |
| | Leonia Board of Education | PT \$65.00 30min | \$5,000.00 |
| | Miracles In Communication of Northern | Speech and Language \$165 per hr, | \$20,000.00 |
| | Mobility-Independence, LLC: Gerald M | Vision/\$160.00 per hr | \$10,000.00 |
| | New Hope | Bedside Instruction \$550 Weekly | \$20,000.00 |
| | New Pathway Counseling Services | Bedside Instruction \$600.00 per week | \$30,000.00 |
| | Northern Valley H.S. Program | OT \$65 30min | \$12,000.00 |
| | Northern Valley H.S. Program | PT \$65 30min | \$2,000.00 |
| | Novogrow, LLC | PT/ \$135 per 45mins | \$15,000.00 |

| <u>Student ID#</u> | <u>Placement</u> | <u>Discipline/Rate</u> | <u>NOT TO EXCEED</u> |
|--------------------|--|---|----------------------|
| | Old Tappan Medical Group Dr. Ann DeAngelo | Health or Medical | \$5,000.00 |
| | OT For Kids, LLC | OT \$35 per hr OT \$140 per hr | \$20,000.00 |
| | Pascack Valley Regional High School | OT \$50 per 30min, \$100 per hr | \$10,000.00 |
| | Pascack Valley Regional High School | District - \$225 per family, per child - Workshop shall be a four hours session conducted by Region II Behavior Consultant. 2 Session Region II ABA Parent Training Workshop | \$5,000.00 |
| | Pediatric Occupational Therapy Services (POTS) | \$216.00 per hour, \$162.00 45mins, \$108.00 30mins, Evaluation Rate \$350.00 In School Observation \$325.00 per hour/ Indirect Cost-Administrative Fee 10% | \$65,000.00 |
| | Professional Education Services | Bedside Instruction/ \$50hr | \$15,000.00 |
| | Progressive Therapy | Progressive Therapy of NJ will provide the following services: in person or remote behavior analytic services by a behavior technician to implement programs designed by the BCBA for specified students. Teaneck Public Schools shall pay Progressive Therapy the sum of \$65.00 per hourly rate for all aforementioned services for student A, not to exceed 6 hours per week and \$55.00 per hour for all aforementioned services for student B, not to exceed 20 hours per week | \$15,000.00 |
| | Ridgefield Board Of Education | OT \$90 per 30min | \$25,000.00 |
| | Ridgefield Board Of Education | PT \$90 per 30min | \$15,000.00 |
| | School Based Therapy Services | OT \$92 per hr, OT Group \$33, Evaluation \$300 | \$700,000.00 |
| | Silvergate Prep | Bedside Instruction/ \$50hr | \$15,000.00 |
| | Speech & Hearing Associates | \$575 Central Auditory Evaluation \$275 Comprehensive Peripheral Audiological Evaluation | \$5,000.00 |
| | Shore O&M - Operation and Mobility | Orientation and mobility services. Initial evaluation \$1,300.00, Re-evaluation \$700.00, Weekday services \$200.00, Weekend services \$300.00, Staff in-service training \$200.00, Vision rehab therapy \$200.00, Sign language interpreting \$75.00 | \$10,000.00 |
| | St. Joseph Hospital and Medical Center | \$450 Eval | \$20,000.00 |
| | Starlight Homecare Agency | 1:1 Nurse / LPN - \$48.00 / RN - \$60.00 | \$30,000.00 |
| | Supreme Consultants | Evaluations - Bilingual \$750.00 | \$5,000.00 |
| | The Bilingual Child Study Team | Evaluations - Bilingual \$900.00 Translations of reprotos \$80 per page | \$5,000.00 |

| <u>Student ID#</u> | <u>Placement</u> | <u>Discipline/Rate</u> | <u>NOT TO EXCEED</u> |
|--------------------|--|--|-----------------------|
| | The Craig School | Speech and Language Services/ \$125.00 per hour Group / Indiv. \$165.00 | \$15,000.00 |
| | Thera-Pede, LLC | PT \$92 per hr, PT Eval \$325 | \$200,000.00 |
| | Trinity Psychological Services, LLC | Comprehensive Psychoeducational and Neuropsychological Assessment / \$4,400 Dr. O'Sullivan, \$3,800 Dr. Tam | \$5,000.00 |
| | V.M.R.B Limited Liability Company, Dr. Rojas | Psychiatric Evaluation and Report \$650 - \$850 | \$5,000.00 |
| | Valley Hospital- Kireker Center | Auditory Processing/ Hearing Acuity, \$1,636 per evaluation, Neurological \$675, | \$10,000.00 |
| | West Bergen Mental Healthcare | Psychotherapy / Therapeutic Group - \$65.00 / Individual Therapy - \$125.00 / Intake Evaluation - \$175.00 / Family Therapy - \$175.00 | \$20,000.00 |
| | | Total | \$1,449,000.00 |

Special Education Medicaid Initiative (SEMI) Action Plan

In accordance with N.J.A.C. 6A:23A-5.3(f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the prebudget year or has failed to comply with all program requirements set forth in N.J.A.C. 6A:23A-5.3(e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the district's proposed budget submission. Districts should determine which items below relate to their specific areas of weakness and then specify activities to be implemented to improve and maximize SEMI participation.

| | | |
|-----------------------|------------------------------------|------------------------|
| County: Bergen | District: Teaneck - 03-5150 | Date: 2/07/2023 |
|-----------------------|------------------------------------|------------------------|

Corrective Action Plan Table

| SEMI Action Plan Components | District Activities for Compliance | Person(s) Responsible | Projected Timelines | Documentation of Completion/Implementation | Date Completed |
|--|---|--|------------------------------------|---|-----------------------|
| Parental Consent Forms: Procedures for obtaining signed paper or electronic parental consent forms, such as those delineated in the Parental Consent Best Practices document available on the EdPlan™ website. This includes procedures to document how annual notification for parental consent is disseminated to parents in order to maintain consent. | N/A - Met 100% | | | | 2/7/23 |
| Establishing Benchmarks for Maximum SEMI Participation: Establish a benchmark of x percent for the current school year or for the first year that the district does not have an approved waiver pursuant to the provisions of N.J.A.C. 6A:23A-5.3(b), whichever is applicable, for obtaining maximum participation of all SEMI eligible students by the start of the subsequent school year. The benchmarks for the current school year or for the first year that the district does not have an approved waiver pursuant to (b) above, whichever is applicable, for achieving maximum participation shall close, at a minimum, the gap between current participation and maximum participation by 50 percent by the beginning of the subsequent school year; and The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form or one document noting parental refusal for each eligible student. | As per N.J.A.C 6A:23A-5.3(f), an action plan is required because 100 percent of budgeted revenue was not met. The FY 2022 SEMI program performance report showed 66% of revenue was achieved and triggered an action plan. In order to increase the maximum participation and increase the budgeted revenue to the required 100%, the following activities will take place: 1) Ensure an alternative revenue projection is completed each year. This will allow the District to receive a projection that reflects the actual number of students that receive Special Ed services. 2) Ensure all services are delivered as per IEPs and logs maintained of sessions. 3) Ensure all independent contractors and agencies are included on the staff pool. | Case Managers, SEMI Coordinator, and Director of Special Services & Nursing Services | Current/On-going (February - June) | IEPs and provider logs. Contact with PCG is current and ongoing. List of eligible students in and out of district will be maintained by the SEMI Coordinator. Contracts and information from outside consultants. | 2/7/23 |
| Documenting Health-related Evaluation Services: Procedures to ensure that all SEMI eligible health-related evaluation services are documented in the third-party administrator's system. Health-related evaluation Services are only claimable for Medicaid if all requirements outlined in the SEMI Provider Handbook are | N/A | | | | 2/7/23 |

Special Education Medicaid Initiative (SEMI) Action Plan

In accordance with N.J.A.C. 6A:23A-5.3(f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the prebudget year or has failed to comply with all program requirements set forth in N.J.A.C. 6A:23A-5.3(e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the district's proposed budget submission. Districts should determine which items below relate to their specific areas of weakness and then specify activities to be implemented to improve and maximize SEMI participation.

| | | |
|-----------------------|------------------------------------|------------------------|
| County: Bergen | District: Teaneck - 03-5150 | Date: 2/07/2023 |
|-----------------------|------------------------------------|------------------------|

Corrective Action Plan Table

| SEMI Action Plan Components | District Activities for Compliance | Person(s) Responsible | Projected Timelines | Documentation of Completion/Implementation | Date Completed |
|--|---|------------------------------|----------------------------|---|-----------------------|
| Documenting SEMI Eligible Health-Related Services: Procedures to ensure that all SEMI eligible health-related services, including those provided by entities where the district has placed SEMI eligible students, are documented in the third-party administrator's system. | N/A | | | | 2/7/23 |
| Validation of IEP on File: Procedures to ensure that a valid IEP is on file and the correct IEP date is documented in the third-party administrator's system for each SEMI eligible student for whom parental consent has been obtained. | N/A | | | | 2/7/23 |
| Validation of Service Provider Qualifications: Procedures to ensure that service providers used by the district and entities where the district has placed SEMI eligible students have valid licenses and certifications and that these SEMI provider qualifications are documented in the third-party administrator's system. | N/A | | | | 2/7/23 |
| Participation in SEMI Training Opportunities: Procedures to ensure that staff participate in relevant training opportunities provided by the third-party administrator, including, but not limited to, regional meetings and online training. | N/A | | | | 2/7/23 |
| Timely Certification of Quarterly Staff Pool List: Procedures to ensure that the quarterly staff pool list is certified under the time frames required in the implementation of cost settlement via the third-party | N/A | | | | 2/7/23 |
| | | | | | |



Ben Shaffer Recreation
 P.O. Box 844
 Lake Hopatcong NJ 07849 US

Proposal

TERMS **REP** **DATE** **Proposal #**
 Net 30 Dylan Pickard 5/17/2023 1227

BILL TO
 Teaneck Bd. of Ed.
 Accts. Payable Dept
 651 Teaneck Road
 Teaneck NJ 07666

SHIP TO
 Teaneck Bd of Ed
 Lacey School
 Teaneck NJ 07666

BCCPA

As requested, we are pleased to quote the following
 BC-BID-21-24; using Co-op #11-BECCP

| VENDOR | ITEM# / DESCRIPTION | QTY | RATE | AMOUNT |
|------------------------|--|----------|---------------|---------------|
| BCI Burke Company, LLC | PROJECT 130-146928-4 Custom Creative Playground including ramped structure, swings, spinners, rockers, climbers, music station & welcome sign | 1.00 | \$116,657.00 | \$116,657.00 |
| BCI Burke Company, LLC | BURKE TURF LUXURY PRO 80 OZ.-SQ FT-SPRING GREEN | 5,760.00 | \$5.42 | \$31,201.07 |
| BCI Burke Company, LLC | ACRYLIC SAND BURKE LITE AND BURKE TURF - 50LB BAG | 310.00 | \$32.91 | \$10,202.34 |
| BCI Burke Company, LLC | BURKE TURF PAD 2.25" X 3.25' X 7.5' | 222.00 | \$90.67 | \$20,128.74 |
| BCI Burke Company, LLC | POWER CLAW ADHESIVE - 5 GALLON | 3.00 | \$521.85 | \$1,565.56 |
| BCI Burke Company, LLC | RED STRIPE SEAM TAPE - 750'ROLL | 1.00 | \$488.00 | \$488.00 |
| BSR | DISCOUNT | 1.00 | (\$14,419.42) | (\$14,419.42) |
| BSR | FREIGHT | 1.00 | \$14,175.00 | \$14,175.00 |
| BSR | MHL Man-Hour Labor: Install playground equipment to manufacturers specification, receive/unload/transport of equipment | 420.00 | \$125.00 | \$52,500.00 |
| BSR | MHL Man-Hour Labor: Install turf to manufacturer specification | 211.00 | \$125.00 | \$26,375.00 |
| BSR | MHL Man-Hour Labor: necessary site work - remove/dispose of existing RR tie wall, tree, concrete walk, excavation to level site | 219.00 | \$125.00 | \$27,375.00 |
| BSR | MHL Man-Hour Labor: necessary replacement wall, new concrete walkway (6' x 82') | 254.00 | \$125.00 | \$31,750.00 |
| BSR | MHL Man-Hour Labor: Compacted stone sub-base and nailer board for turf | 246.00 | \$125.00 | \$30,750.00 |



Ben Shaffer Recreation
P.O. Box 844
Lake Hopatcong NJ 07849 US

Proposal

| | | | |
|--------------|---------------|-------------|-------------------|
| TERMS | REP | DATE | Proposal # |
| Net 30 | Dylan Pickard | 5/17/2023 | 1227 |

BILL TO
Teaneck Bd. of Ed.
Accts. Payable Dept
651 Teaneck Road
Teaneck NJ 07666

SHIP TO
Teaneck Bd of Ed
Lacey School
Teaneck NJ 07666

BCCPA

As requested, we are pleased to quote the following
BC-BID-21-24; using Co-op #11-BECCP

| VENDOR | ITEM# / DESCRIPTION | QTY | RATE | AMOUNT |
|--------|---|--------|----------|-------------|
| BSR | MHL Man-Hour Labor: remove 196 of RR tie wall along sidewalk, replace with matching block wall | 272.00 | \$125.00 | \$34,000.00 |
| BSR | MHL Man-Hour Labor: Supply/install 4' black chain-link enclosure around playground area | 190.00 | \$125.00 | \$23,750.00 |

Teaneck Bd of Ed- Lacey BCI **\$406,498.28**

The above items are priced in accordance with BC-BID-21-24; using Co-op #11-BECCP

Approximate delivery time is 16-20 weeks after receipt of order. When placing your order, kindly advise whom the trucker should notify to schedule delivery. The trucker will make one contact and that person must inform any other parties to coordinate delivery

Please make your Purchase Order payable to "Ben Shaffer Recreation Inc."

Standard colors and finish are quoted unless noted. Final count is the responsibility of the contractor/purchaser. Note that assembly/installation is NOT provided. Sales Tax will be added if applicable.

Dylan Pickard
Ben Shaffer Recreation Inc.
NJ Recreation Consultant
Dylan@benshaffer.com
P: 973-879-3063

Bergen Day School



May 16, 2023

Dr. Andre D. Spencer,
Superintendent
Teaneck Public Schools
651 Teaneck Road
Teaneck, NJ 07666

Dr. Andre D. Spencer:

Bergen Day School Early Childhood Learning Center, LLC is looking forward to partnering with the Teaneck School District as a private provider to service the Pre-K 3 & 4 students of Teaneck for the 2023-2024 school year.

We are designating 2 classrooms that can accommodate 30 Pre-K students.

Feel free to contact me at the number or email below with any questions or comments. Thank you for this opportunity. I look forward to continuing our partnerships to provide the children of Teaneck with a high quality Pre-K program.

Kind Regards,



Marilyn Estrems
Sponsor
bergendayschool@gmail.com
201-294-6101

**Preschool Education Program Contract
School Year 2023-2024**

This Agreement is made and entered into this first day of **July, 2023** by and between the **Teaneck Public Schools**, with principal offices located at 651 Teaneck Road, Teaneck, New Jersey **07666** (hereinafter referred to as the “District”), and Bergen Day School with its principal offices located at **321 Queen Anne Road** (hereinafter referred to as the “private provider” as applicable or “Provider”) (together “the parties”). With locations operating at: (School Name, Address, City)

Whereas, the School Funding Reform Act, P.L. 2007, c.260 (SFRA), adopted in January of 2008 provides for the expansion of a high-quality preschool program to all age- and income-eligible at-risk preschool children in New Jersey; and

Whereas, this Agreement seeks to ensure that pursuant to the SFRA, the high-quality preschool program offered by the Provider contracting with the District shall meet the educational needs of the eligible three-and four-year-old preschool children of the District through the coordination of all federal, state and local public and private community resources; and

Whereas, the District is required to offer a high-quality preschool program and has determined to do so by contracting with a qualified Provider that complies with the Manual of Requirements for Child Care Centers, *N.J.A.C. 3A:52*; and meets the Elements of High-Quality Preschool Programs, *N.J.A.C. 6A:13A*; and

Whereas, the Provider is a private provider and is licensed by the New Jersey Department of Children and Families (DCF) and offers services in accordance with the applicable statutory and regulatory provisions and agrees to be bound by the Manual of Requirements for Child Care Centers, *N.J.A.C. 3A:52*; Elements of High-Quality Preschool Programs, *N.J.A.C. 6A:13A*, and Fiscal Accountability, Efficiency and Budgeting Procedures, *N.J.A.C. 6A:23A*, and

Whereas, it is the intent of the parties that through this Agreement, each party shall be in compliance with all applicable federal and state statutes and regulations. The parties recognize that in the event that there are statutory or regulatory amendments there will be a need to amend this Agreement during its term to comply with any such changes.

Now, therefore, the parties hereby acknowledge and agree to the following:

Preschool Contract
2023-2024 School Year

I Purpose of Agreement

- A. This Agreement provides funding for the minimum of a six (6) hour comprehensive preschool educational program (Program) for **184** school calendar days during the 2023-2024 school year. **[The number entered should equal the number of student contact days (# number of student contact days) and the number of teacher professional development days (# number of District Professional Development days) on the District school calendar exclusive of any extended year or summer programming. Also insert this number in Subsection III (B), first paragraph.]**
- B. The Provider shall offer a Program that shall meet the educational needs of the eligible three-and four-year-old preschool children of the District as set forth in this agreement and in accordance with the applicable requirements of the Elements of High-Quality Preschool Programs (*N.J.A.C. 6A:13A*), and the Manual of Requirements for Childcare Centers (*N.J.A.C. 3A:52*) and the requirements of this Agreement.
- C. The District shall work collaboratively with the Provider to meet the requirements of the Elements of High-Quality Preschool Programs (*N.J.A.C. 6A:13A*), and the Manual of Requirements for Childcare Centers (*N.J.A.C. 3A:52*) and shall compensate the Provider in accordance with this Agreement.

II Definitions

- A. All terms within this contract have the same meaning as defined in *N.J.A.C. 6A:13A-1.2*, as supplemented below.
 - 1. For purposes of this Agreement, the term “six (6) hour comprehensive educational program day” means a full-day preschool program in accordance with the school district’s grade one through twelve daily school calendar and not exceeding the District’s academic year.
 - 2. For purposes of this Agreement, the term "Appropriately Certified Teacher" means an individual meeting the requirements set forth in Subsection III (E)(1) of this Agreement and *N.J.A.C. 6A:13A-4.3*.
 - 3. For purposes of this Agreement, the term "Appropriately Qualified Teacher Assistant" means an individual meeting the requirements set forth in Subsection III (E) (2) of this Agreement and *N.J.A.C. 6A:13A-4.3*.
 - 4. For purposes of this Agreement, the term “Preschool Instructional Coach” means an individual meeting the requirements set forth in *N.J.A.C. 6A:13A-4.2*.

Preschool Contract
2023-2024 School Year

5. For the purposes of this Agreement, the term “Quarterly Expenditure Report” means a report of all actual, approvable, reasonable and customary expenditures with supporting documentation and receipts available for inspection at any time by District or Department of Education (DOE) designee, for each quarter following the payment and report schedule provided in Section VII, Compensation, for all district-approved Provider budget planning documents for the 2023-2024 school year. This includes reporting the actual expenses for all approved salaries, benefits, payroll taxes, substitute stipends, classroom materials and supplies, technology, field trips and associated transportation, space costs, food costs, and administrative and indirect costs.
6. For the purposes of this Agreement, the terms “absent without excuse” and “unexcused absence” mean any absence not due to sickness or medical condition documented by a licensed medical professional or documented family emergency. Every effort should be made to reduce chronic absenteeism, which is defined as at least 10 percent of 180 days or 18 days of school. The district board of education shall ensure that preschool students are not suspended, long-term or short-term, and are not expelled from school (*N.J.A.C. 6A:13A-4.4(g)*).
7. For the purposes of this Agreement, the term “homeless children and youths” is as defined in: Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (McKinney-Vento) (42 U.S.C. §11431 et seq.), (*N.J.A.C. 6A:17-2.2*), the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. §1400 et seq.), the Improving Head Start for School Readiness Act (42 U.S.C. §9801 et seq.) — and refers to individuals who lack a fixed, regular, and adequate nighttime residence and includes the following four categories:
 - a. Children and youth who:
 - i. share the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - ii. are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations;
 - iii. are living in emergency or transitional shelters; or
 - iv. are abandoned in hospitals.
 - b. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

Preschool Contract
2023-2024 School Year

- c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- d. Children of migrant or seasonal workers who qualify as homeless because they are living in circumstances described in the first three categories.

III Provider Requirements

A. General

The Provider shall at all times:

- 1. Be a private provider within the meaning of *N.J.A.C. 6A:13A-1.2*.
- 2. Be licensed by the DCF, Office of Licensing as a Child Care Program pursuant to *N.J.S.A. 30:5B-1 et seq.*
- 3. Operate pursuant to the requirements set forth in the Elements of High-Quality Preschool Programs (*N.J.A.C. 6A:13A*), and the Manual of Requirements for Childcare Centers (*N.J.A.C. 3A:52*) and the terms of this Agreement.

B. Comprehensive Education Program Requirements

The Provider shall offer a Program for **184** school calendar days during the 2023-2024 school year [*The number entered should equal the number of student contact days plus the number of teacher professional development days on the District school calendar exclusive of any extended year or summer programming. Insert number from Subsection I (A).*]

- 1. The length of the school day shall be at least six (6) hours and shall conform to the length of the school day of the District consistent with Subsection I (A).
- 2. The Program shall consist of the comprehensive curriculum articulated in the District's preschool plan or updates, as approved by the DOE and at a minimum shall include the following components:
 - a. A comprehensive curriculum supported by research, aligned with the *New Jersey Preschool Teaching and Learning Standards*, and linked to the *New Jersey Student Learning Stands (NJSLS)* that is approved by the DOE as part of the District's plan and annual updates;

Preschool Contract
2023-2024 School Year

- b. Professional Development;
 - c. Health and Social Service Coordination;
 - d. Parent Involvement Activities; and
 - e. Transition Activities.
3. Secular Program

The Program offered by the Provider shall comply with all federal, state and local laws and regulations regarding the secular nature of programs receiving public funding. It is understood that violation of this provision shall be deemed a breach of this Agreement and shall be the basis for immediate termination pursuant to Section XI of this Agreement.

C. Free Provision of Program

The Provider shall not charge parents or families of children in the program any registration or other fees to participate in the Program, if the children are eligible for the program, free of charge.

The Provider shall not require parents or families of children to participate in wrap-around services in order to be eligible for enrollment in the Program.

D. Director Qualifications

The Provider shall have a director meeting the qualifications set forth in the Manual of Requirements for Child Care Centers (*N.J.A.C. 3A:52*) and the Elements of High- Quality Preschool Programs (*N.J.A.C. 6A:13A*).

1. The director shall be responsible for the development and implementation of the overall program and shall work on a full-time basis and will be on-site at the child care center unless his/her presence is required at a District, DOE, or DCF function.
2. The director shall not serve in any other position including, but not limited to, instructional staff member or family worker, during the same hours as he/she is serving in the capacity of center director.
3. If the director is required to be off-site for a required District, DOE, or DCF function, or is using paid time off he/she shall assign an on-site designee, pursuant the Manual of Requirements for Childcare Centers, *N.J.A.C. 3A:52*. The designee shall not be a classroom teacher or teacher assistant.

Preschool Contract
2023-2024 School Year

E. Staff Qualifications

The Provider's staff shall have the following qualifications:

1. All "Appropriately Certified Teachers" shall hold a Bachelor's Degree and, at a minimum, a certificate of eligibility or certificate of eligibility with advanced standing for Preschool through Grade Three certification or other equivalent preschool certification, as set forth in *N.J.A.C. 6A:9B et seq.*
2. The Provider shall require all "Appropriately Qualified Teacher Assistants", both new hires and existing staff, to have, at a minimum, a high school diploma or its equivalent and, in school districts or schools supported by Title 1 funding, to also meet the requirements established by the Every Student Succeeds Act, P.L. 114-95.
3. The Provider shall notify the District in writing, within ten (10) business days, of any termination of employment of teachers or teacher assistants serving children in preschool classrooms and when the employment of new personnel takes place.
4. In districts approved to participate in the Limited Certificate of Eligibility/Certificate of Eligibility with Advanced Standing Pilot Program, the provider shall be considered a part of the district's plan for participating teachers.

F. Staffing Standards

The Provider shall comply with the following staffing standards for the six-hour comprehensive educational program:

1. Class Size
Contracted class size shall not be greater than fifteen (15) children with one Certified Teacher and one Appropriately Qualified Teacher Assistant, pursuant to *N.J.A.C. 6A:13A-4.3*. This ratio should be in place for the six (6)-hour day as described below.
2. Line of Sight
The teacher and/or teacher assistant must maintain a line of sight of the children during the six (6)-hour comprehensive educational program day.
3. Teacher Absences
A substitute teacher and/or substitute teacher assistant shall be present and working in the preschool classroom for each day that a teacher and/or teacher assistant is absent, whether due to illness, required training, or approved personal leave. The credential of the substitute for a teacher shall, at a minimum, hold a county substitute credential requirements. Long-term substitute teachers for maternity or extended leave longer

Preschool Contract
2023-2024 School Year

than three (3) weeks should have, at a minimum, a credential equivalent to the original classroom teacher. The qualification for a substitute teacher assistant shall, at a minimum, be a high school diploma. The District shall share its current substitute list with the Provider. The District shall work with the Provider in acquiring substitute certification for qualified staff.

G. Family Workers

The Provider shall have one (1) full time family worker, as required by *N.J.A.C. 6A:13A-4.6 (b) 2i-iv*, in place for every 75 children being served by the Provider who shall:

1. Collaborate with the school district staff to ensure that activities for family involvement and social services occur.
2. Coordinate participation in health and social services designated by the District to serve the needs of the children and their families.
3. Provide all requested data to the District.
4. Report to the director and collaborate with appropriate District social services staff.
5. Complete a minimum of three (3) visits with each family in each school year.
6. Not serve as teacher, secretary, substitute, or in any other capacity during the same hours as they are serving as the family worker.

H. Criminal History Background Checks

The Provider, pursuant to the Manual of Requirements for Child Care Centers, *N.J.A.C. 3A:52*, shall ensure that a Criminal History Record Information (CHRI) fingerprint background check is completed for all staff members at least 18 years of age who are or will be working at the center on a regularly scheduled basis, to determine whether any such person has been convicted of a crime, as specified in P.L. 2000, c. 77 and that said check indicates that no criminal history record information exists on file in either the Identification Division of the Federal Bureau of Investigation or the State Bureau of Identification which would disqualify said employee from employment pursuant to law or that the check reveals a disqualifying offense and the individual has demonstrated rehabilitation as determined by the DCF.

1. Within two weeks after a new staff member begins working at the center, the Provider shall ensure that the new staff member completes the CHRI fingerprinting process.

Preschool Contract
2023-2024 School Year

2. Until the center receives the results of the CHRI background check from DCF for a new staff member, the center shall ensure that a current staff member is present whenever the new staff member is caring for children at the center.
3. The Provider's Director or Human Resource Director shall certify to the District that all procedures related to background checks are followed for the center and each qualifying staff member as established by DCF pursuant to the Manual of Requirements for Child Care Centers, *N.J.A.C. 3A:52*.
4. If it is discovered during the course of the Agreement that either a) an employee with disqualifying CHRI on file that has not demonstrated rehabilitation as determined by the DCF, or b) an employee who has not had a CHRI background check is working at a school location, said employee shall be immediately removed by the Provider.
5. Failure by the Provider to comply with DCF regulations regarding CHRI background check procedures and/or failure to remove said staff member immediately either upon notification by the District or discovery by the Provider shall be deemed a breach of this Agreement by the Provider and shall be a basis for non-renewal pursuant to Section X or termination pursuant to Section XI of this Agreement.
6. In accordance with Child Abuse Record Information Background Check Procedures, 3A:52-4.10, the Provider must ensure that any Provider or District newly hired employee or consultant does not have unsupervised access to children until the entire background check process is complete.
7. The Provider must also ensure that any Provider or District employee, consultant, or contractor with access to children enrolled in the program must have the entire background check completed at least once every five years, in accordance with federal and state regulations.
8. When a person who is not required to complete a CHRI background check is working with children at the center, the center shall ensure oversight of that person by another staff member and ensure that person is not left alone to supervise a child or group of children, *N.J.A.C. 3A:52-4.10; N.J.A.C.3A:52-4.11*.

I. Child Abuse Record Information Checks

The Provider, pursuant to the Manual of Requirements for Child Care Centers, *N.J.A.C. 3A:52*, shall obtain from all staff members who are or will be working at the center on a regularly scheduled basis, written consent for DCF to conduct a Child Abuse Record

Preschool Contract
2023-2024 School Year

Information (CARI) background check to determine whether an incident of child abuse and/or neglect has been substantiated against any such person.

1. Within two weeks after a new staff member begins working at the center, the Provider shall submit to the DCF Office of Licensing a completed CARI consent form for the new staff member.
2. Until the results of the CARI background check of a new staff member have been received from DCF, the Provider shall ensure that a current staff member is present whenever the new staff member is in the presence of children..
3. The Provider's Director or Human Resource Director shall certify to the District that all procedures in relation to CARI checks are followed for the center and each qualifying staff member as established by DCF pursuant to the Manual of Requirements for Child Care Centers, *N.J.A.C. 3A:52-4.9*.
4. If it is discovered during the course of this Agreement that a CARI background check reveals that an incident of child abuse and/or neglect has been substantiated against a staff member, said staff member shall be immediately removed by the Provider.
5. Failure by the Provider to comply with DCF regulations regarding CARI background check procedures and/or failure to remove said staff member immediately either upon notification by the District or discovery by the Provider shall be deemed a breach of this Agreement by the Provider and shall be a basis for non-renewal pursuant to Section X or termination pursuant to Section XI of this Agreement.
6. Provider must conduct the complete background checks for each employee, consultant, or contractor at least once every five years, in accordance with federal and state regulations, which must include each of the checks listed in paragraphs H and I of Section III of this Agreement.
7. When a person who is not required to complete a CARI background check is working with children at the center, the center shall ensure oversight of that person by another staff member and ensure that person is not left alone to supervise a children or group of children, *N.J.A.C. 3A:52-4.10; N.J.A.C. 3A:52-4.11*.
8. As of June 1, 2018, [*P.L. 2018, c. 5*](#) requires that all school districts, charter schools, nonpublic schools, and contracted service providers make certain inquiries regarding child abuse and sexual misconduct of prospective employees who will have regular contact with students. Consistent with the statute, the DOE has developed employment forms that hiring entities may use to complete the required employment history review. If a hiring entity chooses not to use the forms provided below, the hiring entity is still

Preschool Contract
2023-2024 School Year

required to comply with the terms of the statute. Please note that this employment review is separate from the criminal history review requirements. The resources below include two forms and a list of frequently asked questions regarding the implementation of *P.L. 2018, c. 5*:

- [Sexual Misconduct/Child Abuse Disclosure Release](#)
- [Sexual Misconduct/Child Abuse Disclosure Information Request](#) (follow-up form)

J. Nondiscrimination

The Provider shall be fully responsible for the recruitment and hiring of staff necessary to perform this Agreement. The Provider shall operate in conformity with the provisions of all federal and state anti-discrimination statutes and directives, including Title VII of the Civil Rights Act of 1964 and the New Jersey Law Against Discrimination, *N.J.S.A. 10:5-1 et seq.*, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, 42 U.S.C. §1201 et seq.

1. The Provider certifies that it is an Equal Opportunity Employer and will not discriminate in the recruitment, selection, hiring, promotion or demotion of staff or the selection of services provided to children on the basis of or against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States.
2. The provider agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the provider setting forth the above provisions of the above nondiscrimination clause.
3. The Provider certifies that it has an Affirmative Action Program and except with respect to affectional or sexual orientation and gender identity or expression, the provider will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion,

Preschool Contract
2023-2024 School Year

or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

4. The provider agrees to make good faith efforts to meet targeted county employment goals established in accordance with *N.J.A.C. 17:27-5.2*.
5. The provider agrees to inform in writing to its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
6. The provider agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.
7. In conforming with the targeted employment goals, the provider agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions
8. Providers must also adhere to contracting requirements for affirmative action and affirmative action supplements. Forms can be accessed at <http://www.state.nj.us/treasury/purchase/forms.htm>.

K. Confidentiality of Pupil Records

The Provider shall keep all pupil records in strictest confidence. During the term of this Agreement and at all times thereafter, the Provider shall not publish, disclose or use pupil records without prior written consent of the District or as otherwise provided by law in strict accordance with N.J.S.A. 18A:36-19, *N.J.A.C. 3A:52-1.1* et seq., *N.J.A.C. 6A:32-7.1* et seq., and the Federal Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

L. Attendance Records

The Provider shall collect and report daily attendance information on each enrolled child in the following manner:

Preschool Contract
2023-2024 School Year

1. The Provider and District will work together to address chronic absenteeism which is defined as missing at least ten (10) percent of school days, or 18 days of a 180-day school year. Providers with excessive absenteeism rates should create an action plan.
2. If any enrolled child is absent without excuse for up to ten (10) consecutive days of school, the District and Provider shall make every effort to contact the family and get the child to school. The District and Provider may begin attempts to contact the family prior to ten (10) consecutive unexcused absences.
3. The provider will make a concerted attempt to get the child to come to school. If these attempts fail and the child is absent without excuse for ten (10) consecutive days of school, the child shall no longer be enrolled and the District/Provider may fill the slot with another child.
4. Daily attendance reports shall be provided to the District on a monthly basis. The district will be responsible for entering the attendance data into their data system. If the district requires entry of data into their system, additional compensation shall be provided to the contracted provider.
5. In accordance with the Zero Tolerance for Guns Act, *N.J.S.A. 18A:37-7 et seq.* and *N.J.A.C. 6A:13A-4.4 (g)*, preschool children shall not be expelled or suspended, which includes sending children home early or excluding children for any reason other than medical such as injury or illness. Positive behavior supports through the *Pyramid Model for Supporting Social Emotional Competencies* shall be employed to reduce or eliminate challenging behaviors.

M. Financial Management System

The Provider shall implement sound fiscal practices that include, but are not limited to:

1. Adherence to Treasury Circular 15-08-OMB, requiring recipients of State aid funds to have an annual single audit, an annual financial statement audit or a program-specific audit, based on the State aid funds received. A program specific audit can be elected when a recipient's State financial assistance is under only one State program, i.e., Preschool Education Aid.
 - Recipients that expend \$750,000 or more in State financial assistance within their fiscal year must require these recipients to have annual single audits or program-specific audits.

Preschool Contract
2023-2024 School Year

- Recipients that expend less than \$750,000 in State financial assistance within their fiscal year, but expend \$100,000 or more in State financial assistance within their fiscal year, must require these recipients to have either a financial statement audit performed or a program-specific audit.
2. Maintaining a financial management system that provides timely, accurate, current and complete disclosure of all financial activities related to the Agreement, in accordance with Generally Accepted Accounting Principles (GAAP).
 3. Making expenditures in strict accordance with the DOE's 2023-2024 Private Provider Budget and Expenditure Guidance.
 4. Maintaining a preschool accounting system of all financial activities related to the Agreement separate from other funding sources.
 5. Maintaining a general ledger and account reconciliation of all financial activities related to the Agreement.
 6. Making modifications to the approved budget, when appropriate, based on reasonable and customary costs and verifiable documentation.
 7. Amending the approved budget, when appropriate, with approval by the District board of education.
 8. Timely completion of all financial requirements and timely electronic submission of all financial reports described in Section VII of this Agreement.

IV District/Provider Coordination, Cooperation

- A. The Provider and the District shall ensure that the high-quality elements required by the *New Jersey Preschool Program Implementation Guidelines* are met.
- B. The District shall, at a minimum, provide a Preschool Instructional Coach for every twenty (20) preschool classrooms to provide coaching and classroom support for classroom teachers in accordance with *N.J.A.C. 6A:13A-4.2*. Preschool Instructional Coaches will also address special needs including, but not limited to, providing additional assistance to uncertified or inexperienced teachers and professional development that supports preschool English language learners and preschool children in inclusive classroom settings. The Provider agrees to allow the Preschool Instructional Coaches to provide coaching and professional development services in the Provider's contracted classrooms. The District, with the center director and the teaching staff, shall develop a professional development

Preschool Contract
2023-2024 School Year

plan that describes the role and activities of the Preschool Instructional Coach for the school year. The District shall notify the Provider of any staffing changes in Preschool Instructional Coach positions and assignments.

- C. The District shall make available to the Provider appropriate in-service training and systematic professional development activities.
- D. The District shall include the Provider's teachers in all professional development experiences offered by the district for the preschool teaching staff. The Provider's teachers must attend a minimum of **3** professional development in-service/trainings/workshops offered by the District.
- E. The District shall make available a substitute teacher list to the Provider.
- F. The District shall verify the credentials and progress toward obtaining the appropriate certification or credentials, where applicable, of all preschool teaching staff in a Provider and shall verify that all required background and criminal checks on all employees have been conducted.
- G. The District and the Provider shall articulate plans and activities for children and parents who are making the transition to elementary schools.
- H. The District shall make available health and social service resources to the Provider.
- I. The District and Provider are jointly responsible for recruitment of children.
- J. The District is responsible for ensuring that each preschool child is screened within two months of school entry using a developmentally-based early childhood screening assessment approved by the DOE.
- K. Eligibility for contract renewal is based on each contracting Provider classroom maintaining a minimum reliable score of **4.5** on the Early Childhood Environment Rating Scale, Third Edition (ECERS-3). The ECERS-3 must be administered by the District by an individual deemed reliable by the tool developer in each classroom no less than once every three (3) years.
- L. The Provider shall allow District or DOE designee(s) necessary access to conduct needs assessments and data collection.
- M. The District shall provide financial management assistance to the Provider in the development and monitoring of the Provider's annual budget and implementation of the preschool program.

Preschool Contract
2023-2024 School Year

- N. The District shall provide a copy of its work schedule for all teaching staff to the Provider to allow the Provider to ensure that the work schedule established for the teaching staff in the contracted preschool classrooms is comparable to the work schedule provided by the District for both teaching staff contract hours and teaching staff student contact hours and is made available to all affected teaching staff.
- O. The District shall share with the Provider the plan for transition initiatives from program entry to kindergarten through grade three.
- P. The Provider shall submit a copy of their lease agreement or any written agreement for space, rent, or mortgage to the District for the school year, in every instance when the Provider is bound by such an agreement.
- Q. The Provider shall receive written approval from the District, consistent with *N.J.A.C. 6A:13A-7.1(c)* prior to any change affecting physical space or location of classrooms.
- R. McKinney-Vento and the New Jersey Administrative Code applies to homeless children and youths, which includes children attending preschool programs. District and Provider shall collaborate and coordinate to ensure that children experiencing homelessness are immediately enrolled, participate in educational programming, and have access to high quality early childhood programs.
 - 1. School districts that offer a public preschool education program must ensure that children experiencing homelessness have the same access to that education as is provided to non-homeless children (42 U.S.C. § 11432(g) (4)), (*N.J. A.C. 6A:17-2.1, 6A:17-2.3*).
 - 2. McKinney-Vento requires state and local educational agencies (LEAs) to remove barriers to school enrollment (42 U.S.C. §11432(g)(1)(I)), (*N.J.A.C. 6A:17-2.4(a)(3)*).
 - 3. Districts must ensure the immediate enrollment of children experiencing homelessness, even if they lack documents typically required for enrollment, including birth certificates, health records, and proof of residency. Immediate enrollment, is one of the core protections of the McKinney-Vento Act (42 U.S.C. §11432(g)(3)(C)), (*N.J.A.C. 6A:17-2.5(g)*).
 - 4. Ongoing communication, collaboration, and coordination between Provider and District, including teachers, social workers, McKinney-Vento regional coordinators/district homeless liaisons, and health staff members are vital in order to increase the enrollment of children and the provision of services to them and their families.

Preschool Contract
2023-2024 School Year

5. In accordance with McKinney-Vento and New Jersey Administrative Code (*N.J.A.C.* 6A:17-2.3, *N.J.A.C.* 6A:27-6.2), districts must provide transportation to ensure children experiencing homelessness have access to their educational day.
6. School districts that transport non-homeless children also must provide comparable transportation services for children experiencing homelessness (42 U.S.C. § 11432(g)(4)(A)), (*N.J.A.C.* 6A:17-2.3, *N.J.A.C.* 6A:27-6.2) . In addition, transportation to the school district of residence must be provided when requested by a parent or guardian (42 U.S.C. § 11432(g)(1)(J)(iii), (*N.J.A.C.* 6A:17-2.4(a)(7)) . Districts must continue to provide transportation to and from the school district of residence to formerly homeless students who become permanently housed for the remainder of the academic year during which the child becomes permanently housed (42 U.S.C. § 11432 (g)(3)(A)(i)(II), (*N.J.A.C.* 6A:17-2.5). All transportation must be arranged promptly to ensure immediate enrollment and so as not to create barriers to homeless students' attendance, retention, and success (see 42 U.S.C § 11431(2) and 11432(g)(1)(I)), (*N.J.A.C.* 6A:17-1.1, *N.J.A.C.* 6A:17-2.4).

V Monitoring of Program Performance

- A. The District and the DOE are responsible for monitoring the Provider on a regular basis to ensure that the Provider is delivering a quality program. The Provider shall provide the District, the DOE and the Department of Human Services access to its site and program records for purposes of monitoring and ensuring that the Provider is complying with all aspects of this Agreement.
- B. The Provider shall inform the District in writing of all conditions that may negatively affect or are negatively affecting the performance of services as soon as they are known. The disclosure shall be accompanied by a statement of the action taken or contemplated by the Provider to correct the problems and when corrective action will be taken.
- C. The District may, at any reasonable time, make site visits to inspect the program, facility, books, records and equipment relating to the provision of the early childhood education services, review program accomplishments and management and financial control systems, as well as interview any officials and/or employees whose work involves the performance of this Agreement or compliance with its terms.
- D. The District shall conduct on-site monitoring at least twice in each contract year to assess compliance and shall ensure that the Provider is complying with the requirements of this Agreement.

Preschool Contract
2023-2024 School Year

- E. The District shall assess classroom quality and create action plans for teaching staff using the following steps:
1. The District shall score program quality on a graduated scale in all preschool classrooms based on results of the ECERS-3 as referenced in Subsection IV (K) of this Agreement.
 2. An action plan shall be developed and implemented by the District and Provider if any classroom falls below the minimum acceptable ECERS-3 score referenced in Subsection IV (K) of this Agreement. Development of the action plan shall involve participation of the District and the Provider in joint discussions to determine the classroom quality improvements that are necessary based upon the results of the observation instrument and establishment of a timeframe for making the required changes. The Preschool Instructional Coach shall provide technical assistance to the classroom teacher based upon the action plan.
 3. If the District deems that improvements have not been made according to the established plan and schedule, the District or Provider may request that the classroom or program be evaluated by a reliable independent observer approved by the DOE. If the reliable independent observer verifies that the action plan is not being satisfied, steps shall be taken to remove the Provider teacher from the classroom or not renew or terminate the preschool program contract pursuant to the provisions for non-renewal pursuant to Section X or termination pursuant to Section XI of this Agreement.

VI Records, Maintenance and Retention of Records

- A. Any and all records concerning the operation of the program shall be retained in accordance with The School District Records Retention Schedule (attached to this Agreement as Attachment A and incorporated herein). Such records shall be made available to the representatives of the District and the DOE upon request. Such records shall also be available to the public to the same extent that the District records are available for public inspection.
- B. Where not otherwise specified in the School District Records Retention Schedule, the retention period starts on July 1 for records created by or filed with the Provider during the prior school year.
- C. If the provider intends to destroy any records no longer necessary to maintain under the School District Records Retention Schedule, Provider must consult and seek written

Preschool Contract
2023-2024 School Year

approval from the District, prior to any destruction of records. Otherwise, the Provider shall transfer those records to the custody of the District.

- D. The Provider shall cause all Subcontractors to comply with the terms of this Section.
- E. The Provider shall maintain and have available for audit and/or inspection all books and records that may be requested by the District, DOE and/or DCF. A copy of said documents shall be provided to the District, the DOE and/or DCF upon request.
- F. The Provider shall submit to the District, in a timely manner, monthly student enrollment and attendance reports, and such other reports or data as may be required by this Agreement, statute(s) or regulation(s). The District and DOE shall provide reasonable notice of audits and/or inspections.
- G. The Provider shall provide, in a timely manner, copies of all work papers produced in connection with audits made by the Provider to the District and the DOE, upon written request.

VII Compensation

- A. The maximum number of children for which the Provider will be compensated is **30** for the 2023-2024 school year. The District shall pay monthly to the Provider one-tenth (1/10) of the provider's approved 2023-2024 budget planning document with first payment to be issued by the District by August 1, subject to revisions pursuant to Subsection VII(C), (D), (G), & (H)(4). Any revisions made pursuant to Subsection VII(C), (D), (G), & (H)(4) shall be made based on the provider's average daily enrollment, not average daily attendance. The district-approved 2023-2024 budget planning document is attached as Attachment B.
- B. From October through June, in the event the average monthly enrollment for the month is greater than or equal to fourteen-fifteenths ($14/15$) of the number of contract slots in A above, then the amount due the following month under the contract shall equal the monthly amount as described in A above.
- C. From October through June, in the event the average monthly enrollment for the month is less than fourteen-fifteenths ($14/15$) of the number of contract slots, the amount due the following month under the contract shall equal the monthly amount multiplied by the average monthly enrollment for the month, divided by the number of contract slots.
- D. For the month of October, the amount due under the contract shall not be subject to adjustment due to September enrollment for each contracted classroom that is open to receive children by September 1.

Preschool Contract
2023-2024 School Year

- E. The Provider shall collect and report daily attendance information on each enrolled child in the manner set forth in Subsection III (L)(4).
- F. Collection of attendance information should be used for operational and reporting purposes only.
- G. The District shall make ten (10) monthly payments to the Provider in the sum of one-tenth (1/10) of the revenues provided under the Provider's District-approved 2023-2024 budget planning document as set forth in A above.
- H. Except for September 1, payment shall be made each month following receipt and verification of the Provider's enrollment for the previous month. The enrollment report is to be submitted to the District on the last business day of each month. Monthly payments will not be made until the enrollment report is received and reviewed by the District. The District will review the enrollment report within one week of receiving the report. In addition, the final payment, which is to be adjusted in accordance with C and F above and based on the Provider's enrollment reports for May and June and Quarterly Expenditure Reports including receipts and supporting documentation, pursuant to H below, shall be issued on or before August 1, 2024.
- I. The Provider agrees to submit to the District a Quarterly Expenditure Report, as defined in Subsection II (A)(5), of actual, approvable, reasonable and customary expenditures signed and certified by the director and officer of the corporation (if the director is not an officer), if incorporated, and understands that the District will recoup any unexpended or misspent funds based on the Quarterly Expenditure Reports, enrollment records and monthly payments made by the District. Based on its review of the Quarterly Expenditure Report, the District shall make prorated adjustments to subsequent monthly payments.
 - 1. If the provision for receipt and verification of the Provider's enrollment as described in H above are met, monthly payments shall be made on: September 1, October 15, November 15, December 15, January 15, February 15, March 15, April 15, and May 15. One final payment shall be issued on or before August 1, 2024.
 - 2. Quarterly Expenditure Reports (for quarters ending September 30, December 31, March 31, and June 30) shall be submitted to the District no later than: October 15, January 15, April 15, and June 30, respectively.
 - 3. The provider will appropriately expend funds to meet the Elements of High-Quality Preschool Programs, *N.J.A.C. 6A:13A* for each category of goods and services in their District-approved 2023-2024 budget planning document, including, but not limited to, instructional staff positions, materials, supplies, and technology. Materials, supplies,

Preschool Contract
2023-2024 School Year

and technology purchases must also meet the criteria set forth in the district's comprehensive preschool curriculum.

4. The District may make a monthly payment adjustment at any time during the contract period to reimburse the Provider for large expenditures related to approved budget items including, but not limited to, playground equipment.

5. Districts may not withhold funding at any time during the contract period without meeting with the Provider. If the issue of payment is not resolved locally, an appeal may be made to the Commissioner pursuant to *N.J.A.C. 6A:3, Controversies and Disputes*.

VIII Availability of Funds

The parties recognize that payments by the District to the Provider under this Agreement are expressly dependent upon, and subject to the availability to the District of state funds. The Provider is aware that the District's receipt of state funds is expressly conditional upon allocation, review and approval by the DOE.

IX Term of Agreement

The term of this Agreement shall be July 1, 2023 to June 30, 2024.

X Renewal of Non-Renewal of a Preschool Program Contract

- A. The District, DOE, and Provider shall use the following processes for renewal or non-renewal of the Provider preschool program contract:
 1. For all Provider contract renewals:
 - a. The District shall notify any Provider, in writing on or before May 1 of each contract year, of its intent to renew the preschool program contract for an additional one-year term.
 - b. The Provider shall notify the District in writing within thirty (30) days of receipt of a renewal notice from the District of its acceptance or rejection of the offer to renew the Agreement for one year.
 2. For all Provider contract non-renewals:
 - a. The District shall notify the Provider, the DOE, Division of Early Childhood Services, and the DCF, Office of Licensing with a full explanation in writing on or

Preschool Contract
2023-2024 School Year

before May 1 in any contract year of the intent to not renew any Provider's preschool program contract for an additional one-year term and/or an intention to reduce slots. The notification shall include the reason(s) for non-renewal, including, but not limited to:

- i. Fiscal mismanagement: The District must provide documentation verifying evidence of the Provider's fiscal mismanagement as well as documentation that the district attempted to assist the Provider to correct fiscal mismanagement issues.
- ii. Poor classroom quality: The District must provide evidence that it first assessed classroom quality and created a classroom quality improvement plan in accordance with Section V of this Agreement.
- iii. Available in-District classroom space: For a non-renewal based on available in-District space, the following requirements must be met:
 - (1) The new configuration must meet the elements of high quality described in *N.J.A.C. 6A:13A* and educational facilities standards for preschool described in *N.J.A.C. 6A:26*; and
 - (2) It must be economically more efficient to serve the preschool children in the district space, after considering all costs associated with providing the preschool program; and
 - (3) The quality of the current in-District preschool program must meet an average ECERS-3 score of at least four point five (4.5).
- b. The Provider may dispute the non-renewal and/or slot reduction of the preschool program contract received in writing from the District by notifying the District and the DOE in writing within ten (10) business days of receipt of the notice of non-renewal.
- c. If non-renewal is disputed by the Provider, both the Provider and the District shall submit written justification for their positions to the DOE, Division of Early Childhood Services within ten (10) days of the Provider's notification of intent to dispute.
- d. The appropriateness of the non-renewal decision will be affirmed or denied by the DOE. The non-renewal decision may be appealed to the Commissioner of the DOE ("Commissioner") pursuant to *N.J.A.C. 6A:3*, Controversies and Disputes.

Preschool Contract
2023-2024 School Year

- e. Upon non-renewal, the District shall recover from the Provider all playground materials, playground equipment both installed and uninstalled, start-up classroom materials and start-up classroom technology or the monetary equivalent thereof. The amount to be recovered shall be determined by current market value or depreciated value of said items (as per Federal Depreciation schedule), whichever is lower.

XI Termination of a Preschool Program Contract (see *N.J.A.C. 6A:13A-9.4(b)*)

A. The District shall have the right to terminate this Agreement immediately upon:

- 1. Notice of revocation of the Provider's license;
- 2. Provider's breach of any of the following provisions of this Agreement:
 - a. Failure to conduct CHRI background checks as set forth in Subsection III(H) of this Agreement;
 - b. Failure to conduct CARI checks as set forth in Subsection III(I) of this Agreement;
or
 - c. Violation of any federal, state or local law or regulation regarding the secular nature of programs receiving public funding as set forth in Subsection III(B)(3) of this Agreement.
- 3. Provider's action(s) or inaction(s) that placed children in the Program at serious risk of harm.

B. For any breach of contract, except those that trigger the right to immediate termination defined in Subsection XI(A), the District shall have the right to terminate this Agreement as follows:

- 1. If a Provider fails to comply with any of terms of this Agreement or applicable federal, state or local requirements, the District shall notify the Provider and the DOE, Division of Early Childhood Services of the deficiency in writing.
- 2. If the Provider fails to submit a corrective action plan demonstrating how they will resolve the deficiency within thirty (30) days and if the Provider fails to implement the correction action plan within ninety 90 days, the District may initiate termination of this Agreement upon written notice to the Provider and DOE, Division of Early

Preschool Contract
2023-2024 School Year

Childhood Services. Termination of the contract shall be subject to written approval by the DOE to the District and Provider.

- a. District must submit the deficiency in writing
 - b. Provider must submit a corrective action plan within thirty (30) days
 - c. Provider must implement the corrective action plan within ninety (90) days.
- C. The Provider shall have the right to appeal to the Commissioner a District's decision to terminate this Agreement pursuant to *N.J.A.C. 6A:3, Controversies and Disputes*. The filing of an appeal under *N.J.A.C. 6A:3* shall not prevent the termination from becoming effective on the date specified unless the appealing party seeks and is granted a stay pending decision by the Commissioner.
- D. The District and the Provider may terminate this Agreement by mutual agreement, in writing, upon notice to and receipt of written approval from the DOE.
1. In the event of termination under this Subsection XI(D), said termination shall take effect upon the thirtieth day from the date the District and the Provider receive written approval from the DOE to terminate this Agreement.
- E. Upon termination, the District shall recover monetary value of startup materials limited to playground equipment, non-consumable startup materials, and start up classroom technology based on DOE approval. The amount recovered shall be determined by the current market value or depreciated value of said items (as per Federal Depreciation Schedule), whichever is lower.
- F. In the event of non-renewal or termination of this Agreement pursuant to Sections X and XI of this Agreement, by either the District or the Provider, the Provider shall continue the service until the District has found an appropriate placement for all children unless termination was instigated under the provisions set forth in Subsection XI(A) in which case termination shall be immediate. At no time shall the Provider be required to continue the service for more than ninety (90) days beyond the expiration or termination date of the existing Agreement. The Provider will be reimbursed for this continued service at the funding level established in Section VII of this Agreement.

XII Informal Dispute Resolution Process

- A. The District and Provider shall attempt to resolve any dispute that may arise under this Agreement. If the dispute cannot be resolved locally, an appeal may be made to the Commissioner pursuant to *N.J.A.C. 6A:3, Controversies and Disputes*.

Preschool Contract
2023-2024 School Year

XIII Subcontracting and Assignment

- A. The Provider shall not subcontract and/or assign services to be provided pursuant to Section I of this Agreement, without written approval from the District and the Commissioner.
- B. The Provider agrees to make all records of any subcontractor available to the District, the DOE, the DCF and any federal agency whose funds are expended in the course of this Agreement for the purpose of review. All subcontracts entered into by the Provider shall include a provision whereby the Subcontractor acknowledges its obligation to make all pertinent records available to the District, the DOE, the DCF and any federal agency whose funds are expended in the course of this Agreement.
- C. The Subcontractor shall comply with all applicable laws and regulations.

XIV Indemnification

- A. The Provider shall assume all risk of and responsibility for, and agrees to indemnify, defend and save harmless the State of New Jersey and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs, and expenses in connection therewith on account of the loss of life, property or injury or damages to the person, body or property of any person or persons, whatsoever, which shall arise from or result directly or indirectly from (1) the work, service or materials provided under this Agreement; or (2) any failure to perform the Provider's obligations under this Agreement or any improper or deficient performance of the Provider's obligations under this Agreement. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this Agreement. Furthermore, the provisions of this indemnification clause shall in no way limit the obligations assumed by the Provider under this Agreement, nor shall they be construed to neither relieve the Provider from any liability nor preclude the State from taking other actions available to it under any other provision of this Agreement or at law.
- B. The Provider shall immediately notify the District and the DOE in writing of any action or suit pending or filed or any claim which may result in litigation against the District and/or the State of New Jersey by any person, organization or other entity.

XV Insurance

- A. The Provider shall procure and maintain, at its own expense, until at least two years after the completion of all services performed under this Agreement and any modification hereto, liability insurance for damages imposed by law and assumed under this Agreement, of the kinds and in the amounts hereinafter provided, from insurance companies admitted or approved to do business in the State of New Jersey. The Provider expressly understands

Preschool Contract
2023-2024 School Year

and agrees that any insurance protection required by this Agreement shall in no way limit the Provider's obligations assumed in this Agreement, and shall not be construed to relieve the Provider from liability in excess of such coverage, nor shall it preclude the State from taking such other actions as are available to it under any other provisions of this Agreement or otherwise in law.

1. The types and minimum amount of insurance shall be as follows:

a. General Liability Insurance

i. The minimum limits of liability for this insurance shall be as follows:

(A) Bodily Injury Liability

Each Occurrence: \$1,000,000.00

Aggregate: \$3,000,000.00

(B) Property Damage Liability

Each Occurrence: \$1,000,000.00

Aggregate: \$3,000,000.00

ii. The above required General Liability Insurance shall name the State of New Jersey as an additional insured. The above required General Liability Insurance shall also name the District as an additional insured. The coverage to be provided under this policy shall include contractual liability coverage. The aggregate limits may be increased by the parties, upon mutual agreement, in order to provide adequate protection to the State and the District.

b. Comprehensive Automobile Liability Insurance

The Comprehensive Automobile Liability policy shall cover owned, non-owned and hired vehicles and/or buses for the approved transport of children with minimum limits as follows:

i. Bodily Injury Liability: \$2,000,000.00 each occurrence;

ii. Property Damage Liability: \$2,000,000.00 each occurrence; and

iii. The above required Comprehensive Automobile Liability Insurance shall name the State of New Jersey as an additional insured. The above required Comprehensive Automobile Liability Insurance shall also name the District as an additional insured. The Provider shall equip any vehicle and/or bus used in the transportation of children with "children's seats."

c. Workers' Compensation Insurance

Preschool Contract
2023-2024 School Year

Workers' Compensation Insurance shall be provided in accordance with the requirements of the laws of this State and shall include an endorsement to extend coverage to any state which may be interpreted to have legal jurisdiction.

d. Employer's Liability Insurance

Employer's Liability Insurance with limits not less than:

- (1) \$1,000,000 Bodily Injury, each occurrence;
- (2) \$1,000,000 Disease each employee; and
- (3) \$1,000,000 Disease aggregate limit.

e. Employee Fidelity Bond

An Employee Fidelity Bond shall be procured on all employees of the Provider insuring against loss from employee's dishonest acts. The Bond shall be in the amount of a percentage of the current year's budget set forth in the schedule below:

| Total Budget | Minimum Bond Amount |
|----------------------------------|---|
| Up to \$100,000.00 | 20 percent of budget (Minimum \$10,000) |
| \$100,000.01 to \$250,000 | \$20,000 plus 15 percent of all over \$100,000 |
| \$250,000.01 to \$500,000.00 | \$42,500 plus 13 percent of all over \$250,000 |
| \$500,000.01 to \$750,000.00 | \$75,000 plus 8 percent of all over \$500,000 |
| \$750,000.01 to \$1,000,000.00 | \$95,000 plus 4 percent of all over \$750,000 |
| \$1,000,000.01 to \$2,000,000.00 | \$105,000 plus 2 percent of all over \$1,000,000 |
| \$2,000,000.01 to \$5,000,000.00 | \$125,000 plus 1 percent of all over \$2,000,000 |
| \$5,000,000.01 to \$10,000,000 | \$155,000 plus ½ percent of all over \$5,000,000 |
| 10,000,000.01 and upwards | \$180,000 plus ¼ percent of all over \$10,000,000 |

In fixing such minimum bond, round to the nearest \$1,000.

Preschool Contract
2023-2024 School Year

2. The Provider shall, prior to the commencement of services required under this Agreement, provide the District with valid Certificates of Insurance as evidence of the Provider's insurance coverage in accordance with the foregoing provisions. Such certificates of insurance shall specify that the insurance provided is of the types and is in the amounts required in Subsection A(1)(a), (b), (c), (d) and (e) above.
3. Standard exclusions will be allowed provided they are not inconsistent with the requirements set forth Subsection A(1)(a), (b), (c), (d) and (e) above. Allowance of any additional exclusions will be at the discretion of the State. Regardless of the allowance of exclusions or deductions by the State, the Provider shall be responsible for the deductible limit of the policy and all exclusions consistent with the risks the Provider assumes under this Agreement and as imposed by law.
4. The Certificates shall provide for notice in writing to the District prior to any cancellation, expiration, or non-renewal during the term the insurance is required in accordance with this Agreement. The Provider shall also, upon request, provide the DOE with valid Certificates of Insurance and copies of each policy required under this Agreement certified by the agent or underwriter to be true copies of the policies provided to the Provider.

In the event that the Provider provides evidence of insurance in the form of certificates of insurance valid for a period of time less than the period during which the Provider is required by the terms of this Agreement to maintain insurance, said certificates shall be acceptable, but the Provider shall be obligated to renew its insurance policies as necessary and to provide new certificates of insurance from time to time, so that the District is continuously in possession of evidence of the Provider's insurance in accordance with the foregoing provisions.

5. In the event the Provider fails or refuses to renew any of its insurance policies, or any policy is canceled, terminated, or modified so that the insurance does not meet the requirements of this Agreement, the District may refuse to make payment of any further monies due under this Agreement until such time as the Provider reinstates the insurance, consistent with the requirements of this Agreement. Upon reinstatement, the District will promptly pay the Provider all money withheld in accordance with this provision. If the Provider does not reinstate the insurance within thirty (30) days of notice by the District of the insurance lapse, the District may, upon approval of the Commissioner, terminate this Agreement.
6. The Provider shall immediately notify the District and the DOE in writing of any action or suit pending or filed or any claim which may result in litigation against the District and/or the State of New Jersey by any person, organization or other entity.

Preschool Contract
2023-2024 School Year

XVI Notices

Any notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been given to the party to whom intended if a) delivered by registered and certified mail, return receipt requested or b) delivered by hand. Until changed by notice in the manner specified above, the addresses of the parties to this Agreement shall be:

For the District:

District Contact Name, Title and Address

With a copy to:

General Counsel Name and Address

For the Provider:

Provider Contact Name, Title and Address

XVII Anti-Collusion

The Provider warrants and represents that this Agreement has not been solicited, secured or procured directly or indirectly in a manner contrary to the laws of the State of New Jersey and that the federal, state and local laws and regulations have not been violated and shall not be violated as they relate to the procurement or the performance of the Agreement by any conduct, including the paying or giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any state or district employee, officer or official.

XVIII Subrecipient

Preschool Contract
2023-2024 School Year

The relationship of the Provider to the District is that of a subrecipient of the District. The State gives Preschool Education Aid to the District, who further passes the same funding through to the Provider. The Provider, its agents and employees shall act in an independent capacity in the performance of this Agreement and shall not be considered employees of the District or the State of New Jersey and shall not have the right to bind or obligate the District or State in any manner.

XIX Independent Contractor

The relationship of the Provider to the District is that of an Independent Contractor. The Provider, its agents and employees shall act in an independent capacity in the performance of this Agreement and shall not be considered employees of the District or the State of New Jersey and shall not have the right to bind or obligate the District or State in any manner.

XX Business Registration

Pursuant to *N.J.S.A. 52:32-44*, the Provider must provide a copy of its business registration certificate to the District prior to execution of the contract.

XXI Pay to Play Provisions

A. Pay to Play Bar

Pursuant to *N.J.A.C. 6A:23A*, and consistent with the definitions of *N.J.S.A. 19:44A-1 et seq.*, each contracting for-profit Provider shall provide the requisite vendor certification(s) of reportable contributions to the District in advance of execution of the contract so that the District may determine whether there has been any contribution that would bar the entry of the contract between the District and the for-profit Provider.

B. Pay to Play Disclosure

Pursuant to *N.J.S.A. 19:44A-20.26* (P.L. 2005, c. 271), each contracting for-profit Provider shall submit the requisite disclosure(s) to the District at least ten (10) days prior to entering into this contract.

C. Disclosure of Contributions to ELEC

Pursuant to *N.J.S.A. 19:44A-20.27* (P.L. 2005, c. 271), each contracting for-profit Provider shall file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission if the for-profit Provider receives contracts in excess of \$50,000 from public entities in a calendar year. It is the for-profit Provider's responsibility to determine if filing is necessary.

Preschool Contract
2023-2024 School Year

XXII Miscellaneous

A. Compliance with Laws

The Provider covenants that it is familiar with and shall comply with the provisions of all statutes and regulations of the DCF, Child Protection and Permanency, and the DOE, as well as other federal, state and local statutes and regulations which are, or may become, applicable to the provision of child care services and early childhood education provided under this Agreement. This includes, but is not limited to, the Provider's obligation immediately to report to Child Protection and Permanency any suspected incident of child abuse or neglect. The Provider agrees it shall maintain, throughout the term of this Agreement, a current Child Care Center License as issued by the DCF's Office of Licensing.

B. Applicable Law

The parties agree that this Agreement shall be construed and enforced under the laws of the State of New Jersey.

C. Entire Agreement

This Agreement, together with all Attachments referred to herein, constitutes the entire Agreement between the parties and supersedes all oral and written Agreements, if any, between the parties. No amendment or modification changing the Agreement's scope or terms shall have any force and effect unless it is made in writing, signed by both parties and approved by DOE.

D. Headings

Section headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

E. Severability

If any of the provisions of this Agreement are determined to be invalid, such invalidity shall not affect or impair the validity of the other provisions, which shall be considered severable and shall remain in full force and effect.

F. Waiver

No term or provision hereof shall be deemed waived and no breach excused by the parties

Preschool Contract
2023-2024 School Year

unless such waiver or consent shall be in writing and signed by the appropriate officers of the parties.

Preschool Contract
2023-2024 School Year

In Witness Whereof the parties have executed this Agreement as of the day and year above set forth.

Name of School District

By:

District Superintendent Signature Date

Approved as to Legal Form:

By:

General Counsel Signature

Name of Provider's Center/Agency

By:

Authorized Provider Signature and Title Date
Or

SERVICE AGREEMENT

This Service Agreement is entered into between CarePlus NJ, Inc., (herein referred to as “CPNJ”) with its principal place of business located at 610 Valley Health Plaza, Paramus, New Jersey and Teaneck School District 651 Teaneck Road, Teaneck, NJ 07666 (School District). This Agreement provides guidelines under which Care Plus NJ, Inc (CPNJ) will provide in-district behavioral healthcare services.

I. Term

This Agreement shall have a term of one school year commencing as of September 1, 2023 and ending June 30, 2024 (“term”).

- A. The Parties acknowledge the staffing crisis within the mental healthcare field for qualified clinical professionals.
- B. In light of the staffing crisis, the Parties agree that upon executing this Agreement, Care Plus shall immediately initiate the recruiting process for the clinicians to be placed at the School.
- C. Should placement of the clinicians by Care Plus exceed sixty days (60), from the date the Agreement is executed, the School District shall have the right to terminate this Agreement, unless both Parties agree to an extension of the recruiting timeframe in writing. Billing under this agreement shall not commence until placement of the assigned clinicians is completed.

II. Provision of Services

Care Plus NJ and District have a shared goal of bringing state of the art behavioral healthcare services to the students and families of Teaneck. Therefore, the services to be provided by CPNJ include, but may not be limited to the following plan designed by CPNJ specifically for the school district.

A. Teaneck Emotional Regulation Impairment Program (ERI) Service Plan:

1. CPNJ Staffing (for purposes of this Agreement references to “Staffing” shall mean CPNJ employees hired by CPNJ to provide services under this Agreement):
 - a) CPNJ will provide the placement of two (2) (LAC, LSW, LCSW, LPC, LMFT) 40 hour per week clinicians.
 - b) CPNJ will ensure any clinicians placed on site will receive the necessary clinical training and supervision as required based on licensure.



- c) In the event of circumstances necessitating virtual learning (i.e. a public health crisis declared by State and/or federal authorities), The clinicians will provide counseling, skill-development groups, collaboration, case management, professional development workshops and parent engagement sessions using virtual platforms, including Care Plus NJ’s telehealth account. There will be no disruption in service provisions.
- d) In the event, of a Leave of absence, termination or resignation of the assigned clinicians, CPNJ reserves the right to:
 - (i) To replace the vacancy with another available qualified clinicians; and/or
 - (ii) To immediately convert in-person services to the CPNJ telehealth platform utilizing an available qualified clinicians; and
 - (iii) To immediately commence the recruiting process pursuant to Paragraph I. A-C of this agreement, should a qualified clinicians not be available for immediate placement.

B. CPNJ Service Outline:

Collaborate with the Director and/or the Assistant Director of Special Education, identified schools’ administration, and staff to provide state-mandated social, emotional, and behavioral intervention services to students in the Emotional Regulation Impairment program. The services will include individual and group counseling, psychoeducation and instruction, behavior intervention plans, and consultation to assist in meeting the educational needs of students.

- Establish and maintain effective relationships with staff, students, and parents;
- Consult with teachers, administrators, and other professional staff regarding techniques and strategies to support co-regulation, prosocial skills, decision making, coping skills, etc.
- Observe students and classes, collaborate with program staff, CST and building administration in collecting and analyzing data for determining student needs, developing appropriate counseling and/or classroom-based goals and objectives, and monitoring progress on goals and/or effectiveness of behavior intervention plans;
- Consult and collaborate with staff members working with students in the ERI program to ensure behavior and social-emotional supports are embedded within the program to meet the specific needs of students;
- Assist in developing appropriate learning objectives for students and recommending practical emotional regulation supports for classroom procedures to facilitate student learning;
- Work cooperatively with various referral agencies;
- Provide social, emotional, and behavioral intervention services to students and staff;
- Interpret relevant data;
- Intervene in crisis situations through modeling of emotion regulation and verbal de-escalation;
- Serve as a resource to staff for the general welfare of students.



2. District-Wide Supports:

a) Parent Workshops

District Choice (check one) _____ Eight (8) District-specific parent engagement workshops. Workshops will be facilitated in-person or virtually depending on the District's needs.

_____ Ten (10) parent engagement workshops offered through Care Plus NJ's Virtual Parent Workshop Collaborative. Sessions will be held monthly via Care Plus NJ's Zoom account. Collaborative participants will receive a Zoom invite to share District-wide. Topics will be selected based on common needs/themes across Districts.

b) Professional Development

District Choice (check one) _____ Eight (8) District-specific professional development workshops. Workshops will be facilitated in-person or virtually depending on the District's needs. Typical duration of professional development workshops is 45 minutes to 2 hours, depending on the topic. Workshop topics include, but are not limited to: Mental Health 101, Suicide Prevention, Trauma Informed Classrooms, Nurtured Heart Approach, Post-COVID Social Emotional Learning, Educator Wellness, and Substance Use Trends for Educators.

_____ Ten (10) professional development workshops offered through Care Plus NJ's Virtual Professional Development Collaborative. Sessions will be held monthly via Care Plus NJ's Zoom account. Collaborative participants will receive a Zoom invite to share District-wide. Topics will be selected based on common needs/themes across Districts. A recording will be available for two weeks post-session for flexible viewing opportunity.

c) Resources - Access to Care Plus NJ's monthly newsletter/blog providing information and resources for educators and parents.

d) **(New for 2023-2024)** Consultation for Administrators - Monthly Zoom invitation from Care Plus NJ for a drop-in administrator consultation group to discuss challenges and brainstorm solutions. Care Plus NJ will provide mental health expertise and facilitate conversation focused on implementing post-pandemic tiered mental health supports.



3. Care Plus Expertise and Opportunity for Wraparound Supports:

By contracting with Care Plus, the network of services and access to system partners becomes available to the students and families of your district. The following outlines just some of the critical services within our network.

- a) Adolescent substance abuse prevention, assessment and Intensive Outpatient Services
- b) Intensive in-home therapeutic services
- c) Linkages to child psychiatry including evaluation and medication monitoring
- d) Outpatient therapy for children, adolescents and adults including family therapy
- e) Evidenced based groups including but not limited to: Girls' Depression, Freedom from Anxiety, LGBTQ+ support group, Anger Management, Social Skills, Parenting Curriculum, Food/Body Image Group
- f) Coordinated Specialty Care & NJ Promise – Wraparound therapeutic support for youth at-risk for early psychosis
- g) Korean American Outpatient Services
- h) Inclusion, Diversity, Equity and Action (IDEA) Committee – consultation and training
- i) Trauma-Informed Support and Trainings including Bergen County Traumatic Loss Coalition, GTEP (Traumatic Episode Protocol) groups and EMDR

III. Compensation

- A. For the behavioral healthcare and support services as described herein, the School District agrees to pay to CarePlus NJ the total sum of \$250,000.
- B. CarePlus agrees to accept payments in monthly installments for September 2023 – June 2024. CarePlus shall submit monthly invoices to the School District in the amount of \$25,000 per month. The invoice shall include a verification of hours and services rendered. The School District shall pay such fees no later than thirty (30) days from the date of the invoice.
- C. Both Parties agree that the contract billing period shall run from September 2023 – June 2024.
- D. Pursuant to Paragraph II, Subsection A. 1. C), in the event of circumstances necessitating virtual learning, Care Plus will continue to provide a clinicians and support services according to the terms of this Agreement and shall continue to invoice the School District at the compensation rate defined herein.



IV . DEDICATED WORKSPACE

The District will provide dedicated office space for the Care Plus clinicians. At minimum, the office will be private and suitable for counseling sessions. It will include basic office furniture, a computer and telephone.

V. Staffing Licenses/Credentials

Care Plus NJ, Inc. reserves the right to assign staff to this project as it deems appropriate. The School District reserves the right to meet the assigned staff to approve his or her placement. Care Plus will ensure that all of its staff providing services under this Agreement are adequately trained and licensed to provide the respective services. Training of CPNJ staff will cover age and situational appropriateness of services pertaining to the students served under this Agreement. CPNJ further assure the School District that:

- A. As a service provider, CarePlus NJ has and will maintain an active license and current malpractice insurance as required by the agency and the State of New Jersey to operate.
- B. All staff, providing services will receive the necessary clinical supervision needed to provide services under this Agreement.
- C. All CarePlus NJ staff, involved with servicing children under this Agreement, have undergone criminal background checks, and will be fingerprinted as required for employment and assignment under this Agreement and pursuant to the requirements of *N.J.S.A. 18A:6-7.1 to 7.5, and N.J.S.A 18A:6-7.6 to 7.13* as required by the School District.
- D. CarePlus certifies that none of its staff involved with the provision of services to students under this Agreement have been disbarred or otherwise excluded from practicing under his /her area of discipline by the State/Federal government or licensing entities. If after execution of this Agreement, CarePlus NJ should learn that a staff person providing services under this Agreement has been deemed an “ineligible person”, then he/she will be removed from responsibility for, or involvement with this Agreement. In such an event, CarePlus NJ reserves the right to replace the individual with another qualified employee.

VI. Non-Solicitation

- A. The School District agrees not to engage or solicit any of the CPNJ assigned employees, agents or representative for any other School District employment or business activity. All details of this business Agreement should be directed to the CPNJ’s Senior Vice President, Nicole McQuillen or her designee. The School District agrees not to discuss payments or invoices associated thereto with any CPNJ employee assigned to provide services under this Contractual Agreement.



- B. The School District further agrees that during the term of this contract and for twelve (12) months after the termination thereof, regardless of the reason for the termination, it will not, directly or indirectly, recruit, solicit, or induce (or attempt to do so), any employee, agent or representative assigned by CPNJ to perform services under this Agreement. Nothing contained herein, however, shall be interpreted to prohibit or restrain the School District from employing an employee, agent, or representative assigned to CPNJ who seeks or pursues such employment without the input, direct or indirect, of the School District.

VII. Independent Contractor

- A. CarePlus staff assigned to perform mental and behavioral health care services for students, and any other services as required to fulfill its obligations under this Agreement, shall perform such services as an independent contractor. As such, no part of this Agreement shall be construed to represent the creation of an employer/employee relationship between the Parties.
- B. Should the relationship of the Parties as independent contractors of the other be challenged by the Internal Revenue Service, the respective Party receiving such notice agrees to promptly notify the other, so that both may jointly collaborate on an appropriate response to the Internal Revenue Service.

VIII. Confidentiality

Both Parties understand that in order for CarePlus NJ staff to be able to share records and/or have any verbal or written communication regarding a student who has received a service under this Agreement, a CarePlus NJ release form signed by the student/parent must be in place. Pursuant to New Jersey state regulations, all information related to an individual's mental health treatment is protected regardless of an organization's status as a "covered entity" as defined by HIPAA and HITECH. Care Plus NJ, Inc. and the District both certify that their organizations have established policies and procedures to protect the confidentiality and integrity of the Protected Healthcare Information that may be used and disclosed between the agencies for purposes of providing services treatment under this Agreement.



IX. Records

- A. CarePlus' staff will be required to keep and maintain records relating to all mental health, substance abuse and any other behavioral health care services, such as but not limited to comprehensive assessments, treatment plans and progress notes. This requirement also includes student clinical information communicated through email generated by a CarePlus NJ clinician or clinical supervisor, regardless of the medium (i.e. through use of the school email server or that of Care Plus NJ). As such these records will be deemed records of CarePlus NJ. Further the release of these records will be governed by the standards of confidentiality as established by the Division of Mental Health and Addictive Services and can only be released pursuant to N.J.A.C. 10:37-6.79 et al. as to the release of consumers who are minors, which requires a written authorization of the parent/guardian or upon court order.

- B. CarePlus agrees to abide by the limitations on disclosure and re-disclosure of personally identifiable information from education records as set forth in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), 20 U.S.C. §1232g; 34 CFR § 99.33. Care Plus NJ further agrees to abide by the terms set forth in 34 CFR 99.33 (a)(2), which requires that the officers, employees and agents of a Party that receives education record information from the educational institution may use the information, but only for the purposes for which the disclosure was made. Covered data and information for purposes of this Agreement includes paper and electronic student education record information, including evaluations: 1) supplied by the School District and/or the students to the Site or 2) created by Care Plus NJ in connection with the Agreement between the Parties.

- C. Both Parties shall ensure that parents sign the necessary and appropriate Authorizations to Release any confidential mental healthcare records or school records of its students in accordance with the State and Federal regulations governing each respective Party.

- D. Pursuant to N.J.A.C.17:44-2.2, Care Plus NJ shall maintain all documentation related to services under this Agreement for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Controller upon request. Notwithstanding to the contrary, all records deemed to be mental healthcare records of students shall be retained by Care Plus NJ pursuant to N.J.A.C 10:37-6.77 for a period of five years after they reach their 18th birthday.

X. Professional Liability Insurance

- A. CarePlus NJ, at its own expense, will provide and maintain appropriate and adequate malpractice insurance based on hours worked for the School District in the minimum amount of \$3,000,000 for itself, and its agents, servants, employees who are acting as "Staff" pursuant to the Agreement. In addition, CarePlus shall list the School District as an additional insured on its malpractice insurance policy and provide proof of same.



- B. CarePlus NJ will provide The School District with not less than fifteen (15) days' written notice prior to any modification, expiration or cancellation of any such coverage. Prior to the modification, expiration and/or cancellation of any such coverage, the CarePlus will secure replacement of such coverage upon the same terms and conditions and furnish the School District with a certificate describing such replacement coverage.

XI. General Liability Insurance

CarePlus NJ, at its own expense, will provide and maintain appropriate general liability insurance coverage in the minimum amount of \$1,000,000 per person and \$3,000,000 per accident, and such insurance shall name Teaneck School District Board of Education as an additional insured and cover any and all liability arising out of and/or related to Care Plus NJ's rendering of services to Teaneck School District's students. Care Plus shall also maintain Workers' Compensation insurance for all of its staff assigned to provider services under the Agreement in amount no less that the statutory minimums.

XII. Proof of Insurance

CarePlus NJ shall furnish the School District with a copy of all applicable professional liability and general liability certificates of insurance prior to the rendering of services set forth herein.

XIII. ANTI-BULLYING BILL OF RIGHTS

CarePlus NJ shall comply with all applicable provisions of the Anti-Bullying Bill of Rights Act, *N.J.S.A 18A: 37-13.1 et seq.*, and the anti-bullying policy of the School District. CarePlus and its staff assigned to provide services under this Agreement shall verbally report any act of harassment, intimidation or bullying of a student of the School District on the same day on which the act was witnessed, or on the same day on which reliable information that a student has been subject to harassment, intimidation or bullying was received, and shall report the same in writing, within two (2) school days. All verbal and written reports of harassment, intimidation or bullying of a student shall be made to the School principal or to any school administrator or safe schools resource officer. Reports may be made anonymously in accordance with the reporting procedures as set forth in the anti-bullying policy. The School District shall provide to CarePlus, and its staff assigned under the Agreement, a copy if the anti-bullying policy and information regarding the policy.



XIV. Indemnification of Parties

- A. CarePlus NJ, Inc. agrees to indemnify and hold harmless the School District, its officers, employees, administrators and /or agents from any claim, complaint, suit, demand, cost, expense or legal fee, penalty, loss or judgment (collectively “liability”), including reasonable attorney’s fees, that may at any time be made or instituted against them in any judicial or administrative court, tribunal or other forum, by anyone for the purposes of enforcing a claim for damages resulting from or relating to the services provided by CarePlus NJ or anyone acting on its behalf to Teaneck School District students under this Agreement.

- B. The School District agrees to indemnify and hold harmless CarePlus NJ, Inc., its partners, trustees, directors, officers, employees, consultants and agents from any claim, complaint, suit, demand, cost, expense, or legal fee, penalty, loss or judgment (collectively “liability”), including reasonable attorney’s fees, that may at any time be made or instituted against them in any judicial or administrative court, tribunal or other forum, by anyone for the purposes of enforcing a claim for damages arising out of the negligence of The School District, its officers, employees, administrators and /or agents as it relates to the services provided by CarePlus NJ or anyone acting on its behalf under this Agreement.

XV. Severability

If any clause or provision herein shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.

XVI. Choice of Law

The Agreement is made under, and shall be governed and construed according to, the laws of the State of New Jersey. Each Party hereby expressly agrees to New Jersey as the sole jurisdiction in connection with any action brought or otherwise relating to this Agreement.

XVII. Assignment

None of the provisions expressed in this Agreement shall be assigned, delegated or transferred by either Party without the prior written consent of both Parties.

XVIII. Amendment

This Agreement may not be amended or modified in any of its provisions except by a subsequent written Agreement executed by duly authorized representatives of Care Plus NJ, Inc. and Teaneck School District.



XIX. Termination

- A. Either Party may cancel this Agreement by giving thirty (30) days written notice to the other of such cancellation. Should the latter occur, CPNJ will be entitled to payment for services rendered up to the time of the effective date of termination.
- B. In accordance with Sections IX and X regarding Professional and General Liability Insurance, nothing herein shall be interpreted to limit the School District’s right to terminate the contract if CarePlus fails to secure replacement coverage within fifteen (15) calendar days of any expiration or cancellation of coverage.

XX. Mandatory Equal Employment Opportunity

CarePlus NJ is an equal opportunity employer and as such agrees that during the performance of this contract, it will remain compliant with the equal employment directives pursuant to N.J.S.A 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et. seq.

During performance of this contract, CarePlus NJ agrees to comply with P.L. 1975, c. 127, dated June 23, 1975, “Affirmative Action” and in accordance with provisions described in “Exhibit A” attached hereto. The parties to this contract agree to incorporate into this contract the mandatory language of N.J.S.A. 17:27-3.4 et seq. and N.J.S.A. 17:27-3.6, as amended and supplemented from time to time and Care Plus NJ agrees to comply fully with the terms, provisions and obligations of said Regulations. The parties to this contract further agree to incorporate into this contract the mandatory language of N.J.S.A 17:27-1.1 et seq. of the Regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. set forth in Exhibit A as amended and supplemented from time to time and CarePlus NJ agrees to comply with all applicable federal and state laws and regulations governing employment, and shall not discriminate against any employee or applicant for employment based upon race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, disability, nationality sex (including pregnancy), gender identity or expression, atypical hereditary cellular or blood trait, or genetic information. Care Plus shall furnish the Board with all necessary reports as may be required by law.

Both Parties have read, understand, and will abide by the terms and conditions of this Agreement.

Signature: _____ Date: _____
Nicole McQuillen, LCSW; Senior Vice President
Care Plus NJ, Inc.

Signature: _____ Date: _____
Teaneck School District

Signature: _____ Date: _____
Board President



SERVICE AGREEMENT

This Service Agreement is entered into between CarePlus NJ, Inc., (herein referred to as “CPNJ”) with its principal place of business located at 610 Valley Health Plaza, Paramus, New Jersey and Teaneck School District 651 Teaneck Road, Teaneck, NJ 07666 (School District). This Agreement provides guidelines under which Care Plus NJ, Inc (CPNJ) will provide in-district behavioral healthcare services.

I. Term

This Agreement shall have a term of one school year commencing as of September 1, 2023 and ending June 30, 2024 (“term”).

- A. The Parties acknowledge the staffing crisis within the mental healthcare field for qualified clinical professionals.
- B. In light of the staffing crisis, the Parties agree that upon executing this Agreement, Care Plus shall immediately initiate the recruiting process for the clinicians to be placed at the School.
- C. Should placement of the clinicians by Care Plus exceed sixty days (60), from the date the Agreement is executed, the School District shall have the right to terminate this Agreement, unless both Parties agree to an extension of the recruiting timeframe in writing. Billing under this agreement shall not commence until placement of the assigned clinicians is completed.

II. Provision of Services

Care Plus NJ and District have a shared goal of bringing state of the art behavioral healthcare services to the students and families of Teaneck. Therefore, the services to be provided by CPNJ include, but may not be limited to the following plan designed by CPNJ specifically for the school district.

A. Teaneck District Service Plan:

1. CPNJ Staffing (for purposes of this Agreement references to “Staffing” shall mean CPNJ employees hired by CPNJ to provide services under this Agreement):
 - a) CPNJ will provide the placement of two (2) (LAC, LSW, LCSW, LPC, LMFT) 40 hour per week clinicians. Clinicians will be placed in District schools, based on need.
 - b) CPNJ will ensure any clinicians placed on site will receive the necessary clinical training and supervision as required based on licensure.



- c) In the event of circumstances necessitating virtual learning (i.e. a public health crisis declared by State and/or federal authorities), The clinicians will provide counseling, skill-development groups, collaboration, case management, professional development workshops and parent engagement sessions using virtual platforms, including Care Plus NJ’s telehealth account. There will be no disruption in service provisions.
- d) In the event, of a Leave of absence, termination or resignation of the assigned clinicians, CPNJ reserves the right to:
 - (i) To replace the vacancy with another available qualified clinicians; and/or
 - (ii) To immediately convert in-person services to the CPNJ telehealth platform utilizing an available qualified clinicians; and
 - (iii) To immediately commence the recruiting process pursuant to Paragraph I. A-C of this agreement, should a qualified clinicians not be available for immediate placement.

B. CPNJ Service Outline:

1. Mental Health Support for Identified Youth:

- a) Collaboration with identified schools’ administration, faculty and staff (as defined by District) in program implementation, identification of students in need and mode of service delivery.
- b) Individual and family counseling focused on supporting students’ academic success and mental health needs. Caseload for a program focused primarily on individual and family counseling is 20-25 students per full-time clinician, at any given time.
- c) Classroom observation and assistance in implementation of behavior plans to promote students’ success, as needed.
- d) Crisis intervention services, as needed.
- e) Social Emotional Learning (SEL) skill-development groups/workshops for students (ex: anger management, stress management, communication skills, substance awareness, executive functioning), based on student/District need.
- f) Community outreach/in-home outreach to students/families to promote school attendance and participation in school-based services and/or link to additional resources.
- g) Case management and collaboration to ensure communication regarding the student’s performance in school.
- h) Linkage for students and their family members to resources available through CPNJ and other community providers.



2. District-Wide Supports:

- a) Onsite/virtual school clearances for students determined at-risk to self or others following initial risk assessment by District team member.

- b) Parent Workshops

District Choice (check one) _____ Eight (8) District-specific parent engagement workshops. Workshops will be facilitated in-person or virtually depending on the District's needs.

_____ Ten (10) parent engagement workshops offered through Care Plus NJ's Virtual Parent Workshop Collaborative. Sessions will be held monthly via Care Plus NJ's Zoom account. Collaborative participants will receive a Zoom invite to share District-wide. Topics will be selected based on common needs/themes across Districts.

- c) Professional Development

District Choice (check one) _____ Eight (8) District-specific professional development workshops. Workshops will be facilitated in-person or virtually depending on the District's needs. Typical duration of professional development workshops is 45 minutes to 2 hours, depending on the topic. Workshop topics include, but are not limited to: Mental Health 101, Suicide Prevention, Trauma Informed Classrooms, Nurtured Heart Approach, Post-COVID Social Emotional Learning, Educator Wellness, and Substance Use Trends for Educators.

_____ Ten (10) professional development workshops offered through Care Plus NJ's Virtual Professional Development Collaborative. Sessions will be held monthly via Care Plus NJ's Zoom account. Collaborative participants will receive a Zoom invite to share District-wide. Topics will be selected based on common needs/themes across Districts. A recording will be available for two weeks post-session for flexible viewing opportunity.

- d) Resources - Access to Care Plus NJ's monthly newsletter/blog providing information and resources for educators and parents.

- e) **(New for 2023-2024)** Consultation for Administrators - Monthly Zoom invitation from Care Plus NJ for a drop-in administrator consultation group to discuss challenges and brainstorm solutions. Care Plus NJ will provide mental health expertise and facilitate conversation focused on implementing post-pandemic tiered mental health supports.



3. Care Plus Expertise and Opportunity for Wraparound Supports:

By contracting with Care Plus, the network of services and access to system partners becomes available to the students and families of your district. The following outlines just some of the critical services within our network.

- a) Adolescent substance abuse prevention, assessment and Intensive Outpatient Services
- b) Intensive in-home therapeutic services
- c) Linkages to child psychiatry including evaluation and medication monitoring
- d) Outpatient therapy for children, adolescents and adults including family therapy
- e) Evidenced based groups including but not limited to: Girls' Depression, Freedom from Anxiety, LGBTQ+ support group, Anger Management, Social Skills, Parenting Curriculum, Food/Body Image Group
- f) Coordinated Specialty Care & NJ Promise – Wraparound therapeutic support for youth at-risk for early psychosis
- g) Korean American Outpatient Services
- h) Inclusion, Diversity, Equity and Action (IDEA) Committee – consultation and training
- i) Trauma-Informed Support and Trainings including Bergen County Traumatic Loss Coalition, GTEP (Traumatic Episode Protocol) groups and EMDR

III. Compensation

- A. For the behavioral healthcare and support services as described herein, the School District agrees to pay to CarePlus NJ the total sum of \$250,000
- B. CarePlus agrees to accept payments in monthly installments for September 2023 – June 2024. CarePlus shall submit monthly invoices to the School District in the amount of \$25,000 per month. The invoice shall include a verification of hours and services rendered. The School District shall pay such fees no later than thirty (30) days from the date of the invoice.
- C. Both Parties agree that the contract billing period shall run from September 2023 – June 2024.
- D. Pursuant to Paragraph II, Subsection A. 1. C), in the event of circumstances necessitating virtual learning, Care Plus will continue to provide a clinicians and support services according to the terms of this Agreement and shall continue to invoice the School District at the compensation rate defined herein.



IV . DEDICATED WORKSPACE

The District will provide dedicated office space for the Care Plus clinicians. At minimum, the office will be private and suitable for counseling sessions. It will include basic office furniture, a computer and telephone.

V. Staffing Licenses/Credentials

Care Plus NJ, Inc. reserves the right to assign staff to this project as it deems appropriate. The School District reserves the right to meet the assigned staff to approve his or her placement. Care Plus will ensure that all of its staff providing services under this Agreement are adequately trained and licensed to provide the respective services. Training of CPNJ staff will cover age and situational appropriateness of services pertaining to the students served under this Agreement. CPNJ further assure the School District that:

- A. As a service provider, CarePlus NJ has and will maintain an active license and current malpractice insurance as required by the agency and the State of New Jersey to operate.
- B. All staff, providing services will receive the necessary clinical supervision needed to provide services under this Agreement.
- C. All CarePlus NJ staff, involved with servicing children under this Agreement, have undergone criminal background checks, and will be fingerprinted as required for employment and assignment under this Agreement and pursuant to the requirements of *N.J.S.A. 18A:6-7.1 to 7.5, and N.J.S.A. 18A:6-7.6 to 7.13* as required by the School District.
- D. CarePlus certifies that none of its staff involved with the provision of services to students under this Agreement have been disbarred or otherwise excluded from practicing under his /her area of discipline by the State/Federal government or licensing entities. If after execution of this Agreement, CarePlus NJ should learn that a staff person providing services under this Agreement has been deemed an “ineligible person”, then he/she will be removed from responsibility for, or involvement with this Agreement. In such an event, CarePlus NJ reserves the right to replace the individual with another qualified employee.

VI. Non-Solicitation

- A. The School District agrees not to engage or solicit any of the CPNJ assigned employees, agents or representative for any other School District employment or business activity. All details of this business Agreement should be directed to the CPNJ’s Senior Vice President, Nicole McQuillen or her designee. The School District agrees not to discuss payments or invoices associated thereto with any CPNJ employee assigned to provide services under this Contractual Agreement.



- B. The School District further agrees that during the term of this contract and for twelve (12) months after the termination thereof, regardless of the reason for the termination, it will not, directly or indirectly, recruit, solicit, or induce (or attempt to do so), any employee, agent or representative assigned by CPNJ to perform services under this Agreement. Nothing contained herein, however, shall be interpreted to prohibit or restrain the School District from employing an employee, agent, or representative assigned to CPNJ who seeks or pursues such employment without the input, direct or indirect, of the School District.

VII. Independent Contractor

- A. CarePlus staff assigned to perform mental and behavioral health care services for students, and any other services as required to fulfill its obligations under this Agreement, shall perform such services as an independent contractor. As such, no part of this Agreement shall be construed to represent the creation of an employer/employee relationship between the Parties.
- B. Should the relationship of the Parties as independent contractors of the other be challenged by the Internal Revenue Service, the respective Party receiving such notice agrees to promptly notify the other, so that both may jointly collaborate on an appropriate response to the Internal Revenue Service.

VIII. Confidentiality

Both Parties understand that in order for CarePlus NJ staff to be able to share records and/or have any verbal or written communication regarding a student who has received a service under this Agreement, a CarePlus NJ release form signed by the student/parent must be in place. Pursuant to New Jersey state regulations, all information related to an individual's mental health treatment is protected regardless of an organization's status as a "covered entity" as defined by HIPAA and HITECH. Care Plus NJ, Inc. and the District both certify that their organizations have established policies and procedures to protect the confidentiality and integrity of the Protected Healthcare Information that may be used and disclosed between the agencies for purposes of providing services treatment under this Agreement.



IX. Records

- A. CarePlus' staff will be required to keep and maintain records relating to all mental health, substance abuse and any other behavioral health care services, such as but not limited to comprehensive assessments, treatment plans and progress notes. This requirement also includes student clinical information communicated through email generated by a CarePlus NJ clinician or clinical supervisor, regardless of the medium (i.e. through use of the school email server or that of Care Plus NJ). As such these records will be deemed records of CarePlus NJ. Further the release of these records will be governed by the standards of confidentiality as established by the Division of Mental Health and Addictive Services and can only be released pursuant to N.J.A.C. 10:37-6.79 et al. as to the release of consumers who are minors, which requires a written authorization of the parent/guardian or upon court order.

- B. CarePlus agrees to abide by the limitations on disclosure and re-disclosure of personally identifiable information from education records as set forth in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), 20 U.S.C. §1232g; 34 CFR § 99.33. Care Plus NJ further agrees to abide by the terms set forth in 34 CFR 99.33 (a)(2), which requires that the officers, employees and agents of a Party that receives education record information from the educational institution may use the information, but only for the purposes for which the disclosure was made. Covered data and information for purposes of this Agreement includes paper and electronic student education record information, including evaluations: 1) supplied by the School District and/or the students to the Site or 2) created by Care Plus NJ in connection with the Agreement between the Parties.

- C. Both Parties shall ensure that parents sign the necessary and appropriate Authorizations to Release any confidential mental healthcare records or school records of its students in accordance with the State and Federal regulations governing each respective Party.

- D. Pursuant to N.J.A.C.17:44-2.2, Care Plus NJ shall maintain all documentation related to services under this Agreement for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Controller upon request. Notwithstanding to the contrary, all records deemed to be mental healthcare records of students shall be retained by Care Plus NJ pursuant to N.J.A.C 10:37-6.77 for a period of five years after they reach their 18th birthday.

X. Professional Liability Insurance

- A. CarePlus NJ, at its own expense, will provide and maintain appropriate and adequate malpractice insurance based on hours worked for the School District in the minimum amount of \$3,000,000 for itself, and its agents, servants, employees who are acting as "Staff" pursuant to the Agreement. In addition, CarePlus shall list the School District as an additional insured on its malpractice insurance policy and provide proof of same.



- B. CarePlus NJ will provide The School District with not less than fifteen (15) days' written notice prior to any modification, expiration or cancellation of any such coverage. Prior to the modification, expiration and/or cancellation of any such coverage, the CarePlus will secure replacement of such coverage upon the same terms and conditions and furnish the School District with a certificate describing such replacement coverage.

XI. General Liability Insurance

CarePlus NJ, at its own expense, will provide and maintain appropriate general liability insurance coverage in the minimum amount of \$1,000,000 per person and \$3,000,000 per accident, and such insurance shall name Teaneck School District Board of Education as an additional insured and cover any and all liability arising out of and/or related to Care Plus NJ's rendering of services to Teaneck School District's students. Care Plus shall also maintain Workers' Compensation insurance for all of its staff assigned to provider services under the Agreement in amount no less that the statutory minimums.

XII. Proof of Insurance

CarePlus NJ shall furnish the School District with a copy of all applicable professional liability and general liability certificates of insurance prior to the rendering of services set forth herein.

XIII. ANTI-BULLYING BILL OF RIGHTS

CarePlus NJ shall comply with all applicable provisions of the Anti-Bullying Bill of Rights Act, *N.J.S.A 18A: 37-13.1 et seq.*, and the anti-bullying policy of the School District. CarePlus and its staff assigned to provide services under this Agreement shall verbally report any act of harassment, intimidation or bullying of a student of the School District on the same day on which the act was witnessed, or on the same day on which reliable information that a student has been subject to harassment, intimidation or bullying was received, and shall report the same in writing, within two (2) school days. All verbal and written reports of harassment, intimidation or bullying of a student shall be made to the School principal or to any school administrator or safe schools resource officer. Reports may be made anonymously in accordance with the reporting procedures as set forth in the anti-bullying policy. The School District shall provide to CarePlus, and its staff assigned under the Agreement, a copy if the anti-bullying policy and information regarding the policy.



XIV. Indemnification of Parties

- A. CarePlus NJ, Inc. agrees to indemnify and hold harmless the School District, its officers, employees, administrators and /or agents from any claim, complaint, suit, demand, cost, expense or legal fee, penalty, loss or judgment (collectively “liability”), including reasonable attorney’s fees, that may at any time be made or instituted against them in any judicial or administrative court, tribunal or other forum, by anyone for the purposes of enforcing a claim for damages resulting from or relating to the services provided by CarePlus NJ or anyone acting on its behalf to Teaneck School District students under this Agreement.

- B. The School District agrees to indemnify and hold harmless CarePlus NJ, Inc., its partners, trustees, directors, officers, employees, consultants and agents from any claim, complaint, suit, demand, cost, expense, or legal fee, penalty, loss or judgment (collectively “liability”), including reasonable attorney’s fees, that may at any time be made or instituted against them in any judicial or administrative court, tribunal or other forum, by anyone for the purposes of enforcing a claim for damages arising out of the negligence of The School District, its officers, employees, administrators and /or agents as it relates to the services provided by CarePlus NJ or anyone acting on its behalf under this Agreement.

XV. Severability

If any clause or provision herein shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.

XVI. Choice of Law

The Agreement is made under, and shall be governed and construed according to, the laws of the State of New Jersey. Each Party hereby expressly agrees to New Jersey as the sole jurisdiction in connection with any action brought or otherwise relating to this Agreement.

XVII. Assignment

None of the provisions expressed in this Agreement shall be assigned, delegated or transferred by either Party without the prior written consent of both Parties.

XVIII. Amendment

This Agreement may not be amended or modified in any of its provisions except by a subsequent written Agreement executed by duly authorized representatives of Care Plus NJ, Inc. and Teaneck School District.



XIX. Termination

- A. Either Party may cancel this Agreement by giving thirty (30) days written notice to the other of such cancellation. Should the latter occur, CPNJ will be entitled to payment for services rendered up to the time of the effective date of termination.
- B. In accordance with Sections IX and X regarding Professional and General Liability Insurance, nothing herein shall be interpreted to limit the School District’s right to terminate the contract if CarePlus fails to secure replacement coverage within fifteen (15) calendar days of any expiration or cancellation of coverage.

XX. Mandatory Equal Employment Opportunity

CarePlus NJ is an equal opportunity employer and as such agrees that during the performance of this contract, it will remain compliant with the equal employment directives pursuant to N.J.S.A 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et. seq.

During performance of this contract, CarePlus NJ agrees to comply with P.L. 1975, c. 127, dated June 23, 1975, “Affirmative Action” and in accordance with provisions described in “Exhibit A” attached hereto. The parties to this contract agree to incorporate into this contract the mandatory language of N.J.S.A. 17:27-3.4 et seq. and N.J.S.A. 17:27-3.6, as amended and supplemented from time to time and Care Plus NJ agrees to comply fully with the terms, provisions and obligations of said Regulations. The parties to this contract further agree to incorporate into this contract the mandatory language of N.J.S.A 17:27-1.1 et seq. of the Regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. set forth in Exhibit A as amended and supplemented from time to time and CarePlus NJ agrees to comply with all applicable federal and state laws and regulations governing employment, and shall not discriminate against any employee or applicant for employment based upon race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, disability, nationality sex (including pregnancy), gender identity or expression, atypical hereditary cellular or blood trait, or genetic information. Care Plus shall furnish the Board with all necessary reports as may be required by law.

Both Parties have read, understand, and will abide by the terms and conditions of this Agreement.

Signature: _____ Date: _____
Nicole McQuillen, LCSW; Senior Vice President
Care Plus NJ, Inc.

Signature: _____ Date: _____
Teaneck School District

Signature: _____ Date: _____
Board President



6. The list of available courses for Academic Year 2023-2024 is appended to this Agreement (see Appendix A). FDU will notify HS of any changes to the list prior to the beginning of each academic year.
7. Standard or sample syllabi will be provided by FDU to HS for each available course. Standard and sample syllabi may be modified by HS pursuant to the FDU Early College Program syllabus policy (see Appendix B).
8. For each nominated HS teacher, HS will provide a current resume detailing academic, teaching, and/or professional background relevant to the requested course pursuant to the Early College Program Teacher Nomination and Review Policy (see Appendix C).
9. The Course Request/Instructor Nomination Form (see Appendix D) must be submitted each year by May 1. Course requests and teacher nominations will be reviewed by FDU. HS will be notified of approved courses and teachers each year by June 1 pursuant to the Early College Program Confirmation Process (see Appendix E).
10. If HS has requests for changes or additions to a standard FDU course syllabus, such requests must be submitted each year by July 1 to allow time for the request to be reviewed and approved by FDU prior to the start of the academic term.
11. Teachers will not be deemed to be employees of FDU. HS will retain sole responsibility for all employer obligations related to the teachers, including compensation, benefits, tax withholdings, social security contributions, etc.
12. HS will inform all eligible students and their parent(s) and/or guardian(s) of the opportunities for student participation in the Program and will use reasonable efforts to promote the Program to its students and their families. FDU agrees to provide reasonable support for promotion and communications to HS, including providing materials to HS for distribution via email and website and/or other methods of communication.
13. Student and their parents or guardians exercise the option to participate in the FDU Early College Program by registering through FDU's secure online registration portal by visiting www.fdu.edu/ec.
14. Students who meet all of the following criteria are qualified to initially participate in the FDU Early College Program:
 - a. The student is a high school freshman, sophomore, junior or senior at HS,
 - b. The student is making satisfactory progress toward fulfilling applicable secondary school graduation requirements and has the required academic background, as determined by the HS,
 - c. The student has the written endorsement of the HS.
14. HS will provide final letter grades for Program courses to FDU in a suitable and secure format. Students who earn a grade of "C" or higher for each course taken through the Program will earn college credit in accordance with Appendix A and will receive an FDU transcript reflecting same. HS may request from FDU a list of students' letter grades and course credits earned.

15. Tuition for each academic year as follows:

| Academic Year | 1 Credit Course | 3 Credit Course | 4 Credit Course |
|----------------------|------------------------|------------------------|------------------------|
| 2023-2024 | \$100 | \$300 | \$400 |
| 2024-2025 | \$102 | \$306 | \$408 |
| 2025-2026 | \$104 | \$312 | \$416 |
| 2026-2027 | \$106 | \$318 | \$424 |
| 2027-2028 | \$108 | \$324 | \$432 |

16. Tuition payment can be made in two ways, as follows. (HS will initial preferred option):

Option 1: _____ (Please Initial if this is the option you prefer)

The responsibility of payment remains with the HS. Payment shall be made 60 calendar days after the date of the invoice from FDU to the school district/high school.

Option 2: _____ (Please Initial if this is the option you prefer)

The responsibility of payment remains with the student and parent/guardian(s) and shall be made via the FDU website at the time of registration.

HS may elect to use both options if HS plans to pay tuition for some students and allow other students/parents to pay at registration on the website: fdu.edu/ec.

17. Notices. Every notice required or permitted under this Agreement shall, unless otherwise specifically provided herein, be given in writing, via email and/or may be sent by either United States Postal Service Certified Mail, return receipt requested, or by reputable overnight courier, provided that such courier obtains and makes available to its customers evidence of delivery. All notices shall be addressed by the Party giving, making or sending the notice to the other Party at their address set forth below or to such other address as either Party may designate from time to time by written notice.

Notice shall be deemed to be given upon receipt, provided, however, that in the event a Party refuses to accept delivery, the notice shall nevertheless be deemed to be given upon the date of refusal to accept delivery. Notwithstanding the above, a notice of change of address shall not be effective until received.

Fairleigh Dickinson University
1000 River Road
Teaneck, New Jersey 07666
Attn: General Counsel

High School/School District
Street Address
City, State Zip Code
Attn: [Representative, Title](#)

with a copy to:
Fairleigh Dickinson University
1000 River Road
Teaneck, New Jersey 07666
Attn.: Jakyrra S. Tyson, Director
Office of High School Programs

18. Miscellaneous Provisions

- a. During the term of this Agreement, both parties shall keep all student information strictly confidential in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and its implementing regulations at 34 C.F.R. § 99.1 et seq. and N.J.A.C. 6A: 32-7.1 et seq.
- b. It is expressly understood that FDU and the HS are independent contractors with respect to one another.
- c. Each Party will perform this Agreement in accordance with applicable law. Without limitation, the Parties agree that they shall not discriminate on the basis of race, sex, gender, creed, color, national origin, marital status, ancestry, age, marital status, affectional or sexual orientation, gender identity or expression, pregnancy status, veteran status religion, disability, or socioeconomic status, or other legally-protected status, and that each shall fully comply with all Federal and State statutes, and all rules and regulations promulgated thereunder, concerning discrimination in connection with their respective obligations pursuant to this Agreement.
- d. This Agreement shall be governed by the laws of the State of New Jersey.
- e. This Agreement constitutes the entire agreement and understanding between the Parties relating to the subject matter it addresses and supersedes all other agreements, representations and understandings between the Parties with respect thereto. This Agreement may not be supplemented or modified except through a written and dated amendment signed by both Parties.
- f. In the event a court of competent jurisdiction declares any provision of this Agreement to be void or unenforceable, the remaining provisions shall be deemed severed and shall remain enforceable to the full extent permitted by law.
- g. This Agreement may be executed in counterparts.
- h. This Agreement is subject to ratification and final approval by HS after receipt from FDU of a signed Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date of last signature set forth below.

High School/School District

by: _____

Name
Representative Title

Fairleigh Dickinson University

by: _____

Jennifer K. Sipila, Ph.D.
Associate Provost for Academic Affairs

_____ Date:

_____ Date:

Appendices

- A. FDU Early College Program Course List and Codes (Effective 2/10/23)
- B. Syllabus Policy
- C. Teacher Nomination and Review Policy
- D. Course Request/Teacher Nomination Form
- E. Confirmation Process

Appendix A

FDU Early College Program Course List and Codes

2023 – 2024 Academic Year

| OLD CODE | NEW CODE | TITLE | CREDITS | SYLLABUS POLICY ¹ |
|-----------------|--------------------|--|---------|------------------------------|
| AC_E103 | ACCT_2021 | Intro Financial Accounting ³ | 3 | c. |
| AC_E104 | ACCT_2022 | Intro Managerial Accounting ³ | 3 | c. |
| AF_E2001 | AFAM_2001 | Intro to African American Studies | 3 | a. |
| AO_E1650 | ANIM_1650 | Game Design | 3 | b. |
| AO_E104 | ART_1151 | General Drawing I | 3 | a. |
| AO_E111 | ART_1161 | General Painting I | 3 | a. |
| EG_E103 | ARTH_1500 | Architecture Design & Culture | 3 | b. |
| BI_E122 | BIOL_1002 | Plants and Society | 4 | b. |
| HT_E3108 | BIOL_1055 | Food Safety & Nutrition ² | 4 | b. |
| BI_E108 | BIOL_1180 | Climate Change Biology | 3 | b. |
| BI_E111 | BIOL_1205 | Anatomy and Physiology I ² | 4 | b. |
| BI_E119 | BIOL_1233 | Molecules, Cells & Genes ² | 4 | b. |
| BI_E101/BI_E123 | BIOL_1251 | General Biology I ² | 4 | b. |
| BI_E102 | BIOL_1252 | General Biology II ² | 4 | b. |
| BI_E104 | BIOL_2009 | Marine Biology ² | 4 | b. |
| MG_E101 | BUSI_1110 | Business in Global Society | 3 | c. |
| BU_E103 | BUSI_1111 | Introduction to Business Mgmt | 3 | b. |
| BU_E102 | BUSI_2201 | Introduction to Business Finance | 3 | b. |
| BU_E101 | BUSI_2203 | Introduction to Personal Finance | 3 | b. |
| BU_E104 | BUSI_2205 | Intro to Investing in the Stock Market | 3 | b. |
| AO_E128 | CGD_1212 | Intro to Graphic Design | 3 | b. |
| VE_E101 | CGD_1843 | Design for the Web | 3 | b. |
| CH_E1118 | CHEM_1118 | Forensic Science | 3 | b. |
| CH_E101 | CHEM_1201/ 1203 | General Chemistry I ² | 4 | b. |
| CH_E102 | CHEM_1202/ 1204 | General Chemistry II ² | 4 | b. |
| CH_E103 | CHEM_2261 | Organic Chemistry I ² | 4 | b. |
| PO_E105 | CMLGY 1210 | Introduction to Law | 3 | b. |
| SP_E105 | COMM_1001 | Communication in Everyday Life | 3 | b. |
| CO_E101 | COMM_2011 | Introduction to Journalism | 3 | a. |
| EN_E107 | CREW_1001 | Introduction to Creative Wrtg | 3 | b. |
| CR_E101 | CRIM_1101 | Intro to Criminal Justice | 3 | b. |
| IS_E101 | CSCI_1145 | Computer Science Fundamentals | 3 | b. |
| CM_E120 | CSCI_1201 | Computer Programming I ⁴ | 3 | c. |

| | | | | |
|-------------|-----------|--|---|----|
| CM_E121 | CSCI_1202 | Computer Programming II ⁴ | 3 | c. |
| CM_E124 | CSCI_2215 | Intro to Computer Science ⁴ | 3 | c. |
| CM_E131 | CSCI_2500 | Intro to Cybersecurity | 3 | c. |
| BU_E108 | DSCI_1234 | Math for Business Decisions ³ | 3 | c. |
| MA_E104 | DSCI_2029 | Introduction to Statistics ³ | 3 | c. |
| EC_E101/103 | ECON_2001 | Intro to Microeconomics ³ | 3 | c. |
| EC_E102 | ECON_2102 | Intro to Macroeconomics ³ | 3 | c. |
| ED_E101 | EDUC_1108 | Seminar: Prof Practice I | 3 | b. |
| ED_E102 | EDUC_2401 | Field Experience I | 1 | b. |
| N/A | ENGR_1233 | Intro to Computer Aided Design (CAD) ⁴ | 2 | c. |
| N/A | ENGR_1301 | Engineering Practices/Graphics/Design ⁴ | 3 | c. |
| BU_E106 | ENTR_2710 | Intro/Entrepreneurship & Innov ³ | 3 | c. |
| BI_E103 | ENVR_1001 | Intro to Environmental Science ² | 4 | b. |
| LF_E201 | FREN_2103 | Intermediate French I | 3 | b. |
| LF_E202 | FREN_2104 | Intermediate French II | 3 | b. |
| N/A | GEOG_1101 | Physical Geography | 3 | b. |
| GE_E101 | GEOG_1102 | Geography and World Issues | 3 | b. |
| BI_E117 | GEOG_1101 | Introductory Geology ² | 4 | b. |
| PO_E1000 | GOVT_1000 | American Government & Politics | 3 | b. |
| HI_E104 | GOVT_1100 | Global Politics | 3 | b. |
| HI_E103 | GOVT_1101 | Intro to Political Science | 3 | b. |
| HI_E101 | HIST_1130 | The United States to 1877 | 3 | b. |
| HI_E102 | HIST_1131 | The United States Since 1877 | 3 | b. |
| HI_E121 | HIST_1150 | World History to 1500 | 3 | b. |
| HI_E126 | HIST_1151 | World History since 1500 | 3 | b. |
| HI_E105 | HIST_1170 | European History to 1750 | 3 | b. |
| HI_E109 | HIST_1171 | European History From 1750 | 3 | b. |
| HI_E120 | HIST_2233 | The Modern World | 3 | b. |
| HI_E107 | HIST_2341 | Jewish History & Culture I | 3 | b. |
| HI_E108 | HIST_2342 | Jewish History & Culture II | 3 | b. |
| HI_E113 | HIST_2502 | Modern Latin America | 3 | b. |
| HT_E2212 | HRTM_2212 | Dining Service and Etiquette | 3 | b. |
| HT_E2223 | HRTM_2223 | Heads in Beds | 3 | b. |
| HT_E2233 | HRTM_2233 | Exploration Food/Bev Services | 3 | b. |
| HT_E3108 | HRTM_3108 | Nutrition/Sanitation/Food Sfty | 3 | b. |
| HU_E115 | HUMN_1100 | Introduction to the Humanities | 3 | a. |
| LA_E101 | LANG_1001 | American Sign Language I | 3 | a. |
| LL_E201 | LATN_2801 | Intermediate Latin I | 3 | b. |
| MK_E2120 | LAW_2276 | Business and the Law ³ | 3 | c. |
| EN_E103 | LITS_1001 | Intro to Fiction | 3 | a. |
| EN_E104 | LITS_1002 | Intro to Drama | 3 | a. |
| EN_E123 | LITS_1003 | Intro to Poetry and Song | 3 | a. |
| HU_E114 | LITS_2009 | The Bible and Its Influence | 3 | a. |
| EN_E125 | LITS_2140 | African-American Literature | 3 | a. |

| | | | | |
|-------------------|--------------------|--------------------------------------|---|----|
| EN_E1100 | LITS_2200 | Approaches to World Literature | 3 | a. |
| EN_E113 | LITS_2300 | American Literature | 3 | a. |
| EN_E110 | LITS_2331 | Myths & Sacred Texts | 3 | a. |
| MA_E105, 109, 110 | MATH_1107 | Precalculus | 4 | c. |
| MA_E107 | MATH_1203 | Calculus I | 4 | c. |
| MA_E108 | MATH_2202 | Calculus II | 4 | c. |
| CM_E114 | MIS_2123 | Microsoft Office: Intro Concepts | 3 | c. |
| MK_E102 | MKTG_2120 | Principles of Marketing ³ | 3 | c. |
| PL_E101 | PHIL_1102 | Intro to Philosophy | 3 | b. |
| HU_E120 | PHIL_2272 | The Hebrew Bible | 3 | a. |
| PH_E101 | PHYS_1001/ 1011 | General Physics I ² | 4 | b. |
| PH_E102 | PHYS_1002/ 1012 | General Physics II ² | 4 | b. |
| AS_E101 | PHYS_1125 | Astronomy ² | 4 | b. |
| PY_E103 | PSYC_1201 | General Psychology | 3 | b. |
| PY_E106 | PSYC_2002 | Child & Adolescent Development | 3 | b. |
| PY_E107 | PSYC_2204 | Child Development | 3 | b. |
| SO_E100 | SOCI_1201 | Introduction to Sociology | 3 | b. |
| SO_E103 | SOCI_2310 | Social Problems | 3 | b. |
| SA_E101/E102 | SPAD_2004 | Intro to Sport Management | 3 | b. |
| NA | SPAD_2007 | Introduction to Esports | 3 | b. |
| SA_E3024 | SPAD_2023 | Sports in Contemporary Society | 3 | b. |
| NA | SPAD_2088 | Esports Live Event/Operations | 3 | b. |
| LS_E201 | SPAN_2103 | Intermediate Spanish I | 3 | a. |
| LS_E202 | SPAN_2104 | Intermediate Spanish II | 3 | a. |
| SP_E107 | SPCH_2351 | Persuasive Speaking | 3 | a. |
| AO_E115 | THEA_1103 | Introduction to Theater | 3 | a. |
| CE_E2001 | UNIV_2001 | Cross-Cultural Perspectives | 3 | c. |
| CE_E2002/E106 | UNIV_2002 | Global Issues | 3 | c. |
| CO_E102 | VDEO_2214 | Intro to Broadcasting | 3 | b. |
| CO_E107 | VDEO_2659 | Broadcast News | 3 | b. |
| CO_E106 | VDEO_3349 | Intro to Television | 3 | b. |
| CO_E108/109 | VDEO_3351 | TV Studio Production | 3 | b. |
| EN_E101/E109 | WRIT_1002 | Composition I | 3 | c. |

¹ The Syllabus Policy indicates the extent to which the Syllabus provided by FDU may be revised and/or enhanced.

² This is a 4-credit Lab Science and must include a Laboratory component as part of the course. A sample syllabus for the Lab will be provided; schools may not exclude the Lab requirement.

³ This course is part of an accredited program at FDU: the Association to Advance Collegiate Schools of Business (AACSB). Additional review of instructor credentials will be required.

⁴ This course is part of an accredited program at FDU: the Accreditation Board for Engineering & Technology (ABET). Additional review of instructor credentials will be required.

Appendix B

FDU Early College Program

Syllabus Policy Key

- a. Sample syllabus provided. Most courses in this category fulfill specific FDU general education requirements. Final syllabi **must incorporate the learning outcomes** included in the sample syllabus, although instructors may change course topics and/or incorporate additional learning outcomes **without prior approval** of FDU.
- b. Standard syllabus provided. Most courses in this category fulfill specific FDU major requirements. Final syllabi **must incorporate the learning outcomes** included in the standard syllabus, although instructors may change course topics and/or incorporate additional learning outcomes **with prior approval** of FDU.
- c. Official syllabus provided. Most courses in this category fulfill requirements in accredited programs, including the Accreditation Board for Engineering & Technology (ABET) for computer science and engineering) and the Association to Advance Collegiate Schools of Business (AACSB) for business and accounting. Final syllabus **must incorporate the learning outcomes and course topics** included in the official syllabus, although instructors may incorporate additional content with prior approval of FDU.

Appendix C

FDU Early College Program

HIGH SCHOOL FACULTY NOMINATION AND REVIEW POLICY

Faculty with credentials comparable to FDU adjunct professors are eligible for non-probationary approval. Faculty without such credentials but who are otherwise qualified may be eligible for probationary approval.

High Schools will recommend HS faculty members to serve as approved instructors as part of the Program. HS faculty must be vetted and deemed academically qualified by FDU to participate in the Program.

For Non-Probationary approvals, instructor qualifications must include one or more of the following:

- HS faculty member holds a master's or other advanced degree (JD, Ph.D.) in the academic subject they will be teaching, OR
- HS faculty members hold a bachelor's degree in the academic subject they will be teaching and a master's or other advanced degree (Ed.D., Ph.D.) in education.

For Probationary approvals, instructor qualifications must include one or more of the following:

- HS faculty member holds a bachelor's degree in the academic subject they will be teaching, has 3 or more years of demonstrable teaching experience in that subject , and agrees to be mentored* by a member of the FDU faculty, or
- HS faculty member's credentials (degree, experience, other certifications or professional development activities or workshops) have been reviewed and approved by the HS principal and HS faculty member agrees to be mentored by a member of the FDU faculty.

Probationary approvals will be subject to additional review by the related FDU unit that houses the academic subject being requested.

Probationary approvals may become non-probationary upon HS faculty member (1) meeting the conditions required for non-probationary faculty or (2) upon the recommendation of the FDU Faculty Mentor following the HS faculty member's successful teaching of one Program course (either one semester or one full year in length)

All HS faculty serving as approved instructors, both probationary and non-probationary, must attend and participate in an Orientation session *prior to teaching an FDU Early College Program class*. The Orientation will address:

- a. FDU Early College Program policies and protocols;
- b. Expectations for teaching FDU Early College Program courses (instructional strategies, degree of rigor);
- c. FDU resources and Professional Development opportunities for FDU Early College Program Teachers;
- d. Aligning FDU Early College Program learning outcomes and assessment with School District requirements;
- e. The role of the FDU faculty mentor*

HS shall complete, and the principal shall,

- sign the FDU Early College Program Course Request/Teacher Nomination Form (Appendix D);
- verify that all information regarding a HS teacher's acceptance as a probationary or non-probationary faculty member to serve as an approved instructor is accurate and submit a current curriculum vitae to FDU.

*Mentors - The HS teacher serving as approved instructors must meet with an FDU faculty mentor at least 4 times over the duration of the course, including prior to the start of the term, the mid-point of the semester or academic year, prior to the end of the semester or academic year, and after the course has been completed.

The FDU faculty mentor will be available to support the HS teacher regarding course content, learning outcomes, assessment, pedagogy, and other topics relevant to the FDU Early College Program and relevant classes.

Appendix D

FDU Early College Program

Course Request/Teacher Nomination Form

School: _____ **District:** _____

Please complete the form below, using the course numbers and names on the attached list. For term, indicate whether a course will be offered during the Fall semester, Spring semester, or full year. For each instructor, please attach a current resume including contact information, detailed educational experience (institutions attended, degrees earned, dates), relevant teaching experience, and any relevant professional experience in the academic area.

| 1. | Course Number | Course Name | Term | Instructor |
|-----|---------------|-------------|------|------------|
| 2. | | | | |
| 3. | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10. | | | | |

The undersigned affirms that the instructors nominated to teach courses in the FDU Early College Program are presently employed in good standing by the school/school district. The undersigned affirms that the school/school district has verified the academic credentials of the nominees and has conducted all legally mandated background checks. The undersigned pledges to notify FDU of any changes to the employment status and/or standing of a nominee. The undersigned acknowledges that FDU reserves the right to reject nominees who do not meet its customary criteria or require a probationary period (one course) under the mentorship of a member of the FDU faculty.

Name: _____

Title: _____

Signature: _____

Date: _____

Phone: _____

Email: _____

Please return forms to:

Jakyrra S. Tyson, M.S. - Director, FDU Early College Program
Office: 201-692-6504, Cell: 973-202-9600, Fax: 973-443-8513
Email: j.tyson@fdu.edu

Appendix E

FDU Early College Program Confirmation Process

Upon FDU's receipt of HS's signed Agreement, FDU will provide HS with:

- Fully executed copy of Agreement;
- Approved Course/Teacher Nomination Form;
- Confirmation of Courses for Academic Year;
- Invoice for tuition (if applicable).

| CONFIRMATION of COURSES | | | | |
|---|--|---|--|--|
| Name of High School | | | | |
| FDU Early College Program Contact Person | | | | |
| Phone Number and Email Address | | | | |
| Address of High School | | | | |
| # | FDU Early College Program Course Code | FDU Early College Program Course Title | Approved Teacher Name and Email Address | Course is Offered: Fall Semester, Spring Semester, or Full Year |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| NOTE SECTION | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Name | Dept | Curriculum Project | Rate |
|------------------|-------------|---|-----------------|
| Sulety Diaz | ESL | Kindergarten – ESL Curriculum | \$1200 |
| Diana Sanchez | ESL | Third Grade – ESL Curriculum | \$1200 |
| Jennifer Cortez | ESL | Fourth Grade ESL Curriculum | \$1200 |
| Joseph Murphy | ESL | Seventh - Eighth Grade ESL Curriculum | \$1200 |
| Amanda Zoran | ELA | Eighth Grade Language Arts Curriculum | \$1200 |
| Jessie Gorant | ELA | Eighth Grade Language Arts Curriculum | \$1200 |
| Emily Smith | ELA | Kindergarten Language Arts - Pacing Calendar | \$500 |
| Kate Augusto | ELA | Kindergarten Language Arts - Pacing Calendar | \$500 |
| Lisa Brown | ELA | First Grade Language Arts - Pacing Calendar | \$500 |
| Kara Lindner | ELA | First Grade Language Arts - Pacing Calendar | \$500 |
| Maria Martinez | ELA | Second Grade Language Arts - Pacing Calendar | \$500 |
| Jennifer Rome | ELA | Second Grade Language Arts - Pacing Calendar | \$500 |
| Jemara Blount | ELA | Fourth Grade Language Arts - Pacing Calendar | \$500 |
| Mindy Fliegelman | ELA | Fourth Grade Language Arts - Pacing Calendar | \$500 |
| Amanda Detrick | ELA | Fifth Grade Language Arts - Pacing Calendar | \$500 |
| Gillian Iappelli | ELA | Fifth Grade Language Arts - Pacing Calendar | \$500 |
| Amanda Detrick | ELA | Sixth Grade Language Arts - Pacing Calendar | \$500 |
| Gillian Iappelli | ELA | Sixth Grade Language Arts - Pacing Calendar | \$500 |
| Linda LaMadrid | ELA | Seventh Grade Language Arts - Pacing Calendar | \$500 |
| Jean McVerry | ELA | Seventh Grade Language Arts - Pacing Calendar | \$500 |
| Total | | | \$14,200 |

| Name | Dept | Curriculum Project | Rate |
|----------------|-------------|---------------------------|----------------|
| Alexis Ryerson | Health/PE | K-2 Health Curriculum | \$1200 |
| Alexis Ryerson | Health/PE | 3-4 Health Curriculum | \$1200 |
| Matthew Green | Health/PE | 5-6 Health Curriculum | \$1200 |
| George Prepis | Health/PE | 7-8 Health Curriculum | \$1200 |
| Total | | | \$4,800 |

| Name | Dept | Curriculum Project | Rate |
|--------------------|-------------|----------------------------------|-----------------|
| Kara Lindner | Science | First Grade Science Curriculum | \$1200 |
| Lisa Brown | Science | Second Grade Science Curriculum | \$1200 |
| Lisa Brown | Science | Fourth Grade Science Curriculum | \$1200 |
| Claudia Califano | Science | Fifth Grade Science Curriculum | \$1200 |
| Rena San George | Science | Sixth Grade Science Curriculum | \$1200 |
| Antoinette Bush | Science | Seventh Grade Science Curriculum | \$1200 |
| Paulette Szalay | Science | Eighth Grade Science Curriculum | \$1200 |
| Mei Linh Lamui | Science | Kindergarten Science Curriculum | \$1200 |
| Peter Antonakis | Science | Kindergarten Science Curriculum | \$1200 |
| Paulette Szalay | Science | Forensics Science Curriculum | \$1200 |
| James Pruden | Science | Forensics Science Curriculum | \$1200 |
| Kieth Orapello | Science | Third Grade Science Curriculum | \$1200 |
| Allison Norris | Science | Third Grade Science | \$1200 |
| Malleswari Ponnala | Science | Physical Science Curriculum | \$1200 |
| Joseph Laborde | Science | Physical Science Curriculum | \$1200 |
| Total | | | \$18,000 |

| Name | Dept | Curriculum Project | Rate |
|-------------------|-------------|---------------------------|-----------------|
| Shaun Reilly | Comp. Sci. | Computer Science I | \$1200 |
| Sharon Bellin | Comp. Sci. | Computer Science I | \$1200 |
| Shaun Reilly | Comp. Sci. | Computer Science II | \$1200 |
| Jeffrey Slominsky | Comp. Sci. | Computer Science II | \$1200 |
| Sue LuckmanJacobs | Comp. Sci. | STEAM 6 | \$1200 |
| Marissa London | Comp. Sci. | STEAM 6 | \$1200 |
| Sue LuckmanJacobs | Comp. Sci. | STEAM 7 | \$1200 |
| Marissa London | Comp. Sci. | STEAM 7 | \$1200 |
| Sue LuckmanJacobs | Comp. Sci. | STEAM 8 | \$1200 |
| Marissa London | Comp. Sci. | STEAM 8 | \$1200 |
| Total | | | \$12,000 |

| Name | Dept | Curriculum Project | Rate |
|------------------|-------------|---------------------------|-----------------|
| Summer Pirro | Mathematics | Pre-Calculus Essentials | \$1200 |
| Somia Benali | Mathematics | Pre-Calculus Essentials | \$1200 |
| Ken Chung | Mathematics | Pre-Calculus | \$1200 |
| Summer Pirro | Mathematics | Pre-Calculus | \$1200 |
| Somia Benali | Mathematics | Algebra 1 | \$1200 |
| Jennifer Kritsky | Mathematics | Algebra 1 | \$1200 |
| Summer Pirro | Mathematics | Geometry | \$1200 |
| Anila Hoxha | Mathematics | Geometry | \$1200 |
| Shaneika Smith | Mathematics | Algebra II | \$1200 |
| Ken Chung | Mathematics | Algebra II | \$1200 |
| Total | | | \$12,000 |

| Name | Dept | Curriculum Project | Rate |
|------------------|----------------|---------------------------------------|-----------------|
| Mariam Muheisen | Social Studies | Public Speaking and Debate | \$1200 |
| Jessie Gorant | Social Studies | Public Speaking and Debate | \$1200 |
| Christine Mayers | Social Studies | AP African American Studies | \$1200 |
| Daniel Olender | Social Studies | AP African American Studies | \$1200 |
| John Dean | Social Studies | Economics Honors | \$1200 |
| Daniel Olender | Social Studies | Economics Honors | \$1200 |
| Daniel Olender | Social Studies | AP Human Geography | \$1200 |
| John Dean | Social Studies | AP Human Geography | \$1200 |
| Jessie Gorant | Social Studies | Odyssey of the Mind / Global Concerns | \$1200 |
| Matthew McMillan | Social Studies | Odyssey of the Mind / Global Concerns | \$1200 |
| Jessie Gorant | Social Studies | Biodiversity / Video Documentary | \$1200 |
| Matthew McMillan | Social Studies | Biodiversity / Video Documentary | \$1200 |
| Total | | | \$14,400 |

| Name | Dept | Curriculum Project | Rate |
|-------------------|-------------|---------------------------|---------------|
| James Lagomarsino | Business | Money Power Curriculum | \$1200 |
| Katie Cannao | Business | Money Power Curriculum | \$1200 |
| Total | | | \$2400 |

| Name | Dept | Curriculum Project | Rate |
|-----------------------|-------------|---------------------------------|-----------------|
| Maria Garcia-Iglesias | Lang. | Kindergarten Spanish Curriculum | \$1200 |
| Maria Garcia-Iglesias | Lang. | First Grade Spanish Curriculum | \$1200 |
| Maria Garcia-Iglesias | Lang. | Second Grade Spanish Curriculum | \$1200 |
| Estafany Gallardo | Lang. | Third Grade Spanish Curriculum | \$1200 |
| Estafany Gallardo | Lang. | Fourth Grade Spanish Curriculum | \$1200 |
| Estafany Gallardo | Lang. | Fifth Grade Spanish Curriculum | \$1200 |
| Jean Uwisavye | Lang. | Fifth Grade French Curriculum | \$1200 |
| Jean Uwisavye | Lang. | French 7 Curriculum | \$1200 |
| Abdoulaye Diallo | Lang. | French 7 Curriculum | \$1200 |
| Jean Uwisavye | Lang. | French 8 Curriculum | \$1200 |
| Abdoulaye Diallo | Lang. | French 8 Curriculum | \$1200 |
| Odette Vovra | Lang. | Spanish 6 Curriculum | \$1200 |
| Marisol Urena | Lang. | Spanish 6 Curriculum | \$1200 |
| Odette Vovra | Lang. | Spanish 7 Curriculum | \$1200 |
| Marisol Urena | Lang. | Spanish 7 Curriculum | \$1200 |
| Odette Vovra | Lang. | Spanish 8 Curriculum | \$1200 |
| Marisol Urena | Lang. | Spanish 8 Curriculum | \$1200 |
| Total | | | \$20,400 |

| Name | Dept | Curriculum Project | Rate |
|-----------------|--------------------------|-----------------------------------|-------------|
| Maureen Pafford | Visual & Performing Arts | Art K-2 Curriculum | \$1200 |
| Maureen Pafford | Visual & Performing Arts | Art 3-4 Curriculum | \$1200 |
| Brittany Eisele | Visual & Performing Arts | Art 5 Curriculum | \$1200 |
| Brittany Eisele | Visual & Performing Arts | Art 6 Curriculum | \$1200 |
| Dominque Chiu | Visual & Performing Arts | Art 6 Curriculum | \$1200 |
| Luke Short | Visual & Performing Arts | Instrumental Music 4-5 Curriculum | \$1200 |
| J. Hochegeang | Visual & Performing Arts | Instrumental Music 4-5 Curriculum | \$1200 |
| Luke Short | Visual & Performing Arts | Orchestra 6-8 Curriculum | \$1200 |
| J. Hochegeang | Visual & Performing Arts | Orchestra 6-8 Curriculum | \$1200 |
| Jessica Bergen | Visual & Performing Arts | Concert Band 6-8 Curriculum | \$1200 |
| Luke Short | Visual & Performing Arts | Concert Band 6-8 Curriculum | \$1200 |
| Linea Rondael | Visual & Performing Arts | Chorus 6-8 Curriculum | \$1200 |
| Molly Neff | Visual & Performing Arts | Chorus 6-8 Curriculum | \$1200 |
| Linea Rondael | Visual & Performing Arts | Mixed Chorus 9-12 Curriculum | \$1200 |
| Molly Neff | Visual & Performing Arts | Mixed Chorus 9-12 Curriculum | \$1200 |
| Linea Rondael | Visual & Performing Arts | Madrigal Singers 9-12 Curriculum | \$1200 |
| Molly Neff | Visual & Performing Arts | Madrigal Singers 9-12 Curriculum | \$1200 |
| Linea Rondael | Visual & Performing Arts | Concert Choir 9-12 Curriculum | \$1200 |
| Molly Neff | Visual & Performing Arts | Concert Choir 9-12 Curriculum | \$1200 |
| Luke Short | Visual & Performing Arts | Concert Band 9-12 Curriculum | \$1200 |
| LeeAnn Newland | Visual & Performing Arts | Concert Band 9-12 Curriculum | \$1200 |
| J. Hochegeang | Visual & Performing Arts | String Ensemble 9-12 Curriculum | \$1200 |
| Luke Short | Visual & Performing Arts | String Ensemble 9-12 Curriculum | \$1200 |
| Linea Rondael | Visual & Performing Arts | Adv. Placement Music Theory | \$1200 |

| | | | |
|--------------|--------------------------|------------------------------|-----------------|
| Luke Short | Visual & Performing Arts | Adv. Placement Music Theory | \$1200 |
| Todd Murphy | Visual & Performing Arts | Adv. Arts Seminar Curriculum | \$1200 |
| Jamie Boyle | Visual & Performing Arts | Adv. Arts Seminar Curriculum | \$1200 |
| Total | | | \$32,400 |

| Employee | University | Course Title or Number | Total Number of Credits | Cost Per Credit/Course | Max Reimbursement Amount/Credit | Reimbursement Amounts |
|----------------------|-------------------------------|------------------------|-------------------------|------------------------|---------------------------------|-----------------------|
| Neff, Molly | Montclair | ELAD | 3 | \$794 | \$605 | \$1,815 |
| Thielman Kristine | Kean University | EL5607 | 3 | \$788 | \$605 | \$1,815 |
| Coston, Dannette | Drew University | ARSP895 | 3 | \$733 | \$605 | \$1,815 |
| Coston, Dannette | Drew University | PCC641 | 3 | \$733 | \$605 | \$1,815 |
| Zeybek, Fillz | NJCU | Disseration I | 6 | \$1,157 | \$605 | \$3,630 |
| Gobji, Maryem | Andrews Univeristy | Close Reading | 3 | \$449 | \$449 | \$1,347 |
| Gobji, Maryem | Andrews Univeristy | Personal Essay | 3 | \$449 | \$449 | \$1,347 |
| Short, Luke | American College of Education | EL5033 | 3 | \$235 | \$235 | \$705 |
| Short, Luke | American College of Education | EL5123 | 3 | \$235 | \$235 | \$705 |
| Cardona-Ruiz, Eloisa | NJCU | Nurs 616 | 3 | \$801 | \$605 | \$1,815 |
| Cepeda,Rafaelina | Georgian Court University | EDC526 | 3 | \$2,199 | \$605 | \$1,815 |
| Cepeda,Rafaelina | Georgian Court University | EDC521 | 3 | \$2,199 | \$605 | \$1,815 |
| Banker, Jenna R | William Paterson | ELPL 6200 | 3 | \$794 | \$605 | \$1,815 |
| Banker, Jenna R | William Paterson | EIPL 6230 | 3 | \$794 | \$605 | \$1,815 |
| Ramos, Lucy | Montclair University | ELAD 540 | 3 | \$794 | \$605 | \$1,815 |
| Ramos, Lucy | Montclair University | ELAD 635 | 3 | \$794 | \$605 | \$1,815 |
| Diaz, Suletty | Rutgers University | 15:253:523:FE | 3 | \$811 | \$605 | \$1,815 |
| Diaz, Suletty | Rutgers University | 15:253:539:9 | 3 | \$811 | \$605 | \$1,815 |
| Nunez, Yenniffer | Saint Peters University | EL126 | 3 | \$815 | \$605 | \$1,815 |
| Nunez, Yenniffer | Saint Peters University | EL121 | 3 | \$815 | \$605 | \$1,815 |
| | | | | | | |
| | | | | | Total | \$34,959 |

| CO-CURRICULAR 2023-2024 | | | |
|--|---------------------|-----------------|-----------------------|
| Club | Club Advisor | Location | Stipend Amount |
| Activism Club | TBD | High School | \$1,100 |
| AIDS/Cancer Awareness/Medical Club | Yaneth Mesa | High School | \$550 |
| AIDS/Cancer Awareness/Medical Club | Katie deMoncada | High School | \$550 |
| Anime Club | TBD | High School | \$0.00 |
| Art Club | Melissa London | High School | |
| Asian Student Union | TBD | High School | \$1,200 |
| Astrology Club | TBD | High School | \$0.00 |
| Audio Visual | Leo Aristimuno | High School | \$1,800 |
| Black Youth Organization (BYO) | Christine Mayers | High School | \$1,200 |
| Book Club | Beth Fleischer | High School | \$1,100 |
| Chess Club | Ken Chung | High School | \$1,100 |
| Christian Club | Adriana Lagomarsino | High School | \$550 |
| Christian Club | Michael DeAvila | High School | \$550 |
| Dance Ensemble | TBD | High School | \$2,500 |
| DECA Distributive Education Clubs of America | Suzette Brown | High School | \$600 |
| DECA Distributive Education Clubs of America | Gorki Marcelo | High School | \$600 |
| Fashion Club | TBD | High School | \$1,800 |

| CO-CURRICULAR 2023-2024 | | | |
|--------------------------------|---------------------|-----------------|-----------------------|
| Club | Club Advisor | Location | Stipend Amount |
| FCCLA/Culinary | Jennifer Joyce | High School | \$1,800 |
| Film & Theater Club | Leo Aristimuno | High School | \$550 |
| Film & Theater Club | TBD | High School | \$550 |
| French Club | Abdoulaye Diallo | High School | \$1,100 |
| Gaming | Gregory Castro | High School | \$1,100 |
| H.E.A.L | Alexandra Cavallo | High School | \$1,400 |
| H.E.A.L | Breanne Millett | High School | \$1,400 |
| Be All You | Douglas Book | High School | \$1,100 |
| Israel Club | Goldie Minkowitz | High School | \$1,100 |
| Jazz Band | Joey Hochgesang | High School | \$2,100 |
| Kosher Club | Goldie Minkowitz | High School | \$0.00 |
| Literary Magazine | Sean Holland | High School | \$2,300 |
| Literary Magazine | Richard Rodda | High School | \$2,300 |
| Majorettes (Twirlers) | Angela King | High School | \$4,000 |
| Marching Band Assistant | Jessica Bergen | High School | \$6,300 |

| CO-CURRICULAR 2023-2024 | | | |
|--------------------------------|---------------------|-----------------|-----------------------|
| Club | Club Advisor | Location | Stipend Amount |
| Marching Band Director | Luke Short | High School | \$9,600 |
| Marching Band Drill | Joey Hochgesang | High School | \$2,100 |
| Marching Band Drill | TBD | High School | \$2,100 |
| Marching Band Drill | TBD | High School | \$2,100 |
| Math Club | Ken Chung | High School | \$1,200 |
| Muslim Club | Somia Benali | High School | \$1,100 |
| National Forensic League | John Dean | High School | \$1,000 |
| National Forensic League | Matthew Lynskey | High School | \$1,000 |
| National Honor Society | Jahaziel Valeriano | High School | \$1,000 |
| National Honor Society | Yaritza Gonzalez | High School | \$1,000 |
| Newspaper | Victoria Galligan | High School | \$2,500 |
| Peer Leadership | Katierose Augustine | High School | \$3,000 |
| Peer Leadership | Centryll Scott | High School | \$3,000 |
| Red Cross Club | Abdoulaye Diallo | High School | \$1,100 |
| Self-Care Club | Kiera Skerritt | High School | 0.00 |

| CO-CURRICULAR 2023-2024 | | | |
|--------------------------------|----------------------|-----------------|-----------------------|
| Club | Club Advisor | Location | Stipend Amount |
| Senior Class | Ashley Barnes | High School | \$1,400 |
| Senior Class | Kharisma Bettis | High School | \$1,400 |
| SOLA | Yvette Ortega-Ulubay | High School | \$600 |
| SOLA | TBD | High School | \$600 |
| SOLVE | TBD | High School | \$2,800 |
| Speech & Debate | John Dean | High School | \$2,500 |
| Speech & Debate | Matthew Lynskey | High School | \$2,500 |
| Spectrum | Maika Schulman | High School | \$550 |
| Spectrum | TBD | High School | \$550 |
| Student Activities Director | Susie Cipriano | High School | \$7,500 |
| Student Council | Natasha Green | High School | \$5,000 |
| Terpsichoreans Advisor | Antoinette Bush | High School | \$2,500 |
| Terpsichoreans Assistant | Christine Mayers | High School | \$2,100 |
| Treasurer | Breanne Millet | High School | \$8,600 |
| Vocal Music Director | Linea Rondael | High School | \$5,300 |

| CO-CURRICULAR 2023-2024 | | | |
|--------------------------------|---------------------|-----------------|-----------------------|
| Club | Club Advisor | Location | Stipend Amount |
| Yearbook Advisor | Daniel Olender | High School | \$5,000 |
| Yearbook Business | Michaela Freemantle | High School | \$2,500 |
| ANNUAL DRAMA | | | |
| Costumes | Emily Smith | High School | \$2,200 |
| Director/Producer | Todd Murphy | High School | \$3,100 |
| Director/Producer | Ari Miller | High School | \$3,100 |
| Scenery | Jamie Boyle | High School | \$2,200 |
| Stage Crew | Jamie Boyle | High School | \$2,500 |
| Technical Director | Jamie Boyle | High School | \$1,800 |
| ANNUAL MUSICAL | | | |
| Business Manager | Michaela Freemantle | High School | \$1,300 |
| Choreographer | TBD | High School | \$4,500 |
| Instrumental Director | LeeAnn Newland | High School | \$2,200 |
| Conductor | LeeAnn Newland | High School | \$1,300 |
| Costumes | Emily Smith | High School | \$2,200 |

| CO-CURRICULAR 2023-2024 | | | |
|--------------------------------|---------------------|-----------------|-----------------------|
| Club | Club Advisor | Location | Stipend Amount |
| Director/Producer | Todd Murphy | High School | \$4,400 |
| Director/Producer | Ari Miller | High School | \$4,400 |
| Scenery | Jamie Boyle | High School | \$2,200 |
| Technical Director | Jamie Boyle | High School | \$1,800 |
| Vocal Director | Linea Rondael | High School | \$4,500 |
| BOOKROOMS | | | |
| English | Matthew Lynskey | High School | \$2,800 |
| World Language | Abdoulaye Diallo | High School | \$1,300 |
| Mathematics | Ken Chung | High School | \$1,300 |
| Science | Joseph Laborde | High School | \$2,800 |
| Social Studies | Susan Morton | High School | \$2,800 |
| Freshman Class Advisor | Michael Miuccio | High School | \$1,800 |
| Sophomore Class Advisor | Katierose Augustine | High School | \$2,000 |
| Junior Class Advisor | Nurdan Musa | High School | \$2,500 |

Systems Administrator

Nature and Scope of Job:

The Systems Administrator role is to support and maintain computer systems, desktops, peripherals, digital AV media systems and associated instructional, administrative and system software. This includes installing, diagnosing, repairing, maintaining, and upgrading all hardware, software and associated equipment while ensuring optimal system performance. This position will support the Network Engineer (Technology Support Specialist 3) with any infrastructure issues, as well as provide escalation support for Technology Support Specialist Level 1. The person will also troubleshoot problem areas in a timely and accurate fashion, and provide end user support, training and assistance where and when required.

Essential Qualifications:

- Bachelor's degree or equivalent technical certification required, Computer Science degree preferred
- Possess technical certification and/or technical degree; Microsoft, Apple, and/or Cisco certification(s) preferred
- 3-5 years experience with helpdesk or IT support
- Willingly acts as a resource to the entire department and cooperates with other departments
- Demonstrates professionalism by being courteous, responsive, and by treating others respectfully and using mature judgment when deciding what and how to communicate
- Demonstrate ability to work in harmoniously in a multicultural, diverse community
- Ability to install, configure, test, maintain, monitor, move, and troubleshoot end user hardware and software
- Demonstrate knowledge of computer networks and enterprise systems

Preferred Qualifications:

- Proven experience with web design
- Experience with managing MDM solutions such as JAMF and Microsoft Intune
- Experience in an educational setting preferred

Essential Functions:

- ***Strategy & Planning***
 - Provide relevant data for IT strategic planning and budget development
 - Identify an appropriate implementation schedule for all new software
 - Assess and communicate risks associated with IT investments and projects
 - Prioritize technology support based on district needs
 - Identify opportunities and provide recommendations to user groups that can improve efficiency of processes by leveraging technology
- ***Acquisition & Deployment***
 - Make recommendations on the acquisition and deployment of new technology hardware and software based on best practices and compatibility with district systems
 - Assist in the deployment, management, and support of new hardware and software district-wide
 - Assist in asset management of district hardware and software
- ***School-Level Support***
 - Provide support for educational technology and the integration of technology for/with instruction

- Provide support to school leaders in decision-making around systems administration.
- Collaborate with the Director of Technology and members of the Technology Department to ensure enterprise system support of the district technology needs
- **Knowledge & Experience**
 - Working knowledge of a current Student Information System, security systems, and Voice over IP systems
 - Substantial exposure to hardware platforms, enterprise software applications, and enterprise infrastructure.
 - Technical experience with systems networking, database structure, print servers and end-user support
 - Experience with Windows servers systems
 - Experience with a Google Workspace for Education environment
 - Experience with web design and HTML/CSS
 - Exposure to environments running a mixed platform of Windows, Macintosh, and Chrome OS preferred
 - Good understanding of computer systems characteristics, features, and integration capabilities
 - Demonstrated ability to apply IT in solving educational and business problems
 - In-depth knowledge of applicable laws and regulations as they relate to IT
 - Proven ability to work in as a member of a team
- **Responsibilities**
 - Responds to helpdesk tickets as escalated by computer technicians and makes every attempt to address issues before escalating ticket(s) to Network Engineer and Director of Technology or designated manager
 - Provides on-site support in various locations when needed
 - Creates and maintains documentation for knowledge base
 - Maintains technology certifications as needed to support the district's needs
 - Performs projects as assigned by Director of Technology or designated manager
 - Provides professional development to staff on access to various district systems
 - Performs hardware repairs and software/system upgrades as needed and appropriate
 - If necessary, liaise with third-party support and equipment vendors
 - Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations
 - Protects the organization's value by keeping information confidential
 - Communicates with staff regarding upgrades and new initiatives
 - Where required, install, configure, test, maintain, monitor, and troubleshoot associated end user software and networking products
 - If necessary, liaise with third-party support and equipment vendors
 - Provides administrative support for software and hardware decisions and integrations
 - Maintains current systems and implements additional as identified and approved; these include but are not limited to Voice over IP, Frontline, Google Workspace for Education, security systems, and similar systems
 - Manages print servers and software
 - Performs such other duties that may be assigned
- **Personal Attributes**

- Excellent written and oral communication skills
- Excellent interpersonal skills
- Willingly acts as a resource to the entire department and cooperates with other departments
- Able to read and understand technical manuals, procedural documentation, and OEM guides
- Exceptionally self-motivated and directed
- Keen attention to detail
- Ability to effectively prioritize and execute tasks in a fast-paced environment
- Exceptional service orientation
- **Work Conditions**
 - Availability outside of normal business hours including weekends and evenings based on the needs of the district
 - Sitting for extended periods of time
 - Dexterity of hands and fingers to operate a computer keyboard, mouse, and other computing equipment.
 - While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel
 - Frequent and regular repetitive movements required using the wrists, hands, and/or fingers
 - Ability to operate tools, components, and peripheral accessories
 - Physical lifting and moving moderately heavy objects, such as computers and peripherals
 - Drivers license and mode of transportation for travel throughout the district as needed

Additional Duties:

Performs other related tasks as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Travel requirements:

Travel to school district locations to repair hardware, install software and assist end users.

Terms of Employment

The Systems Administrator shall be employed under the following terms:

1. Work year of twelve months
2. Salary, benefits, and leave time as specified in the contract
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

Evaluation:

The annual performance evaluation will be based upon this position description.

Reports to:

Director of Technology

Salary Range:

\$68,000 - \$75,000

Network Engineer

Nature and Scope of Job:

The Network Engineer role is to support and maintain network systems, the data center, and ensure the district is adhering to cybersecurity best practices. You will also manage and maintain the district's infrastructure software and hardware. In this role, you will monitor our network to ensure network availability and security as well as perform necessary maintenance. This includes installing, diagnosing, repairing, maintaining, and upgrading all network hardware, software and associated equipment while ensuring optimal system performance. The person will also troubleshoot problem areas in a timely and accurate fashion, and provide end user support, training and assistance where and when required.

Essential Qualifications:

- Bachelor's degree or equivalent technical certification required, Computer Science degree preferred
- Possess technical certification and/or technical degree; Microsoft, Apple, and/or Cisco certification(s) preferred
- 3-5 years experience with Helpdesk or IT support
- Experience with a Google Workspace for Education environment
- Willingly acts as a resource to the entire department and cooperates with other departments
- Demonstrates professionalism by being courteous, responsive, and by treating others respectfully and using mature judgment when deciding what and how to communicate
- Demonstrate ability to work in harmoniously in a multicultural, diverse community
- Ability to set up, configure, troubleshoot, repair and maintain network hardware, software, peripheral devices and identify network issues using networking monitoring tools
- Excellent knowledge of best practices around management, control, and monitoring of server infrastructure
- Experience with firewalls, Internet VPN's remote implementation, troubleshooting, and problem resolution

Preferred Qualifications:

- Proven experience in a network administrator role with responsibilities in routing and switching
- Experience in an educational setting

Essential Functions:

- ***Strategy & Planning***
 - Provide relevant data for IT strategic planning and budget development
 - Identify an appropriate implementation schedule for all new software
 - Assess and communicate risks associated with IT investments and projects
 - Prioritize technology support based on district needs
 - Identify opportunities and provide recommendations to user groups that can improve efficiency of processes by leveraging technology
- ***Acquisition & Deployment***
 - Make recommendations on the acquisition and deployment of new network technology hardware and software based on best practices and compatibility with district systems
 - Assist in the deployment, management, and support of new network hardware and software district-wide
 - Assist in asset management of district network hardware and software

- **School-Level Support**
 - Provide support for educational technology and the integration of technology for/with instruction
 - Provide support to school leaders in decision-making around systems administration.
 - Collaborate with the Director of Technology and members of the Technology Department to ensure enterprise system support of the district technology needs
- **Knowledge & Experience**
 - Working knowledge of current data center architectures, physical security systems, and Voice over IP.
 - Substantial exposure to supporting data centers, hardware platforms, enterprise software applications, enterprise infrastructure, and networking
 - Experience with adhering to Cybersecurity best practices such as MFA, EDR, and log monitoring
 - Working knowledge of Incident Response planning
 - Demonstrated ability to apply IT in solving educational and business problems
 - In-depth knowledge of applicable laws and regulations as they relate to IT
- **Responsibilities**
 - Responds to helpdesk tickets as escalated by computer technicians and makes every attempt to address issues before escalating ticket(s) to Director of Technology or designated manager
 - Provides on-site support in various locations when needed
 - Creates and maintains documentation for knowledge base
 - Maintains technology certifications as needed to support the district's needs
 - Performs projects as assigned by Director of Technology or designated manager
 - Provides professional development to staff on access to various district systems
 - Performs network hardware repairs and software/system upgrades as needed and appropriate
 - If necessary, liaise with third-party support and equipment vendors
 - Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations
 - Protects the organization's value by keeping information confidential
 - Maintains current systems and implements additional as identified and approved; these include but are not limited to firewall, physical security systems, Windows Server, Data Center, and similar systems
 - Assists Director of Technology to create, implement, and test Cybersecurity plan
 - Performs such other duties that may be assigned
- **Personal Attributes**
 - Excellent written and oral communication skills
 - Excellent interpersonal skills
 - Willingly acts as a resource to the entire department and cooperates with other departments
 - Able to read and understand technical manuals, procedural documentation, and OEM guides
 - Exceptionally self-motivated and directed
 - Keen attention to detail
 - Ability to effectively prioritize and execute tasks in a fast-paced environment

- Exceptional service orientation
- **Work Conditions**
 - Availability outside of normal business hours including weekends and evenings based on the needs of the district
 - Sitting for extended periods of time
 - Dexterity of hands and fingers to operate a computer keyboard, mouse, and other computing equipment.
 - While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel
 - Frequent and regular repetitive movements required using the wrists, hands, and/or fingers
 - Ability to operate tools, components, and peripheral accessories
 - Physical lifting and moving moderately heavy objects, such as computers and peripherals
 - Drivers license and mode of transportation for travel throughout the district as needed

Additional Duties:

Performs other related tasks as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Travel requirements:

Travel to school district locations to repair hardware, install software and assist end users.

Terms of Employment

The Systems Administrator shall be employed under the following terms:

1. Work year of twelve months
2. Salary, benefits, and leave time as specified in the contract
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

Evaluation:

The annual performance evaluation will be based upon this position description.

Reports to:

Director of Technology

Salary Range:

\$78,000 - \$85,000

POSITION TITLE: EXECUTIVE ASSISTANT FOR HUMAN RESOURCES MANAGEMENT

ADMINISTRATIVE RELATIONSHIP: School Business Administrator and/or Human Resource Manager

ESSENTIAL QUALIFICATIONS:

1. High school diploma or equivalent; valid New Jersey driver's license.
2. Minimum experience as determined by the Board.
3. Must possess strong people skills, organizational skills, and clerical/secretarial skills.
4. Must possess strong word processing skills and be adept at applying and utilizing technologies. PC and network computer skills are required.
5. Must be able to copy, file, and retrieve materials and be able to communicate effectively with students, parents, staff, and the public in general.
6. Must be able to work in a highly sensitive and confidential manner.
7. Accuracy, attention to detail, and follow-up are critical for success on the job.
8. Outstanding attendance is expected.
9. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

ESSENTIAL FUNCTION OF POSITION:

1. Support the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Maintain file of all personnel which includes:
 - a) Personnel file
 - b) Contract file
 - c) Certification records
 - d) Substitute Certificates and paperwork
 - e) Mentoring Paperwork
3. Prepare and process all NJDOE certification applications in a timely manner.
4. Prepare contracts and maintain contract files.
5. Prepare correspondence related to personnel issues.
6. Maintain personnel records and prepare monthly employment motions for Board meetings.
7. Process all criminal background applications, including but not limited to emergency hiring procedures as may be applicable.
8. Inform all new employees, according to state health code, relative to the required

Mantoux (TB) testing, track staff compliance and inform supervisor with regard to staff who have not complied.

9. Receive, record, and file all employee performance observations and evaluations.
10. Prepare and submit annual NJDOE reports and, when appropriate, certification of school bus drivers.
11. Assist in preparation of budget materials.
12. Assist the Human Resource Manager and/or the designee in preparation of all proposals as required for negotiations.
13. Responsible for implementation of certain financial aspects of negotiated contracts.
14. Maintain and update the district's attendance software, to ensure that former employees are no longer in the system.
15. Perform other duties as assigned by the School Business Administrator and/or the Human Resource Manager.

TERMS OF EMPLOYMENT:

Non-Guide employee status with twelve-month work year. Salary established annually by the Board of Education.

EVALUATION:

The annual performance evaluation will be based upon this position description and any applicable State regulations and/or Board of Education policies.

SALARY RANGE

\$64,000-\$69,000

Assistant Manager, Human Resources Management Central Office

Job Specific Qualifications:

- Bachelor's degree, preferred.
- 3-5 years of related experience in a public school Human Resources Department, preferred / or experience as an HR Generalist.
- Demonstrated technical expertise.
- Strong interpersonal, oral and written communication skills.
- Proficiency in Google Docs and Sheets, Word and Excel and Powerpoint.
- Ability to identify issues, compare data, investigate, and resolve discrepancies.
- Ability to execute quickly and efficiently.
- Customer-focused attitude; high level of professionalism and discretion.
- Ability to maintain confidentiality and handle sensitive information.
- Strong attention to detail.

Key Competencies:

- Manage and support projects within the HR organization.
- Answer personnel-related inquiries.
- Create HR process documentation including creating instructional step-by-step user guides.
- Identify and implement continuous improvement in processes and procedures.
- Advertise and recruit for vacant positions. Work closely with employees through their district life cycle beginning with onboarding new hires.
- Prepare personnel motions to be included on the Board agenda.
- Communicate and enforce policies and new initiatives district-wide.
- Assist with processing FMLA and other leaves of absences in district.
- Update employee pension information as needed.
- Administer Absence Management and employee time off.
- Work closely with employees who resign or retire.
- Provide advice and expertise to resolve HR issues and/or complex business related issues that arise.
- Work closely with payroll and benefits to ensure a smooth process for all employees.
- Work closely with substitute teachers to ensure proper class coverage and compliance.
- Support other departmental processes and procedures including event coordination, reporting, website administration.

- **Other tasks and/or ad-hoc projects as assigned, by the Superintendent or Direct Supervisor.**

Salary range: \$74,000 - \$78,000/year commensurate with experience.

NJ First Act effective 9/1/2011

Equal Opportunity/Affirmative Action Employer

Application Procedure:

Apply Online

THE TEANECK PUBLIC SCHOOL DISTRICT
Human Resource Management

POSITION DESCRIPTION

POSITION TITLE: Assistant Superintendent of School Supervision and Support Services

NATURE AND SCOPE OF POSITION: The Assistant Superintendent of School Supervision and Support Services is responsible for the general operation of individual schools and the district. This includes, but is not limited to, various programs, policy and procedure, special education, business services and technology. This position reports directly to the Superintendent. The Assistant Superintendent of Schools oversees the operation of the school district, by working with directors, coordinators, principals, and building staff to build vision, set priorities, and develop long and short-range plans for the day-to-day operation of the school district.

ESSENTIAL QUALIFICATIONS:

1. Valid New Jersey Administrative Certificate with Principal or School Administrator endorsement.
2. Doctorate preferred, Master's degree is required from an accredited college/university with specialization in the areas of educational administration, supervision, and evaluation.
3. Minimum of five (5) years experience as a teacher.
4. Minimum of five (5) years experience as an administrator.
5. Demonstrated success in the supervision, development, implementation and evaluation of curriculum and instruction.
6. Demonstrated success in evaluation of school principals and other administrative professionals.
7. Demonstrated administrative leadership at the building level
8. Demonstrated skill in district and building operations and service
9. Demonstrated skill in supervision and evaluation
10. Demonstrated skill in oral and written communication.
11. Expertise in curriculum development and implementation.
12. Knowledge of the latest research and best practices in the area of student assessment.
13. Knowledge of current and emerging Equal Opportunity/Affirmative Action issues and trends.
14. Mastery of instructional theory and practice, including the assessment of instruction, programs and services.
15. Knowledge of issues associated with student homelessness, including, but not limited to McKinney-Vento requirements.
16. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
17. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
18. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with current federal immigration law.
19. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period, provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
20. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6A:32-6.3.
21. Must be able to perform essential job functions with or without reasonable accommodations.

ESSENTIAL FUNCTIONS OF POSITION

1. Assist the Superintendent in directing the administration and coordination of the district's educational

- programs to promote the goals and objectives of the district.
2. Assists the Director of Special Education in supervising the preparation and implementation of the Individual Education Plan (I.E.P) for all classified students, securing and coordinating medical consultants in such areas as psychiatry, neurology, and audiology.
 3. Continually monitors student achievement, using multiple sources of data, and recommends actions and initiatives to foster continuous improvement in student achievement.
 4. Formally reports to the Superintendent of Schools and Board of Education at least annually on student achievement measures, and recommends refinements and improvements in the instructional program to address areas of concern or opportunities for growth.
 5. Effectively communicates student achievement measures to the administration, instructional staff and to parents/guardians and the community at large; and, educates the entire school community about efforts and initiatives to improve student achievement.
 6. Ensures that appropriate Intervention & Referral Services are available for pupils who are having difficulty in their classes and who have not been classified in need of special education.
 7. Supervise and evaluate Special Education Department leadership.
 8. Direct the development, implementation and evaluation of all phases of the District Nursing Services.
 9. Direct the development, implementation and evaluation of all phases of the District Homelessness supports and programs.
 10. Direct the development, implementation and evaluation of all phases of the District Title I programs.
 11. Assists the Superintendent of Schools in the development, implementation and evaluation of all phases of the Superintendent of Schools' duties and responsibilities.
 12. Determine annual and long-range budget needs. Assists in the preparation of the budget as related to district educational programs.
 13. Prepares information and reports for the Board of Education and attends meetings as requested by the Superintendent of Schools.
 14. Coordinate the major activities, processes and development of the District Strategic Plan.
 15. Assists the development, implementation and evaluation of district policy, academic programs and services, as well as operational services as needed.
 16. Assist administrators in developing and implementing comprehensive and proactive attendance improvement, truancy reduction and suspension/expulsion reduction programs.
 17. Work closely with special education and content area supervisors to coordinate program development and implementation.
 18. Direct and supervise all phases of the district's in-service/staff.
 19. Prepare performance evaluations for all personnel who report directly to the Assistant Superintendent of Educational Services.
 20. Ensure that the quality of observation and performance reports as written capture and reinforce Teaneck's instructional standards as articulated in the BOE-adopted curriculum/programs and New Jersey Student Learning Standards.
 21. Ensure district compliance of the NJDOE Comprehensive Equity Plan and relevant instructional/staff development areas of NJQSAC.
 22. Monitor compliance of all teacher observation and evaluation procedures and regulations.
 23. Coordinate school-level Cultural Understanding Initiative/Equity Plans.
 24. Establish operational objectives, work plans, timelines and assignments for proposal development, determining how to use resources to meet objectives and schedule and collaborate with appropriate District staff and external partners.
 25. Assumes the responsibilities for administering the District in the absence of the Superintendent.
 26. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent of Schools.
 27. Superintendent reserves the right to reassign department oversight at any time based upon the needs of the district.

Position descriptions are established by the Human Resource Management Office and adopted by the Board of Education and are intended only to summarize the essential duties, responsibilities, qualifications, and requirements of the position for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Position descriptions are not designed to contain or be interpreted as a comprehensive inventory of all

tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed. Individuals shall perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. Every employee has a duty to perform all assigned tasks. The order of essential functions and duties of the position as listed in the position description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:

Confidential, twelve-month position. No bargaining unit affiliation. Salary determined by negotiation with the Superintendent of Schools and approved by the Board of Education.

SALARY RANGE:

\$160,000 - \$175,000

EVALUATION:

The annual performance evaluation will be based upon this position description and any applicable State regulations and/or Board of Education policies.

THE TEANECK PUBLIC SCHOOL DISTRICT
Human Resource Management

POSITION DESCRIPTION

POSITION TITLE: Director of Community and Public Relations and Special Projects

NATURE AND SCOPE OF POSITION: The Director of Community and Public Relations and Special Projects will report to the Superintendent, and is responsible for leading public relations and communications, providing high-level community support to Teaneck Public Schools and driving critical strategic initiatives for the district.

ESSENTIAL QUALIFICATIONS:

1. Must possess previous experience in public relations, journalism, or communications and hold a minimum of a bachelor's degree in one of these areas, or a related major
2. Demonstrated strength in written and verbal skills
3. Strong experience in content development, social media and electronic communication applications
4. Video production skills are a plus
5. Demonstrated strong writing skills, as well as public speaking is required.
6. Proven experience in project management
7. Ability to work with various stakeholders
8. Must be able to perform essential job functions with or without reasonable accommodations.

PREFERRED QUALIFICATIONS:

1. Demonstrated strong work ethic, which also demonstrates ease in learning new skills and techniques.
2. Enthusiastic approach to developing relationships and seeking stories is paramount to this position.
3. Ability to work independently, as well as in a team setting.
4. Outstanding organizational skills coupled with the flexibility to meet the demands of the District
5. Ability to work evenings and weekends as needed.

ESSENTIAL FUNCTIONS OF POSITION:

1. Drafts schedules for implementation of long-range plans and proposals.
2. Monitors project progress, drafting and distributing periodic progress reports for leadership and stakeholders.
3. Maintains compliance with applicable laws, regulations, policies, and best practices.
4. Identify and draft features and press releases; generate news stories that support the District brand.
5. Strategize and coordinate district website content and multimedia to support the communications plan.
6. Utilize technologies, including websites, social media, video, etc., to expand the district brand and innovatively reach stakeholders.
7. Coordinate the promotion of school news, events, and accomplishments through various media, including local newspaper outlets, publications, websites, and social media.
8. Identify and coordinate recognitions such as Teaneck Stories.
9. Coordinate the student internship program.
10. Provide crisis communications support as needed, including utilization/management of the rapid notification system and other alerts.
11. Collaborate with local press to pitch stories, support articles, and arrange photos; respond to

press inquiries and coordinate coverage; act as spokesperson as needed.

12. Monitor media coverage and social media outlets; track and provide notifications; respond as needed.

13. Assist in the design, drafting, and production management of publications, including parent and community newsletters.

14. Solicit input from stakeholders on major initiatives; manage data collection and evaluation of tactics in support of communications plan.

15. Support internal communication efforts.

16. Assist in planning major district/school events.

17. Take and coordinate photos and videos as needed; manage district archives.

18. Share information with various community groups and represent the district at strategic functions/events.

19. Collaborate with the Teaneck School District Foundation and various parent associations.

20. Assist with managing the department budget, creating purchase orders, occasional clerical support.

21. Performs other duties as assigned.

Salary Range

\$115,000-\$125,000