

Minutes of the proceedings of the **REGULAR PUBLIC MEETING** held on Wednesday, March 15, 2023, in person at Teaneck High School located at 100 Elizabeth Avenue and virtually via Zoom, 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 Regular Public Meeting of the Teaneck Board of Education, held on Wednesday, March 15, 2023, in person at Teaneck High School located at 100 Elizabeth Avenue and virtually via Zoom, 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](http://www.teaneckschools.org), on January 5, 2023."

**III. Roll Call**

<b><i>Board Member</i></b>	<b><i>Present</i></b>	<b><i>Absent</i></b>
Ms. Fisher (Victoria)-Vice President -arrived @8:39	x	
Mr. Ha (Edward)	x	
Ms. Hosein (Nadia)	x	
Dr. Klein (Dennis)		x
Mrs. Reyes (Kassandra)	x	
Mr. Rodriguez (Jonathan)	x	
Mr. Rodriguez (Sebastian)-President	x	
Ms. Sanders (Denise)	x	
Mrs. Williams (Clara)	x	

<b><i>Student Board Liaison</i></b>	<b><i>Present</i></b>	<b><i>Absent</i></b>
Reem Abouganba	x	
Angela Fletcher	x	
Ronaldo Martin		x
Kasai Sanchez	x	

**IV. Reaffirmation of District Goals**

**V. Student Recognition - Varsity Girls Basketball**

Please click on the link below to view the Student Recognition: Varsity Girls Basketball  
<https://www.eduvision.tv/l/?eOmOmtY>

**VI. Superintendent's Report**

Please click on the link below to view the Superintendent's report:

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

## **VII. Student Board Liaison Report**

Please click on the link below to view the Student Board Liaison Report:

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

## **VIII. Public Comment I (non-Agenda and Agenda Items)**

Please click on the link below to view the Public Comments Section I:

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

## **IX. Board Presentations**

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

- Update Military Service Wall - Mr. Scott Pleasants

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

Please click the link below to view the Board Committee Reports:

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

## **XI. Agenda Items**

Please click the link below to view the Public Board Meeting:

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

## **XII. Old Business and New Business**

Ms. Fisher motioned to introduce and discuss the time of the Graduation for the High School seniors. Said motion was seconded by Ms. Sanders.

The High school graduation date is scheduled on the calendar currently for Thursday, June 15, 2023. After discussion on the time the Board decided to vote on holding the High school graduation on Thursday, June 15, 2023 at 6:00pm.

Furthermore Ms. Fisher motioned to amend the district calendar to have High School graduation date and time listed as Thursday, June 15, 2023 to begin at 6pm. Said motion was seconded by Ms. Sanders and carried by a unanimous vote.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: D. Sanders</i></b>			
<b><i>Board Member</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Abstain</i></b>	<b><i>Absent</i></b>
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			
Mr. Rodriguez (Sebastian) - President	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)	x			

### **XIII. Executive Session**

Ms. Fisher motioned to adjourn the public meeting and convene into the executive session at 9:24pm. Said motion was seconded by Ms. Sanders and carried by a unanimous vote.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: D. Sanders</i></b>			
<b><i>Board Member</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Abstain</i></b>	<b><i>Absent</i></b>
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			
Mr. Rodriguez (Sebastian) - President	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)	x			

Ms. Fisher motioned to adjourn the executive session and return to public session at 10:32pm. Said motion was seconded by Ms. Sanders and carried by a unanimous vote.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: D. Sanders</i></b>			
<b><i>Board Member</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Abstain</i></b>	<b><i>Absent</i></b>
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			
Mr. Rodriguez (Sebastian) - President	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)	x			

#### **XIV. Public Comment II (non-Agenda and Agenda Items)**

NONE

#### **XV. Adjournment**

Ms. Fisher motioned to adjourn the Regular Public Meeting at 10:35 pm. Said motion was seconded by Ms. Sanders and carried by a unanimous vote.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: D. Sanders</i></b>			
<b><i>Board Member</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Abstain</i></b>	<b><i>Absent</i></b>
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			
Mr. Rodriguez (Sebastian) - President	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)	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.

## POLICY

MARCH 15, 2023

Be It Resolved, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the FIRST OR SECOND READING following revised or new **Board Policies / Regulations** resolution:

1. Policy First Reading

that the Board approve the **FIRST READING** of the following *New* or *Revised* Board Policies:

ByLaw 0152 - Board Officers - Revised

ByLaw 0161 - Call, Adjournment, and Cancellation - Revised

ByLaw 0162 - Notice of Board Meetings - Revised

Policy 2423 - Bilingual and ESL Education - Mandated - Revised

Policy 5200 - Attendance - Mandated - Revised

Policy 8140 - Student Enrollment - Mandated - Revised

Policy 8330 - Student Records - Mandated - Revised

2. Abolish Policy 1648.11

**WHEREAS**, The New Jersey Department of Education released The Road Forward in June 2021.

**WHEREAS**, The New Jersey Department of Education has not released any recommendations or requirements regarding protocols for COVID-19 for the 2022-23 school year, therefore Policy Guide 1648.11 should be abolished.

**BE IT RESOLVED** that Policy Guide 1648.11 be abolished as the legal requirements set forth therein are no longer required by the New Jersey Department of Education.

3. Abolish Policy 1648.13

**WHEREAS**, The Governor issued an Executive Order that rescinded requirements to adopt a policy regarding School Employee Vaccination Requirements.

**BE IT RESOLVED** that Policy Guide 1648.13 be abolished as the legal requirements set forth therein as a result of the Governor issuing Executive Order 302.

4. Policy and Regulation Second Reading (Tabled 1-18-23 RPM)

that the Board approve the **SECOND READING** of the following *New or Revised* Board Policies and Regulations:

Policy 2425 - Emergency Virtual or Remote Instruction Program (M) - Revised

Regulation 2425 - Emergency Virtual or Remote Instruction Program (M) - Revised

Policy 5512 - Harassment, Intimidation, or Bullying (Mandated) - Revised

Regulation 7410.01 - Facilities Maintenance, Repair Scheduling and Accounting (M) - Revised

Regulation 9320 - Cooperation with Law Enforcement Agencies (M) - Revised



**Policy 01 thru 04**

<b>Motion: V. Fisher</b>	<b>Second: D. Sanders</b>			
<b>Board Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
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			
Mr. Rodriguez (Sebastian) - President	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)	x			

**BOARD OPERATIONS****MARCH 15, 2023**

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

1. that the Board approve the minutes from the following meetings:

Workshop Public Meeting held Wednesday, February 8, 2023

Regular Public Meeting held Wednesday, February 15, 2023

Executive Session held on Wednesday, February 8, 2023

2. that the Board approve provisions of Board Policy #7510 Use of Facilities for the 2022-2023 school year at the reduced facility usage fee of \$400 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 March 2023 - April 2023 from 6:30pm - 9:30pm. The dates classes will be held are: 3/15, 3/22, 3/29, 4/1, 4/2, 4/19, 4/26, 5/3/23. 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 \$400 with a grand total of \$1,737.04.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: D. Sanders</i></b>			
<b><i>Board Member</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Abstain</i></b>	<b><i>Absent</i></b>
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			
Mr. Rodriguez (Sebastian) - President	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)	x			

**SCHOOL OPERATIONS and  
CURRICULUM**

**MARCH 15, 2023**

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

1. That the Board approve a computer science partnership between the Teaneck School District and Fairleigh Dickinson University beginning in April 2023 and ending in March 2024. The Computer Science for All Partnership will provide professional development to K-12 teachers on the New Jersey Student Learning Standards for Computer Science and Design Thinking. This partnership is tuition-free, and is sponsored by The New Jersey Department of Education.
2. that the board approve the Theodora Smiley Lacey School Afterschool Robotics/STEM program to partner with Seton Hall Prep High School Robotics Club to teach robotics to students. Under the supervision of Ms. LaMui (Kindergarten Teacher) and Mr. Trin (Seton Hall Club Advisor), at no cost to the district for the program.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: D. Sanders</i></b>			
<b><i>Board Member</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Abstain</i></b>	<b><i>Absent</i></b>
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			
Mr. Rodriguez (Sebastian) - President	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)	x			

## FINANCE AND BUDGET

MARCH 15, 2023

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

1. that the Board approve payment of the following 2022-2023 bills and payroll, as detailed in lists attached to the Minutes of this meeting, including adjustments to previously approved bill payments, and that the Interim Business Administrator/Board Secretary be hereby authorized to release the warrants in payments of these bills per the list appended to and made part of the minutes.

### **February 1, 2023 through February 28, 2023**

General	\$8,523,824.37
Special Revenue	\$ 723,952.37
Enterprise	\$ 5,125.53
Food Service	\$ 153,548.41
Capital Outlay	\$ 12,866.20

**Total of Approved Payments \$9,419,316.88**

2. **WHEREAS**, the Board of Education has received the Report of the Interim Board Secretary for the months of December 2022 and January 2023; and **WHEREAS**, in compliance with N.J.A.C. 6A:23A-16.10(c)3 the secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Board of Education except as noted; now **BE IT RESOLVED**, that in compliance with N.J.A.C. 6A:23A-16.10(c)4, the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of it's knowledge, no major account or fund has been over-expended in violation of N.J.A.C.6A:23A-16.10(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the year (which would become a part of the Minutes of this meeting).
3. that the Board approve 2022-2023 budget transfers for the month of February 2023 which are attached and a part of the official record.
4. that the Board approve the attached list of virtual and or in-person Professional Development for the staff indicated for professional improvement or development, as approved by the Superintendent (District funded \$1,288.69) (Grant Title II funded \$0) with a total of \$1,288.69.

5. that the Board approve the attached list of Student Field Trips, as approved by the Superintendent (District Funded \$3,850) (ESSER Grant Fund \$1,500.00) with a total of \$5,350.00.
6. that the Board approve the attached list of Student Fundraising activities by school.
7. that the Board approve the contracts, for out-of-district tuition, for students who would require a Special Education program during the 2022-2023 school year, as per the attached list, in the amount of \$155,075.09.
8. that the Board approve the proposal with services from DiCara Rubino, Architects to prepare and submit the ROD Grant Applications to the NJDOE including cost estimates and schematic plans for approval of the projects throughout the district in the amount of \$22,000. See attached proposal.
9. Whereas, The Board of Education of Teaneck Public School District in the County of Bergen, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

ELECTRICAL UPGRADE at  
BRYANT Elementary School

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF TEANECK PUBLIC School District IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project(s).

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as set forth in Section 5(d) of P.L. 2000, c72 in connection with receipt of a ROD Grant with respect to the proposed Project.

Section 4. This resolution shall take effect immediately.

10. Whereas, The Board of Education of Teaneck Public School District in the County of Bergen, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

ELECTRICAL UPGRADE & FIRE ALARM UPGRADE  
at  
LOWELL Elementary School

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF TEANECK PUBLIC School District IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project(s).

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as set forth in Section 5(d) of P.L. 2000, c72 in connection with receipt of a ROD Grant with respect to the proposed Project.

Section 4. This resolution shall take effect immediately.

11. Whereas, The Board of Education of Teaneck Public School District in the County of Bergen, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

ELECTRICAL UPGRADE & FIRE ALARM UPGRADE  
at  
HAWTHORNE Elementary School

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF TEANECK PUBLIC School District IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project(s).

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as set forth in Section 5(d) of P.L. 2000, c72 in connection with receipt of a ROD Grant with respect to the proposed Project.

Section 4. This resolution shall take effect immediately.

12. Whereas, The Board of Education of Teaneck Public School District in the County of Bergen, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

ELECTRICAL UPGRADE  
at  
WHITTIER Elementary School

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF TEANECK PUBLIC School District IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project(s).

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as set forth in Section 5(d) of P.L. 2000, c72 in connection with receipt of a ROD Grant with respect to the proposed Project.

Section 4. This resolution shall take effect immediately.



13. Whereas, The Board of Education of Teaneck Public School District in the County of Bergen, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

FIRE ALARM UPGRADE  
at  
BENJAMIN FRANKLIN MIDDLE School

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF TEANECK PUBLIC School District IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project(s).

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as set forth in Section 5(d) of P.L. 2000, c72 in connection with receipt of a ROD Grant with respect to the proposed Project.

Section 4. This resolution shall take effect immediately.

14. Whereas, The Board of Education of Teaneck Public School District in the County of Bergen, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

ASBESTOS ABATEMENT IN PIPE TUNNELS  
&  
ELECTRICAL UPGRADE  
&  
FIRE ALARM UPGRADE  
at  
THOMAS JEFFERSON MIDDLE School

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF TEANECK PUBLIC School District IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project(s).

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as set forth in Section 5(d) of P.L. 2000, c72 in connection with receipt of a ROD Grant with respect to the proposed Project.

Section 4. This resolution shall take effect immediately.

15. Whereas, The Board of Education of Teaneck Public School District in the County of Bergen, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

ASBESTOS ABATEMENT IN PIPE TUNNELS  
at  
TEANECK HIGH School

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF TEANECK PUBLIC School District IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project(s).

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as set forth in Section 5(d) of P.L. 2000, c72 in connection with receipt of a ROD Grant with respect to the proposed Project.

Section 4. This resolution shall take effect immediately.

16. Whereas, The Board of Education of Teaneck Public School District in the County of Bergen, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

Kitchen Renovations at  
Benjamin Franklin Middle School, Thomas Jefferson Middle School & Teaneck High School

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF TEANECK PUBLIC School District IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution.

Section 4. This project is being funded as an "other capital project" and will not require state funding and the District is not seeking a Grant.

Section 5. This resolution shall take effect immediately.

17. that the Board approve the New Jersey Department of Education Waiver Application request for the three classrooms at Bryant Elementary school that do not meet the minimum square footage for the Preschool program. The waiver will be sent to the Bergen County Superintendent of Schools for approval (see attached waiver).
18. that the Board approve a donation from the Gallery Bergen at Bergen Community College in the amount of \$900. The donation will be used for bus transportation for Teaneck High school students to attend a Faith Ringgold art exhibition at Bergen Community College.
19. that the Board approve remuneration to Kiker Learning for one, one-hour professional development for all Teaneck High School staff members to understand how to run originality reports for the Google Classroom in an amount not to exceed \$500. Funded by Title II account# 20-270-200-320-19-50-I-0

20. that the Board approve the following three student art projects at Teaneck High School:

1. The first is to transform the two hallways that all of the foreign languages teach in. For this project, a senior graphic designer will design different cultural flags and phrases that revolve around the languages taught in those sections of the hallway. For example, by the French room it would say Bonjour with the colors of the French flag, an Eiffel Tower, and a Baguette flanking the phrase. This will occur in a few select locations in both hallways to represent the cultural diversity of not only the classes taught here, but also to represent the cornucopia of cultural diversity that attends THS. Once designed they will be printed out on large format vinyl stickers, cut out, and adhered to the walls.

2. The second will be to bring a calming landscape to brighten up the sterile walls of the nurse's office. This office is located in the center of the building rendering it windowless. By creating a view to the outside world, we will be giving solace to any individual seeking help. A senior student will design and paint this project.

3. The third will be a motivational mural located in the new Writing Center. A senior painter in consultation with other Writing Center students will design the mural. The mural will evoke creativity, productivity, and self-confidence.

Project funds will come from the School Climate Transformation Grant. Mr. Marc Calello, Art Teacher at THS, will receive a stipend of no more than \$2000 (20-427-200-100-57-15-0-0). Mr. Calello was already approved to receive this stipend at the November 16, 2022 BOE meeting.

21. that the Board approve tuition payment to **LearnWell** in the amount of \$55.00 per course, 10 course sessions per week, for student ID#105374. Services will commence 2/21/2023 through 3/21/2023. The home instruction charge, as per contract, will reflect an amount not to exceed \$2,750. (5 weeks at \$550 per week).

22. that the Board approve tuition payment to **LearnWell** in the amount of \$55.00 per course, 10 course sessions per week, for student ID#107558. Services will commence 2/21/2023 through 3/21/2023. The home instruction charge, as per contract, will reflect an amount not to exceed \$2,500. (4 weeks at \$550 per week).

23. that the Board approve transportation to the Historically Black Colleges & Universities Panel Discussion and Mix & Mingle on Thursday, February 23, 2023 at The Bergen Community College, located at 400 Paramus Road, Paramus, NJ. Transportation provided by Teaneck Public Schools for 11 students to be picked up at 5:30 P.M. at Teaneck High School and returned at 9:30 P.M. at Teaneck High School.

24. that the Board approve payment to Nancy Frederick, Wilson Literacy Reading Consultant, for three in-person coaching days, on March 21, 2023, March 28, 2023 and March 30, 2023 not to exceed \$5,400. Funded by Title II account # 20-270-200-320-19-50-I-0.

25. that the Board approve payment to Ceire Monahan, mathematics consultant and professional developer, from Staff Development Workshops for a three hour workshop on the Standards for Mathematics Practice for fifth and sixth grade mathematics teachers. This workshop will be held on March 20, 2023 from 2:00 PM to 5:00 PM in an amount not to exceed \$1100. Funded by Esser-3 account # 20-488-200-320-57-50-I-0.
26. that the Board approve payment to Samantha Passo, literacy consultant and professional developer, from Staff Development Workshops, for a three-hour workshop to be held on March 20, 2023 from 2:00 PM to 5:00 PM for all fourth grade, fifth grade and sixth grade language arts teachers in an amount not to exceed \$1200. Funded by Title II account # 20-270-200-320-19-50-I-0.
27. that the Board approve a donation from James Pruden, Science Teacher from Thomas Jefferson Middle School, in the amount of \$1000. The donation will be used to sponsor activities for Thomas Jefferson Middle School's Mock Trial Club.
28. that the Board approve **Daniele Kaplan**, to conduct one workshop on Art Therapy on April 18, 2023 with the **Network Group**, for High School students grades 9-12 in an amount not to exceed **\$300**. (Account # 20-010-100-300-73-50-G-H Township Forum Purchase Ed. Svs)
29. that the Board approve payment to The Bayar Group for coaching staff on internet/social media safety and abuse prevention at Ma'ayanot High School (non-public). Sessions will be conducted between the end of March 2023 and June 15, 2023. Times to be determined. The cost is not to exceed \$5000. Non-public, Title II funds will be utilized (20-270-200-320-92-50-I-M).
30. **AMEND:**  
**Be It Resolved** that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves Haquisha Q. Taylor to assist during the Business Office staff transition period effective February 7, 2023 through March 14, 2023, at a rate of \$95.00 per hour (previously approved at \$75 per hour at the Feb. 15, 2023 Board meeting).
31. **Be It Resolved**, that the Board accept and approve the Letter of Agency received from Matrix Design Group and Millennium Communications Group to act as our Agent on behalf of the Teaneck Board of Education to relocate utility lines. This project will come at no cost to the district.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: D. Sanders</i></b>			
<b><i>Board Member</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Abstain</i></b>	<b><i>Absent</i></b>
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			
Mr. Rodriguez (Sebastian) - President	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)	x			

## PERSONNEL

MARCH 15, 2023

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

1. that the Board approve the following certificated staff appointments, following a 90-day probationary period, effective dates as indicated or upon availability:
  - a. Centryll Scott, Mathematics Teacher, at an annual salary of \$60,250 (TTEA / BA Step 6) assigned to Teaneck High School, effective March 16, 2023 through June 30, 2023, replacing Eileen Kreskey, resigned (PC#: 10-12-11/agi).
2. that the Board approve the following certificated staff transfer and reclassification for the 2022-2023 school year, effective on or around May 16, 2023, depending on replacement hire:
  - a. Barbara Kilgore, Secretary B at Central Office, transferred to Preschool Social Worker, at an annual salary of \$71,400 (TTEA / MA Step 7) at Bryant Elementary School, replacing Employee #5854, terminated.
3. that the Board approve the retirement of the following staff member:
  - a. Jae Nam Kim, Mathematics Teacher, Thomas Jefferson Middle School, effective January 1, 2023, 21 years of service.
4. that the Board accepts the resignation of the following staff member:
  - a. Samantha Elie, Mathematics Teacher, Benjamin Franklin Middle School, effective April 25, 2023.



5. that the Board approve the following leaves of absence for the dates and reasons indicated:
- a. Employee ID# 4840, paid maternity leave of absence without benefits, from September 01, 2022 through September 30, 2022, using 13 personal illness days, 3 personal business days and 3 family illness days under FMLA. October 03, 2022 through February 10, 2022, unpaid without benefits, under FMLA and NJFLA. Unpaid child rearing leave without benefits from February 13, 2022 through June 30, 2024.
  - b. Employee ID# 0591, paid medical leave of absence with benefits using 1 personal business day, 55 sick days from January 11, 2023 through April 10, 2023 under FMLA.
  - c. Employee ID# 3599, paid maternity leave of absence with benefits from September 7, 2022 through September 30, 2022 using 16 personal illness days under FMLA. Unpaid maternity leave with benefits from October 1, 2022 through November 11, 2022 under FMLA. Unpaid maternity leave with benefits from November 14, 2022 through April 7, 2023 under NJFLA.
  - d. Employee ID# 2809, paid medical leave of absence with benefits using 1 personal business day, March 1, 2023 under FMLA. Unpaid medical leave of absence with benefits from March 2, 2023 through March 24, 2023 under FMLA.
  - e. Employee ID# 5116, paid medical leave of absence, with benefits from February 2, 2023, through February 7, 2023 (am) using .5 personal illness day, 1 personal business day, 2 family illness days under FMLA. Unpaid medical leave of absence, with benefits from February 7, 2023 (pm) through March 3, 2023 under FMLA.
  - f. Employee ID# 5443, paid maternity leave of absence with benefits, using 1 personal business day and 22 personal illness days from May 16, 2023 through June 16, 2023 under FMLA. Unpaid child rearing leave without benefits from September 1, 2023 through June 30, 2024 under NJFLA.
  - g. Employee ID# 5623, paid medical leave of absence with benefits, using 6 personal illness days and 3 family illness days from March 27, 2023 through April 6, 2023 under FMLA.
  - h. Employee ID# 2553, paid medical leave of absence with benefits, using 16 personal illness days from February 16, 2023 through March 10, 2023 under FMLA.
6. that the Board approve payment for the following teachers for instructing a course for SACC's student enrichment program. Classes will begin in February and run for 4 weeks. Each course will run for two sessions, depending on student interest. Teachers will be compensated \$50/hour for planning and instruction.

Course/Project	Instructor	SACC Program/School	Stipend (not to exceed)
Science	Dana Orner	Bryant Elementary School	\$550
Music & Movement	Dana Orner	Bryant Elementary School	\$550

7. that the Board approves the following Extra Pay for Extra Work assignment, for the 2022 2023 school year, at Benjamin Franklin Middle School, stipends in accordance with TTEA contract:

Name	Activity	Tier	Stipend
Tiffany Torres	Mock Trial	I	\$1,000

8. that the Board approve the following staff members to participate in and teach the Whittier Family Literacy Night (One School, One Book), Tuesday March 14th, 2023, from 6:15 PM to 8:45 PM, with .5 hour of professional development, at \$50 per hour, .5 hour working without students, at \$50 per hour, 2 hours working with students for six (6) of the teachers, at \$50 per hour, and up to 3 hours working without students for two (2) teachers, at \$50 per hour.

Name	Position	Stipend (not to exceed)
Maria Martinez	Teacher	\$150
Megan Jang	Teacher	\$150
Tatiana Stripling	Teacher	\$150
Linda Harrison	Teacher	\$150
Keith Orapello	Teacher	\$150
Jean Choi	Teacher	\$150
Christine Taylor	Teacher	\$150
Stephanie Baer	Teacher	\$150
Total		\$1,200

9. that the Board approve payment to the following FORUM staff members, to provide services in the PASS (Police/Parents and School Students ) Partnership at a rate of \$50 per hour, not to exceed 720 hours and \$36,000 for the period of January 1, 2023 through December 31, 2023.

Account#: 20-009-100-100-73-10-G-H FORUM/J.JUSTICE/TCHR Stipends

Staff Member	Assignment	Hours	Stipend (not to exceed)
Nicholas Campestre	Program Supervisor/Counselor	150	\$7,500
Jason Juxon-Smith	High School Counselor	70	\$3,500
Giannil Hidalgo	Middle/High School Counselor	240	\$12,000
Javalda Powell	Middle School Counselor	160	\$8,000
Jessica Murphy	Administrative Support	100	\$5,000

10. that the Board approve Rita Urevitch as Lead Nurse for the 2022-2023 school year.

Differential: \$5,000

11. that the Board approve the following staff members to participate in and teach the Lowell Family Math Night, effective April 27, 2023, from 6:15 PM to 8:45 PM, up to 0.5 hour of professional development, at \$50 per hour, up to 0.5 hour working without students to set up and clean the event, at \$50 per hour, up to 2 hours working with students for the Teachers, at \$50 per hour, and up to 3 hours working without students for the Program Coordinator (1), at \$50 per hour. Substitute (1) is included in the event of staff absences up to 0.5 hour of professional development, at \$50 per hour, up to 0.5 hour working without students, at \$50 per hour, up to 2 hours working with students for the Teachers, at \$50 per hour.

Name	Position	Stipend Amount (not to exceed)
a. Justine Lopez	Program Coordinator	\$ 150
b. Mary Sandvig	Teacher	\$ 150
c. Carrie Williams	Teacher	\$ 150
d. Dennis Hiel	Teacher	\$ 150
e. Abigail Aleksa	Teacher	\$ 150
f. Jennifer Connolly	Teacher	\$ 150
g. Georgia Jacquett	Teacher	\$ 150
h. Tiffany Echavarria	Teacher	\$ 150
i. Maureen Pafford	Substitute	\$ 150 *If needed
TOTAL:		\$ 1,200

12. that the Board approve the following Extra Pay for Extra Work assignment, for the 2022-2023 school year, at Teaneck High School, stipend in accordance with TTEA contract:

Name	Activity	Tier	Stipend
Lillian Smith	Choreographer	2	\$4,500

13. that the Board approve the following additional staff member as a Home Instructor, on an as needed basis, at \$50 per hour, for the 2022-2023 school year:

Jemara Blount

14. that the Board approve the following individuals to be paid for work in the Teaneck Community Education SACC (School Age Child Care) program, for the 2022-2023 school year, effective March 16, 2023 through June 16, 2023, pending medical clearance and criminal history review:

Name	Position	Salary
Daniela Vega-Camacho	SACC Aide	\$15/hour
Rehana Abbasi	SACC Aide	\$15/hour

15. that the Board approve payment to the following high school teachers, for assuming a sixth period assignment, on a temporary basis, at their negotiated contractual per class rate, effective date as listed. Staff members will receive payment upon submission of appropriate payroll bill form for each pay date, and will receive their payment on the subsequent pay date:

Name	Subject	Rate	Effective Date
Joseph Laborde	Environmental Science	\$80 (MA +32)	February 22, 2023
Eileen Glassey	Environmental Science	\$80 (MA +32)	February 22, 2023

16. that the Board approve payment to the following high school teachers, for assuming a seventh period assignment, on a temporary basis, at their negotiated contractual per class rate, effective date as listed. Staff members will receive payment upon submission of appropriate payroll bill form for each pay date, and will receive their payment on the subsequent pay date:

Name	Subject	Rate	Effective Date
Matthew Ramagli	Environmental Science	\$80 (MA +32)	February 22, 2023
Katierose Augustine	Environmental Science	\$80 (MA +32)	February 22, 2023

17. that the Board approve payment to the following middle school teacher, for assuming a sixth period assignment, on a temporary basis, at the negotiated contractual per class rate, effective February 6, 2023. Ms. Connors will receive payment upon submission of the appropriate payroll bill form for each pay date, and will receive payment on the subsequent pay date:

Name	Subject	Rate
Delores Connors	Inclusion Math 7	\$80 (MA +32)

18. that the Board approve the following athletic coaches for the 2022-2023 school year, effective March 16, 2023 through June 30, 2023, pending approval of NJSIAA and program/activity completion.

Girls Track	Assistant Coach	Tyler Kearney	\$5,831
Girls Track	Volunteer	James Evans	\$0
Girls Softball	Volunteer	Brianna Montgomery	\$0
Girls Flag Football	Volunteer	Michael Miuccio	\$0

19. that the Board approve payment to the following teachers (pending student enrollment) for conducting the afterschool program for instructional support in Mathematics/STEM and Language Arts/Literacy and SEL at Theodora Smiley Lacey School on Tuesdays and Wednesdays starting on February 21, 2023 to March 29, 2023 from 2:45 pm to 4:00 pm. Teachers will receive 12 hours of compensation for working with students at the rate of \$50 per hour, not to exceed \$600, 3 hours of professional development per staff, at \$50 per hour, not to exceed \$150 per stipend for professional development and/or planning hours for each staff member. One teacher will receive up to 20 hours for instructional/coordinator duties, professional development and serve as the parent/family contact at the rate of \$50 per hour, not to exceed \$1,000.

The program will take place on the days listed below.

February 2023	16-Professional Development, 21, 22, 28
March 2023	1, 7, 8, 14, 15, 21, 22, 28, 29

Name	Title	Hours	Total Stipend (not to exceed)
Emily Smith	Teacher/Coordinator	20	\$1,000
MeiLinh LaMui	Teacher	15	\$750
Jessica Brown	Teacher	15	\$750
Monica Lawson	Teacher	15	\$750
Amis Aguerro	Nurse	15	\$750
TOTAL			\$4,000

20. Upon the 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 \$127,000, replacing Dr. Steven Lewis, resigned (PC#: 01-17-03/cma).
21. **Whereas**, the Board approve the 2022-2023 contract for the Assistant Superintendent of Educational Services, Dr. Kim Buxenbaum on March 15, 2023 Regular Public Board meeting pursuant to the terms of the negotiated contract indicating a salary increase to \$185,400.00 retroactive to July 1, 2022, as approved by the Essex County Superintendent of schools.

<b><i>Motion: V. Fisher</i></b>	<b><i>Second: D. Sanders</i></b>			
<b><i>Board Member</i></b>	<b><i>Yes</i></b>	<b><i>No</i></b>	<b><i>Abstain</i></b>	<b><i>Absent</i></b>
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			
Mr. Rodriguez (Sebastian) - President	x			
Ms. Sanders (Denise)	x			
Mrs. Williams (Clara)	x			

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## Summary of Bylaw 0152 – Board Officers

Bylaw Guide 0152 has been revised to provide additional clarification on a few issues. The existing Bylaw Guide 0152 indicates a Board President and Vice President shall be elected with a majority vote of the Board members present and constituting a quorum and the procedure shall be repeated until someone receives a majority vote of the Board members present and constituting a quorum.

However, the statute, N.J.S.A. 18A:15-1, is silent as to the number of votes required for electing Board officers, which would permit a Board to require the Board President and Vice President to be elected with a majority vote of all members of the Board. In addition, *Martello v. Board of Education of the Township of Willingboro* indicates a Board officer can be elected with a plurality of members voting when more than two candidates are seeking one seat, which is not an option Boards typically consider.

Therefore, Bylaw Guide 0152 has been revised to provide a Board two options for electing Board officers – one with a majority vote of the members of the Board present and the other with a majority vote of all members of the Board.

### The Board must select one of the following:

1. Voting shall take place by written paper ballot, which is then read aloud by the Board Secretary, identifying the Board member and their vote; OR
2. Verbal Roll Call where Board members announce their vote – **this is the choice in the Board's current policy.**

### The Board must also select one of the following:

1. Elect Officers with a majority vote of all of the Board members present, so long as there is a quorum – **recommended.**
2. Elect Officers with a majority vote of **all** the members of the Board – thus the inability to act/elect if all Board members are not present.

N.J.S.A. 18A:15-2, the statute governing the removal of a Board President or Vice President, requires a majority vote of all the members of the Board. This revision has been made in the last paragraph of Bylaw Guide 0152.

Bylaw Guide 0152 is not mandated, but is **highly recommended.**

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## 0152 BOARD OFFICERS

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice President.

Any **Board** member may place a **Board** member's name in nomination for **Board President and Vice President**; a second **on the nomination** is not required. Election for each office will be conducted by a vote when the nominations for that office are closed. ~~The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.~~

Select Option 1 or 2 below

### [Option 1 – Written Paper Ballot

Voting shall take place by written ballot after nominations are closed for each position, President and Vice President. Each Board member will be provided a paper ballot after nominations are closed for each position. Each Board member shall write the name of one Board member they wish to vote for on the paper ballot. Each Board member must print and sign their name on their paper ballot. The ballots shall be read aloud by the Board Secretary identifying the Board member and their vote. ~~The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the Board members present and constituting a quorum, the procedure shall be repeated until someone receives a majority vote of those Board members present and constituting a quorum.]~~

### [Option 2 – Verbal Roll Call Vote

Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated **for a single position**, the Board will vote on candidates in the order in which they were nominated. ~~In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.]~~

BYLAWS





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Board Officers

Select Option 1 or 2 below

**[Option 1 – Elect Officers With a Majority Vote of all the Board Members Present**

**The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the Board members present and constituting a quorum, the procedure shall be repeated until someone receives a majority vote of those Board members present and constituting a quorum.]**

**[Option 2 – Elect Officers With a Majority of all the Members of the Board**

**The person with the majority vote of all of the members of the Board shall be elected. In the event no candidate receives a majority vote of all of the members of the Board, the procedure shall be repeated until someone receives a majority vote of all of the members of the Board.]**

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice President.

A President or Vice President who refuses to perform a duty imposed upon **them** ~~him/her~~ by law may be removed by a majority vote of **all of the Board members of the Board** ~~present and constituting a quorum~~. In the event the office of President or Vice President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted:



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## **Summary of Bylaw 0161 – Call, Adjournment, and Cancellation**

Bylaw Guide 0161 has been revised to better align with the current governing statute, N.J.S.A. 18A:10-6, and administrative code, N.J.A.C. 6A:32-3.1. These minor revisions are not substantive, but provide additional details in the current administrative code regarding the process for calling a special meeting.

Bylaw Guide 0161 is not mandated, but is **recommended**.

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## 0161 CALL, ADJOURNMENT, AND CANCELLATION

**All The Board of Education meetings shall be meet in public and each Board shall hold a meeting session at least once every two months during the period in which the schools in the district are in session.**

~~All meetings shall be called to commence not later than 8:00 p.m. of the day designated.~~

**The Secretary of the Board shall call a special meeting of the Board whenever: requested by the President of the Board; requested by the Superintendent when the Board fails to meet within two months during the period in which the schools in the district are in session; or when presented with a petition signed by a majority of the full membership of the Board requesting the special meeting.**

~~A meeting not regularly scheduled may be called by the Board Secretary at the request of the President or upon the presentation to the Board Secretary of a petition requesting a meeting and signed by a majority of the full Board.~~

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced **at the time of the recess or** before the adjournment takes place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

N.J.S.A. 18A:10-6  
N.J.A.C. 6A:32-3.1

Adopted:



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## Summary of Bylaw 0162 – Notice of Board Meetings

Bylaw Guide 0162 has been revised to better align with the current governing statute, The Open Public Meetings Act, and N.J.S.A. 18A:10-6. Bylaw Guide 0162 has been updated to provide:

- the statutory definition of “adequate notice” from N.J.S.A. 10:4-8, the Open Public Meetings Act;
- additional details on a Board conducting an emergency meeting without adequate notice; and
- some additional details on the requirements for a *RICE* notice.

These revisions are not substantive, but provide additional details regarding notice of Board meetings. Bylaw Guide 0162 is not mandated, but is **recommended**.

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## 0162 NOTICE OF BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

### **Adequate Public Notice**

**The Board Secretary shall provide written advance notice of at least forty-eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which notice shall accurately state whether formal action may or may not be taken and which shall be prominently posted in at least one public place reserved for such or similar announcements; mailed, telephoned, telegraphed, or hand delivered to at least two newspapers which newspapers shall be designated by the public body to receive such notices because they have the greatest likelihood of informing the public within the area of jurisdiction of the public body of such meetings, one of which shall be the official newspaper, where any such has been designated by the public body or if the public body has failed to so designate, where any has been designated by the governing body of the political subdivision whose geographic boundaries are coextensive with that of the public body; and filed with the clerk of the municipality when the public body's geographic boundaries are coextensive with that of a single municipality, with the clerk of the county when the public body's geographic boundaries are coextensive with that of a single county, and with the Secretary of State if the public body has Statewide jurisdiction. Where annual notice or revisions thereof in compliance with N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act, set forth the location of any meeting, no further notice shall be required for such meeting.**

~~The Board Secretary shall notify, in writing and no later than forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of the time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled meeting. Forty-eight hour notice shall also be posted in the \_\_\_\_\_, delivered to two newspapers designated by the Board, and filed with the clerk of the~~



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Notice of Board Meetings

~~\_\_\_\_\_~~, except that forty eight hour notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board in accordance with law.

**In accordance with N.J.S.A. 10:4-9, u**Upon the affirmative vote of three-quarters of the members present, the Board may **hold a meeting meet notwithstanding the failure to provide adequate notice if:**

- 1. Such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and**
- 2. The meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and**
- 3. Notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of the same in the public place described in N.J.S.A. 10:4.8.d., and also by notifying the two newspapers described in N.J.S.A. 10:4.8.d. by telephone, telegram, or by delivering a written notice of same to such newspapers; and**
- 4. Either the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided or although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.**

~~in the absence of adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that delay for the provision of notice would be likely to result in substantial harm to the public interest and that notice is given as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw.~~



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Notice of Board Meetings

## Personal Notice of Meeting

~~The Board shall provide personal notice in writing to an adult student, the parent(s) or legal guardian(s) of a minor student, an employee or officer of this district, or a prospective employee whose privacy may be invaded or whose employment may be affected by the Board's deliberations in private session.~~

**In accordance with the provisions of N.J.S.A. 10:4-12.b.(8), the Board may exclude the public from that portion of a meeting at which the Board discusses any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting.**

**The Board will provide notice to the affected person that** ~~Such personal notice~~ will include the date and time of the **closed session** ~~private meeting~~, the subject or subjects scheduled for discussion at the **closed session** ~~private meeting~~, and the right of the **affected person** ~~individual given notice~~ to request that the discussions be conducted at a public meeting. **Such** ~~Personal~~ notice will be given no less than **forty-eight hours** \_\_\_\_\_ ~~(days or hours)~~ in advance of the **closed session** ~~private meeting~~.

~~A written request for public discussion must be signed by the person making the request and must be submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.~~

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.



# BYLAW GUIDE

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Notice of Board Meetings

Nothing in this Bbylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a disabled student.

N.J.S.A. 10:4-6 et seq.; 10:4-8d; 10:4-9b  
N.J.S.A. 18A:6-11; 18A:10-6  
N.J.A.C. 6A:32-3.1

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## Summary of Policy 2423 – Bilingual and ESL Education

Revisions in N.J.A.C. 6A:15 – Bilingual Education required updates to Policy Guide 2423 – Bilingual and ESL Education. A few of the key revisions include:

- the addition of an alternate English language proficiency assessment for students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10, to assess their English language proficiency on listening, speaking, reading, and writing, that is aligned to the State’s academic achievement standards;
- a revision to the definition of “native language”; and
- a requirement school districts administer the Statewide home-language survey to determine which students have a native language other than English.

A Statewide screening process is a change from the district being required to develop their own screening process. Policy Guide 2423 is **mandated**.

# POLICY GUIDE

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## 2423 BILINGUAL AND ESL EDUCATION

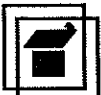
The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services **program** for English language learners (ELLs) as required by law and rules of the **New Jersey State Board of Education**. ELLs are those students whose native language is other than English and who have varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability pursuant to N.J.S.A. 18:35-15 **through** to 26.1.

### Identification of **Eligible** ELLs

The district shall use a multi-step process at the time of enrollment to determine the native language of each ELL. The district shall:

1. **Maintain a census indicating all identified students whose native language is other than English; and**
2. **Administer the Statewide home-language survey to determine which students in Kindergarten to grade twelve whose native language is other than English must be screened further to determine English language proficiency. The Statewide home-language survey shall be administered by a bilingual/ESL or other certified teacher and shall be designed to distinguish students who are proficient English speakers and need no further testing.**

The district shall determine the English language proficiency of all Kindergarten to grade twelve students who are not screened out and whose native language is other than English by administering an English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, including their performance on standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the New Jersey Department of Education (Department) standard on a language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.



# POLICY GUIDE

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Bilingual and ESL Education

~~The Board will conduct a screening process to determine the native language of each ELL at the time of enrollment in the school district. A census shall be maintained of all identified students whose native language is other than English. The English language proficiency of each student whose native language is not English shall be determined by a screening process that includes the administration of a New Jersey Department of Education-approved English language proficiency test, an assessment of the student's level of reading in English, a review of the student's previous academic performance including their performance on standardized tests in English, and a review of the input of teaching staff members responsible for the educational program for ELLs.~~

## **Bilingual Programs for ELLs Program Implementation**

The district shall provide the following programs:

1. ~~An English language services program in accordance with N.J.A.C. 6A:15-1.2 to improve the English language proficiency of ELLs whenever there are at least one, but fewer than ten ELLs enrolled in the school district. English language services shall be provided in addition to the regular school program;~~
2. ~~An ESL program in accordance with N.J.A.C. 6A:15-1.2 that provides at least one period of ESL instruction based on student language proficiency whenever there are ten or more ELLs enrolled in the school district; and~~
3. ~~A bilingual education program in accordance with N.J.A.C. 6A:15-1.2 whenever there are twenty or more ELLs in any one-language classification enrolled in the school district pursuant to N.J.S.A. 18A:35-18. Where the age range, grade span, and/or geographical location of eligible students makes a full time bilingual program impractical, the Board may annually offer an instructional program alternative, provided a waiver for the alternative program has been requested and approval has been granted by the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.~~



# POLICY GUIDE

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Bilingual and ESL Education

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years pursuant to N.J.S.A. 18A:35-19.

Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

Students enrolled in ~~the~~ a bilingual, ESL, or English language services program shall be assessed annually using **English Language Placement (ELP) assessments** ~~a New Jersey Department of Education-approved English language proficiency test~~ to determine their progress in achieving English language proficiency goals and readiness for exiting the program. **Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2., shall be assessed annually using an alternate ELP assessment.**

ELLs enrolled in the bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to ~~exit a bilingual, ESL, or English language services program through a Department-established criteria on an ELP assessment and a Department-established English language observation form.~~ A function successfully in an English-only program. ~~The process to determine the readiness or inability of the individual student to function successfully in the English-only program shall be initiated by the student's level of English proficiency as measured by a~~ **first achieve the New Jersey Department of Education-established English proficiency standard as measured by an ELP assessment on an English language proficiency test.** The ~~student's~~ readiness ~~of the student~~ shall be further assessed ~~by on the use basis of a Department-established English language observation form~~ multiple indicators that ~~considers~~ shall include, at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, the parent may only remove the student at the end of each school year.



# POLICY GUIDE

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Bilingual and ESL Education

~~If during the first three years of a student's participation in a bilingual education program,~~ a parent wishes to remove the student prior to the end of each school year, the removal ~~shall must~~ be approved by the Executive County Superintendent ~~of Schools~~. **If the Executive County Superintendent determines the student should remain in the bilingual education program until the end of the school year,** ~~t~~The parent may appeal the Executive County Superintendent's decision to the Commissioner of Education **or designee pursuant to the provisions of N.J.S.A. 18A:35-19.2.**

Newly exited students who are not progressing in the mainstream English program may be considered for re-entry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1. through (e)5.

When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the student's parent shall be informed by mail of the placement determination. A parent or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Superintendent of Schools or designee, who will provide a written explanation for the decision within seven working days. The complainant may appeal this decision in writing to the Board within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board. **Upon exhausting an appeal to the Board, the** ~~A complainant not satisfied with the Board's determination of the appeal~~ may appeal to the Commissioner of Education.

### Parental Involvement

The parents of ELLs will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services **education** program. Notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English. The notice must also include a statement that the parents have the option of declining their child's enrollment in a bilingual program, and shall be given an opportunity to do so if they choose.

The district will notify the parents of ELLs by mail within thirty days of the child's identification.



# POLICY GUIDE

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Parents shall receive progress reports of students enrolled in bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parents of other students enrolled in the district.

The Superintendent or designee will provide for the maximum practical involvement of parent(s) of ELLs in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs. A school district that implements a bilingual education program shall establish a parent advisory committee on bilingual education of which the majority membership **shall** will be parents of ELLs.

## Graduation

ELLs will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy 5460.

## Program Plan

The Superintendent shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-26.125  
N.J.A.C. **6A:14-4.10**; 6A:15-1.1 et seq.

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## Summary of Policy 5200 – Attendance

Revisions in administrative code sections N.J.A.C. 6A:32-8.1 through 8.6 required updates to Policy and Regulation Guides 5200. In reviewing a school district's attendance Policy and Regulation, it is important to be familiar with the distinction between daily student attendance recorded in the school register for State and Federal reporting purposes and how student absenteeism is addressed for the purposes of district-level decision-making. There are rules for excused and unexcused absences for reporting absences in the school register in accordance with State and Federal reporting requirements pursuant to N.J.A.C. 6A:32-8.1 through 8.6 and provided in Section A. of the updated Regulation Guide 5200. There are different rules for a school district to locally determine excused and unexcused absences for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and award of course credit pursuant to N.J.A.C. 6A:16-7.6 and provided in Section B. of the updated Regulation Guide 5200. There are only a few excused absences for recording in the school register while excused and unexcused absences under N.J.A.C. 6A:16-7.6 are determined locally.

Policy Guide 5200 adds the definition of "parent" and the word "retention" in the second paragraph.

Policy Guide 5200 is **mandated**.

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## 5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, ~~guardian~~, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

**For the purpose of this Policy and Regulation 5200, "parent" means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.**

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 ~~local~~ Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student's absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. 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.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete





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Attendance

for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

~~[For districts with secondary school(s)]~~

~~or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.]~~

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4. and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25; **18A:38-25.1;**  
**18A:38-25.2; 18A:38-26**

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:30-5.2; **6A:32-8; 6A:32-13** ~~6A:32-8.3~~

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## **Summary of Policy 8140- Student Enrollment**

N.J.A.C. 6A:32-8.1 and 8.2 were recently revised and Strauss Esmay has updated Policy and Regulation Guides 8140 to reflect the changes in the administrative code. The requirement to keep separate registers depending on a student's grade or classification has been removed from N.J.A.C. 6A:32-8.1 and is reflected in the revised Policy Guide 8140. The data collection process for the Application for State School Aid has been revised to assign data collection responsibilities to the Superintendent or designee and the School Business Administrator/Board Secretary or designee. There are also several minor edits to both Policy and Regulation Guides 8140 to reflect changes to the language in N.J.A.C. 6A:32-8.1 and 8.2.

Policy Guide 8140 is **mandated**.

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## 8140 STUDENT ENROLLMENTS

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of students resident in this district and enrolled in district classes and programs.

Student attendance shall be recorded in the school register during school hours on each day the school is in session pursuant to N.J.A.C. 6A:32-8.3. A staff member 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 N.J.A.C. 6A:32-8.1(c) ~~Separate 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, summer schools operated by the district, and any other programs as required by the New Jersey Department of Education and N.J.A.C. 6A:32-8.1(d).~~

**In accordance with N.J.A.C. 6A:32-8.1(e),** a student who has been placed on home instruction shall have ~~their~~ ~~his or her~~ attendance status recorded on the regular register attendance pages 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.~~ **Absences shall not** ~~No absences will~~ be recorded for the student while on home instruction, **provided** ~~providing~~ the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 **and N.J.A.C. 6A:16-10.1 and 10.2.** The number of possible days of **in membership** enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of district resources, and receive the district's maximum amount of State and Federal aid.



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Student Enrollments

The Superintendent or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.

N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; **6A:16-10.1; 6A:16-10.2;** 6A:32-8.1;  
6A:32-8.2; **6A:32-8.3**

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## **Summary of Policy 8330- Student Records**

Recent revisions in administrative code sections N.J.A.C. 6A:32-2.1 and N.J.A.C. 6A:32-7.8 required revisions in Policy and Regulation Guides 8330. The revisions in Policy Guide 8330 are minor with most of the changes being citation and language updates. The majority of these revisions are located in Regulation Guide 8330.

Policy Guide 8330 is **mandated**.

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## 8330 STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

### General Considerations

The Board shall compile and maintain student records and regulate access **in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99**, disclosure, or communication of information contained in **student** educational records in a manner that assures the security of ~~the such~~ records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq. Student records shall contain only ~~such~~ information **that** as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The ~~school~~ district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and **Board local** policies shall be made available upon request. The ~~school~~ district shall make every effort to notify parents and adult students in their dominant language.



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**Nonadult** ~~A non-adult~~ students may assert rights of access only through **their** his or her parent(s). However, nothing in N.J.A.C. 6A:32-7 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if **the information contained in the record** ~~such knowledge~~ is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.

## Student Information Directory

A student information directory is a publication of the Board that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized ~~school~~ district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the ~~school~~ district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the **inclusion of** ~~school district from including~~ any or all types of information about the student in any student information directory before allowing access to **the** ~~such~~ directory **and school facilities** to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1, P.L. 114-95 §8528, and 20 U.S.C. §8528 - Armed Forces Recruiter Access to Students and Student Recruiting Information of the **Every Student Succeeds Act of 2015** ~~Elementary and Secondary Education Act (ESEA)~~ of 1965. In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.



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## School Contact Directory for Official Use

A school contact directory for official use is a compilation by the school district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use **in accordance with N.J.A.C. 6A:32-7.2**, that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.

## Mandated and Permitted Student Records

Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting **this** Policy and Regulation 8330, which will list such permitted records.

## Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the school district **in accordance with the provisions of N.J.A.C. 6A:32-7.4**. **This** Policy and Regulation 8330 assure that access to **student** such records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(l)** ~~separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.~~ Records shall be accessible during the hours in which the school program is in operation.





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Any district internet website shall not disclose any personally identifiable information about a student ~~without receiving prior written consent from the student's parent, in accordance with the provisions of N.J.S.A. 18A:36-35 and N.J.A.C. 6A:32-2.1~~ Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.

## Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

**The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth at N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.**

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5(c).

~~The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.~~

Access to and disclosure of a student's health record shall meet the requirements of the **FERPA** Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.



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Nothing in N.J.A.C. 6A:32-7.4 et seq. or in **this** Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, **the district** individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and **FERPA** 34 CFR Part 99, ~~the Family Educational Rights and Privacy Act (FERPA).~~

## Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.4 et seq. shall have access to ~~the records of~~ a student **record**, subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

## Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, **impermissible** ~~impermissive~~ disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the **student** record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(**cb**).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for **contesting a portion of the student record, including the decision made in the appeal.** ~~disagreement with the decision made in the appeal.~~ Such statements **The parent's or adult student's statement** shall be maintained as part of the student record, as long as the contested portion of the **student** record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.



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## Retention and Disposal of Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district. The **Board** school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than **the records that** described in N.J.A.C. 6A:32-7.8(fe), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(cb).

Upon graduation or permanent departure of a student from the school district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(fe), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(fe), the New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for 100 years, a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19  
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;  
6A:32-7.6; 6A:32-7.7; 6A:32-7.8  
20 U.S.C. §8528

Adopted:



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## **Summary of Policy and Regulation 2425 – Emergency Virtual or Remote Instruction Program**

Policy Guide 2425 has been revised and Regulation Guide 2425 has been developed to align with the updates to the law provided in N.J.S.A. 18A:7F-9 (approved in June 2020) and restated in an August 17, 2022 broadcast of the New Jersey Department of Education. N.J.S.A. 18A:7F-9 and the Broadcast state the legal requirement that school districts must annually submit a proposed program for emergency virtual or remote instruction (Plan) to the Commissioner.

N.J.S.A. 18A:7F-9 was approved in June 2020 making provisions for virtual or remote instruction to meet the 180-day requirement when schools are closed for a period longer than three consecutive school days due to a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer. Strauss Esmay developed Policy Guide 2425 – Emergency Virtual or Remote Instruction Program and provided it to districts in October 2021. The 2020 statute required the Commissioner of Education to define virtual or remote instruction and establish guidance for school districts. As a result, a new administrative code section, N.J.A.C. 6A:32-13.1 – Virtual or Remote Instruction was adopted by the State Board of Education in July 2022. N.J.A.C. 6A:32-13.1 provides the detailed requirements to be addressed in the district's proposed virtual or remote program. A school district must annually submit to the Commissioner of Education a proposed program of virtual or remote instruction that meets the Commissioner-established criteria. In accordance with N.J.A.C. 6A:32-13.1(b), the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction.

On August 17, 2022, the NJDOE published a Broadcast titled "Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 School Year". The Broadcast restated the legal requirement that school districts must annually submit a proposed program for emergency virtual or remote instruction to the Commissioner. Attached to the broadcast was a guidance document titled "Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 School Year (SY)," which includes an Attestation for the 2022-2023 school year and a LEA Checklist for Virtual or Remote Instruction Programs for the 2022-2023 School Year that identifies components that must be included in the district's Plan. A school district must have a Board-approved program submitted to the Commissioner by September 30, 2022 and annually thereafter on a date specified by the Commissioner.

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Policy Guide 2425 has been revised and Regulation Guide 2425 has been developed to comply with N.J.S.A. 18A:7F-9; the new administrative code, N.J.A.C. 6A:32-13.1; and the August 17, 2022 NJDOE Guidance. The revisions in the existing Policy Guide incorporate some of the provisions in N.J.A.C. 6A:32-13.1 and the new Regulation Guide aligns with the details included in N.J.A.C. 6A:32-13.1. Policy and Regulation Guides 2425 provide the statutory and administrative code requirements for a school district's Plan which is required to be submitted to the Commissioner by September 30, 2022 and annually thereafter.

Policy and Regulation 2425 is not the school district's Plan as the Plan must be developed and be consistent with the statutory and administrative code requirements. Strauss Esmay recommends districts utilize the NJDOE Guidance and Policy and Regulation Guides 2425 in developing their Plan for virtual or remote instruction. Policy and Regulation Guides 2425 must be adopted by the Board and are **mandated**.

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## 2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

The Teaneck Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9. In addition, pursuant to N.J.S.A. 18A:7F-9.b. the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.a., one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner.

The school district's program of virtual or remote instruction shall be in accordance with the provisions of N.J.S.A. 18A:7F-9; N.J.A.C. 6A:32-13.1.; this Policy; and Regulation 2425.

"Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

"Virtual instruction" means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall



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be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education annually. If the Board is unable to complete and submit a proposed program of virtual or remote instruction to the Commissioner in accordance with the timeline established by the Commissioner and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education may retroactively approve the program.

If provided under the district's program of virtual or remote instruction that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner of Education in accordance with the provisions of N.J.A.C. 6A:32-13.1(d).

Pursuant to N.J.A.C. 6A:32-13.1(b), if implemented by the Superintendent, the school district's program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.



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Nothing in N.J.S.A. 18A:7F-9.b., c., or d.; this Policy; and Regulation 2425 shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).





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The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) and 1 through 4 above shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3) and 3. above, if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4) and 4. above, if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be posted prominently on the school district's website.

N.J.S.A. 18A:7F-9  
N.J.A.C. 6A:32-2.1; 6A:32-8.4; 6A:32-13.1

Adopted:



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## R 2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

### A. Definitions

1. "Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Teaneck Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.
2. "Virtual instruction" means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Teaneck Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

- B. Pursuant to N.J.A.C. 6A:32-13.1, if the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9.



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1. If implemented by the Superintendent, the school district's program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one.
  - a. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable.
  - b. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.
2. The Teaneck Board of Education may apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.b., one or more days of virtual or remote instruction under the following conditions and in accordance with N.J.A.C. 6A:32-13.1(c)1. through 4. and B.2.a. through d. below:
  - a. Virtual or remote instruction is provided to students on the day(s) that some or all of the programs of instruction of the district were closed to in-person instruction;
  - b. The virtual or remote instruction meets the Commissioner-established criteria for the occurrence of one of the events at N.J.A.C. 6A:32-13.1(b) and B. above;
  - c. The school district's program of virtual or remote instruction:
    - (1) Explains, to the greatest extent possible, the equitable delivery of, and access to, virtual and remote instruction, including descriptions of the following:



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- (a) The design of synchronous and/or asynchronous virtual or remote learning plans that will maximize student growth and learning;
  - (b) How the school district will continuously measure student growth and learning in a virtual or remote instruction environment; and
  - (c) The school district's plan for measuring and addressing any ongoing digital divide issue(s), including a lack of access to the internet, network access, or devices;
- (2) Addresses the needs of students with disabilities and includes descriptions of the following:
- (a) The delivery of virtual or remote instruction in order to implement, to the greatest extent possible, students' individualized education programs (IEPs), including material and platform access;
  - (b) The methods used to document IEP implementation, including the tracking of student progress, accommodations, and modifications;
  - (c) How case managers follow up with parents to ensure services are implemented, to the greatest extent possible, in accordance with IEPs; and
  - (d) How the school district plans to conduct IEP meetings, evaluations, and other meetings to identify, evaluate, and/or reevaluate students with disabilities;



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- (3) Addresses the needs of English language learners (ELLs) and includes descriptions of the following:
  - (a) How the school district includes an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs;
  - (b) The process to communicate with parents of ELLs, including providing translation materials, interpretative services, and information available at the parent's literacy level;
  - (c) The use of instructional adaptations, for example, differentiation, sheltered instruction, Universal Design for Learning, access to technology, and strategies to ensure that ELLs access the same standard of education as non-ELL peers; and
  - (d) The training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, social-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country;
- (4) Accounts for student attendance in accordance with N.J.A.C. 6A:32-13.1(d) and B.3. below and include the following:
  - (a) A description or copy of the school district's attendance policies, including how the school district will determine whether a student is present or absent during virtual or



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remote instruction, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance;

- (5) Describes how the school district is communicating with the parents when a student is not participating in virtual or remote instruction and/or submitting assignments;
  - (6) Includes a plan for the continued safe delivery of meals to eligible students;
  - (7) Includes an outline of how buildings will be maintained throughout an extended period of closure; and
  - (8) Includes district-specific factors, including, but not limited to, considerations for Title I extended learning programs, 21<sup>st</sup> Century Community Learning Center Programs, credit recovery, other extended student learning opportunities, accelerated learning, and social and emotional health of staff and students, transportation, extra-curricular programs, childcare, and community programming; and
- d. The Teaneck Board of Education submitted a proposed program of virtual or remote instruction to the Commissioner annually.
- (1) If the Board is unable to complete and submit a proposed program annually in accordance with the timeline established by the Commissioner, and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner may retroactively approve the program.



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3. If provided under the Board's program that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purpose of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner.

Adopted:



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## **Summary of Policy 5512 - Harassment, Intimidation, or Bullying**

Policy Guide 5512 has been revised to align with the new 2022 NJDOE Model Policy for Prohibiting HIB (which incorporated HIB revisions made in the administrative code in 2017 and the revisions made in the Anti-Bullying Bill of Rights Act (ABR) statute in January 2022) to include all the “Minimum Model Policy Language” and several provisions included in the “Issues for Consideration in Local Model Policy Development” that are consistent with the ABR, the administrative code, and case law to provide additional guidance to school districts in implementing the ABR. The “Minimum Model Policy Language” for each section of the 2022 NJDOE Model Policy addresses the language that must be included in a school district’s policy, while the “Issues for Consideration in Local Model Policy Development” for each section of the 2022 NJDOE Model Policy addresses issues the school district may consider in developing policies and procedures that fit its own unique situation.

The prior version of Policy Guide 5512 was updated in April 2022 and included all the 2017 administrative code revisions and the January 2022 ABR revisions. The 2022 NJDOE Model Policy provided clarification to a few January 2022 ABR revisions that are now included in this updated Policy Guide 5512. Below are a few key issues in this updated Policy Guide 5512:

1. New NJDOE-approved report forms (HIB 338 Form), one for school personnel and one for families and caregivers, are required to be used to report allegations of HIB;
2. A student intervention plan for a student who is an offender in three HIB incidents occurring within one school year may require the student and parent complete a class or training program to reduce HIB behavior;
3. The HIB 338 Form includes a section for the Superintendent, in a district that uses a preliminary determination option, to approve each preliminary determination decision not to complete an investigation. Therefore, the Superintendent is required to approve all preliminary determinations made by the Principal, in consultation with the anti-bullying specialist, not to complete an investigation;
4. The Principal, in a district that uses a preliminary determination option, must notify the parents of the alleged offender and victim with formal notice of the decision not to initiate a HIB investigation. Such decision is appealable pursuant to Board of Education policies and procedures governing student grievances and thereafter to the Commissioner; and



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5. The long lists of factors for determining consequences and remedial measures and examples of consequences and remedial measures included in the 2012 Model Policy and included in the existing Policy Guide 5512 have been removed and replaced with the Appendix A lists that were included with the 2022 NJDOE Model Policy. Many of the items are similar.

**Teaneck must submit this updated Policy 5512 to the Executive County Superintendent (ECS) within thirty days of Board adoption.** Based on the number of HIB Policies that will be sent to the ECS, it will be helpful to the ECS to review a school district HIB Policy that is aligned with the 2022 NJDOE Model Policy. In the event the NJDOE provides additional guidance, Strauss Esmay will revise Policy Guide 5512 accordingly. Policy Guide 5512 must be adopted by the Board and is **mandated**.

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## 5512 HARASSMENT, INTIMIDATION, OR BULLYING

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- A. Prohibiting Harassment, Intimidation, or Bullying

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

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

## B. Definition of Harassment, Intimidation, or Bullying

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;



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### Harassment, Intimidation, or Bullying

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

In accordance with the Board of Education's Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as "cyber-bullying" (e.g., the use of electronic means to harass, intimidate, or bully) is addressed in this Policy.



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### Harassment, Intimidation, or Bullying

#### C. Student Behavior

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

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

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

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

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



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

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, school employees, volunteers, students, and community representatives, in the development of this Policy.

Pursuant to N.J.A.C. 6A:16-7.1, the Board developed guidelines for student conduct, taking into consideration the nature of the behavior; the nature of the student's disability, if any and to the extent relevant; the developmental ages of students; severity of the offenses and students' histories of inappropriate behaviors; and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

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

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. The school district will support students who:

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



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### Harassment, Intimidation, or Bullying

#### D. Consequences and Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

#### Factors for Determining Consequences

- Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidences occurred.



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## Factors for Determining Remedial Measures

### Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between student/family and the school district.

### Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

## Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:





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#### Examples of Consequences:

- Admonishment;
- Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;
- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

#### Examples of Remedial Measures

##### Personal:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;
- Parent conferences;



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### Harassment, Intimidation, or Bullying

- Alternative placements (e.g., alternative education programs);
- Student treatment; and
- Student therapy.

#### Environmental (Classroom, School Building, or School District):

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;



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- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent.

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

#### Consequences and Appropriate Remedial Actions – Adults

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



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### Harassment, Intimidation, or Bullying

#### E. Reporting Harassment, Intimidation, or Bullying

The Board of Education requires the Principal at each school to be responsible for receiving all complaints alleging harassment, intimidation, or bullying committed by an adult or youth against a student. All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and contracted service providers who have contact with students, also shall submit a New Jersey Department of Education-approved HIB 338 Form to the Principal within two school days of the verbal report. Failure to make the required report(s) may result in disciplinary action. The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, the Principal or designee shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.



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### Harassment, Intimidation, or Bullying

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

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

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB 338 Form available online, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, or bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).



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Harassment, Intimidation, or Bullying

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

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

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
  - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
  - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
  - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
  - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, or bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.



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The school Anti-Bullying Specialist shall:

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

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

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;



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

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

#### G. Investigating Allegations of Harassment, Intimidation, or Bullying

##### [Select Option 1 or Option 2]

##### [Option 1 – Investigate All Reports]

The Board of Education requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. All details of an alleged incident must be populated into the HIB 338 Form. However, completing the form shall not delay beginning the investigation in accordance with the law.





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The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

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

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



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

Parents of students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board. The district may not divulge personally identifying information or any information that could result in the identification of any student other than the child of the parents being notified.

A parent or may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15b(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4.1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the anti-bullying specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.



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### Harassment, Intimidation, or Bullying

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

A school administrator who receives a report of harassment, intimidation, or bullying, or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.]



#### [Option 2 – Principal's Preliminary Determination

Prior to initiating an investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the anti-bullying specialist, shall make a preliminary determination as to whether a reported incident or complaint, assuming all facts are presented as true, is a report within the scope of N.J.S.A. 18A:37-14.

Should the Principal or designee, in consultation with the anti-bullying specialist, determine that a reported incident or complaint, assuming all facts presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy. The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because the reported incident or complaint is a report outside the scope of the definition of harassment,



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intimidation, or bullying, and must be submitted to the Superintendent. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The Superintendent may require the Principal to conduct a harassment, intimidation, or bullying investigation of the incident if the Superintendent determines that the incident is within the scope of harassment, intimidation, or bullying and shall notify the Principal of this determination in writing. Should the Superintendent require the Principal to conduct a harassment, intimidation, or bullying investigation, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner (N.J.A.C. 6A:16-7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation, or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school



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anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

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

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

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



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

A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15(b)(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

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

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





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### Harassment, Intimidation, or Bullying

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.]

#### H. Responding to Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's



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### Harassment, Intimidation, or Bullying

response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

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

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected student behavior.
4. District-wide responses can include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations); and disseminating information on the core ethical values adopted by the Board's Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2.





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In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:

- Counseling;
- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;
- Before and after school supervision;
- School transportation supervision;
- School transfers; and
- Therapy.

#### I. Reprisal or Retaliation

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

#### J. False Accusations of Harassment, Intimidation, or Bullying

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

- I. Students - Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions;



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2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with district policies, procedures, and agreements; and
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services.

#### K. Additional Policy Requirements

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

The Superintendent shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.



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Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

The Superintendent and the Principals shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent shall develop and implement a process for annually discussing the school district policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

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

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, or bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide



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prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

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

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

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

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

#### M. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, or bullying which occurred during the previous reporting period in



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accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

#### N. School and District Grading Requirements

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

#### O. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, or bullying may be bias-related acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

#### P. Collective Bargaining Agreements and Individual Contracts

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



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

#### Q. Students with Disabilities

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

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

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

N.J.A.C. 6A:16-7.1 through 6A:16-7.9

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – August 2022 – New Jersey Department of Education

Adopted:



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## **Summary of Regulation 7410.01 - Facilities Maintenance, Repair Scheduling, and Accounting**

Strauss Esmay previously revised Policy Guide 7410 and Regulation Guide 7410.01 to reflect the State Board of Education relocating administrative code sections from N.J.A.C. 6A:26A to N.J.A.C. 6A:26. There were no substantive revisions when these code sections were relocated with most of the revisions referencing new code citations, which have been updated in Policy Guide 7410 and Regulation Guides 7410 and 7410.01 (discussed in the next section). Policy Guide 7410 is mandated for all school districts and was adopted by Teaneck in/about October 2022.

Regulation Guide 7410 is mandated for all school districts with two or less school buildings. Regulation Guide 7410.01 is mandated for all school districts with three or more school buildings. Regulation Guide 7410.01 provides the long-standing administrative code requirement for a detailed work order system in a district with three or more school buildings. Because the District is comprised of three or more school buildings, Regulation Guide 7410.01 is **mandated** and must be adopted by the Board. Certain sections of Regulation Guide 7410.01 need to be “filled-in” by the District.

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## R 7410.01 FACILITIES MAINTENANCE, REPAIR SCHEDULING, AND ACCOUNTING

A school district with three or more district buildings shall have an automated work order system for prioritizing, performing, and recording all maintenance and repair requests for all district buildings and grounds in accordance with the provisions of N.J.A.C. 6A:23A-6.9.

### A. Standard Operating Procedure (SOP) For Work Order System

1. The Superintendent or designee shall establish Standard Operating Procedures (SOP) for the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
2. Except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff, the work order system shall include the following information for a request for work before work begins:
  - a. The name of the person making the request;
  - b. The date of the request;
  - c. The appropriate approval(s) as established by SOP;
  - d. The date of approval(s);
  - e. The location of work requested;
  - f. The priority level (for example, urgent, high, average, low);





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- g. The scheduled date(s) of service;
  - h. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation, and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
  - i. A description of the work requested;
  - j. A projection of the materials and supplies needed for the work;
  - k. The estimated labor hours needed to complete task;
  - l. The name of the work order assigner; and
  - m. The name of the employee(s) working on the order.
3. The work order system shall include the following close-out information for each request for work:
- a. The actual hours worked by date for each assigned staff member;
  - b. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
  - c. The aggregate cost of labor by regular, over-time, and total;
  - d. The actual materials and supplies needed to complete the work order;
  - e. Actual cost of materials and supplies; and
  - f. The name of the employee responsible for attesting that the job was completed satisfactorily.



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4. Except when prohibited by a collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
5. If, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of a collective bargaining agreement for maintenance workers and/or custodians.
6. The School Business Administrator/Board Secretary, in consultation with the supervisor responsible for this work, shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

Adopted:



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## **Summary of Regulation 9320 - Cooperation with Law Enforcement Agencies**

Policy and Regulation Guides 9320 were re-written to align with N.J.A.C. 6A:16-6.2 which governs the development and implementation of policies and procedures for law enforcement operations in a school. Both the Policy and Regulation are mandated, and Policy Guide 9320 was previously adopted by the Board on/about October 2022.

Pursuant to N.J.A.C. 6A:16-6.2(b)13 through 14, all school districts must annually review, revise when appropriate, and adopt a “Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials” (MOA). The MOA provides a much greater level of detail regarding N.J.A.C. 6A:16-6 and all of the requirements outlined therein. Accordingly, some requirements from the MOA are included under section C. of Regulation Guide 9320. This section of Regulation Guide 9320 addresses the requirement of Mandatory Reporting to Law Enforcement.

Policy and Regulation Guides 9320 were re-written to reflect the required code language in N.J.A.C. 6A:16-6.2 and to incorporate the school district’s MOA by reference throughout the Guides. Referencing the MOA, provides school districts greater flexibility to address their MOA annually without having to revise and adopt Policy and Regulation Guides 9320. This also ensures that as long as school districts annually review and adopt the MOA as required by law their Policy and Regulation 9320 will be up to date and accurate. If there are any subsequent changes to N.J.A.C. 6A:16-6.2, Strauss Esmay will revise Policy and Regulation Guides 9320 to reflect those changes. Policy and Regulation Guides 5530 also address requirements from the MOA and is referenced within Policy and Regulation Guides 9320 to ensure all aspects of N.J.A.C. 6A:16-6.2 are fully addressed. Regulation Guide 9320 is **mandated** and must be adopted by the Board.

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## 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;



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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.



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- 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.



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- 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 not divulge information concerning an undercover school operation to any person 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 firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;



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





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## 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.

Adopted:



**TEANECK BOARD OF EDUCATION**  
**Office of Curriculum and Instruction**

**Patricia S. Dent**

Director of School Innovation, English and ESL

**Rolando Monserrat**

Supervisor of Science, Engineering and Technology



**To:** The Teaneck Board of Education

**From:** R. Monserrat, Supervisor of Science, Engineering and Technology

**Re:** Computer Science Partnership with Fairleigh Dickinson University

**Date:** February 27, 2023

The **Computer Science Hub at Fairleigh Dickinson University** was established with funding from the **New Jersey Department of Education** to expand equitable access for all **K-12 students**. The grant provides for high-quality computer science professional learning for educators. In addition, curricula development support, and expanded computer science activities are offered to participating school districts. All attendees will receive a stipend in the amount of \$1100, and will receive micro:bits (computer science equipment) to use in their classrooms

The **Computer Science Hub at Fairleigh Dickinson University** has conducted professional development workshops for teachers from 6 partnering school districts as well as other non-partnering school districts. In total, 73 teachers from 33 school districts in New Jersey have been trained. Participating schools have access to a web repository which includes developed curricula (aligned with the 2020 NJSLS-CS standards), lesson plans, and resources that can be implemented immediately.

**Program Highlights Include:**

- A competitive, prestigious educational experience that addresses NJSLS-CS paired with effective teaching through content, engagement and collaboration, with a focus on how to teach CS through methods of inquiry based hands-on learning.
- A fully integrated program to orient teachers to sophisticated tools and equipment and to assist teachers in bringing cutting edge CS into the classroom.
- Collaboration with school districts to share resources and provide support to implement the 2020 NJSLS-CS standards.
- Implementing a replicable model of collaboration to increase the interest level for CS among all students.
- Graduate students and teaching assistants to visit classroom to assist in implementing lesson plans.

Additional information can be viewed by visiting: <https://www.fducshub.com/repository>.



**Attachment B - Affirmation of Partnership Form**

**CS for All: Implementing the 2020 Computer Science Student Learning Standards, Year Two**

**April 2023–March 2024**

**Instruction to Partner Agency**

This document is to be signed by an eligible **partner** and included with the application as evidence of the collaboration between the applicant/lead agency and the eligible **partner** in the CS for All: Implementing the 2020 Computer Science Student Learning Standards grant program. The chief school administrator (CSA) must complete and sign the statement below:

I **commit** to being a collaborative partner with **Fairleigh Dickinson University**, the applicant/lead IHE and to ensure that my agency acts in full support of the proposed project through the provision of personnel, time, activities, information, data, services, and/or resources necessary to plan, implement, monitor and evaluate the grant project with fidelity.

I **agree** to protect the confidentiality of individual students and/or educators as necessary when providing information to the applicant and the project evaluator to fulfill project requirements.

I **certify** that a designated representative, my agency's grant lead person, will continue to collaborate with the applicant to meet the requirements of this grant opportunity as specified in the grant application.

**(Print Name) (CSA from Partner LEA):**

**of (Print Name) (LEA):** Teaneck School District

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**Signature of CSA from Partner LEA:**

**Date:**

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	2/28/2023 + or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	24,902,166	73,628	24,975,794	2,497,579	(52,468)	-0.21%	2,445,111	2,550,048
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	16,629,703	74,405	16,704,108	1,670,411	57,747	0.35%	1,728,158	1,612,664
12160 40580	Skills/Remedial – Instruct., Total Bilingual Education –	11-000-216, 217								
41080	Instruction, Total Undistributed Expend – Speech, OT., Total Undist. Expend. – Other Supp. Serv									
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricul, Total	11-4XX-X00-XXX	1,088,309	740	1,089,049	108,905	(16,546)	-1.52%	92,359	125,451
19620 20620	School-Sponsored Athletics – Instr, Total Before/After School									
21620 22620	Programs, Total Summer School, Total Instructional Alternative									
23620 25100	Educatio, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins									
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	12,948,596	86,006	13,034,602	1,303,460	402,046	3.08%	1,705,506	901,414
29680 30620	Total Undistributed Expenditures – Atten, Total Undistributed	11-000-211, 213,	7,738,937	65,707	7,804,644	780,464	(12,934)	-0.17%	767,531	793,398
41660 42200	Expenditures – Healt, Total Undist. Expend. – Guidance, Total	218, 219, 222								
43620	Undist. Expend. – Child Study Team, Total Undist. Expend. – Edu. Media Serv.									
43200 44180	Total Undist. Expend. – Improvement of I, Total Undist. Expend. – Instructional St	11-000-221, 223	2,222,681	7,374	2,230,055	223,005	(221,249)	-9.92%	1,757	444,254
45300	Support Serv. - General Admin	11-000-230-XXX	1,363,794	55,866	1,419,660	141,966	193,298	13.62%	335,264	(51,332)
46160	Support Serv. - School Admin	11-000-240-XXX	3,555,110	5,112	3,560,222	356,022	70,205	1.97%	426,228	285,817
47200 47620	Total Undist. Expend. – Central Services, Total Undist. Expend. – Admin. Info. Tec	11-000-25X-XXX	1,541,012	2,043	1,543,055	154,306	(174,249)	-11.29%	(19,944)	328,555
51120	Total Undist. Expend. – Oper. & Maint. O	11-000-26X-XXX	10,001,519	431,681	10,433,200	1,043,320	222,751	2.14%	1,266,071	820,569
52480	Total Undist. Expend. – Student Transpor	11-000-270-XXX	6,945,342	161,811	7,107,153	710,715	927,882	13.06%	1,638,598	(217,167)
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	11-XXX-XXX-2XX	13,458,984	85,108	13,544,092	1,354,409	(956,977)	-7.07%	397,432	2,311,386
72020	Total Undistributed Expenditures – Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120 72122	Transfer of Property Sale Proceeds Res., Transfer of Property Sale Proceeds CDL	11-000-520-934	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240 72245	Interest Earned on Current Exp. Emergenc, Increase in Bus	10-607	0	0	0	0	0	0.00%	0	0
72246 72247	Adv. Res. for Fuel Costs, Increase in IMPACT Aid Reserve (General), Increase in IMPACT Aid Reserve (Capital)									
72260	TOTAL GENERAL CURRENT EXPENSE		102,396,153	1,049,480	103,445,633	10,344,563	439,507	0.42%	10,784,070	9,905,056

District: **Teaneck Board of Education****Monthly Transfer Report NJ**

Page 2 of 2

Month / Year: **Feb 28, 2023****03/03/23**

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	2/28/2023 + or - Data	Col5/Col3	Col4+Col5	Col4-Col5
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	462,000	380,452	842,452	84,245	(212,538)	-25.23%	(128,293)	296,783
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	2,939,112	1,500	2,940,612	294,061	1,124,469	38.24%	1,418,530	(830,408)
76320	Capital Reserve – Transfer to Capital Pr	12-000-4XX-931	0	0	0	0	0	0.00%	0	0
76340	Capital Reserve – Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0.00%	0	0
76360	Increase in Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0
76380 76385	Interest Deposit to Capital Reserve, IMPACT Aid Reserve (Cap) Tr to Cap Proj	10-604	0	0	0	0	0	0.00%	0	0
76400	TOTAL CAPITAL OUTLAY		3,401,112	381,952	3,783,064	378,306	911,931	24.11%	1,290,237	(533,625)
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84000 84005	Transfer of Funds to Charter Schools, Transfer of Funds to Renaiss Schools	10-000-100-56X	8,019,886	1,000	8,020,886	802,089	(252,196)	-3.14%	549,893	1,054,285
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0.00%	0	0
84060	GENERAL FUND GRAND TOTAL		113,817,151	1,432,431	115,249,582	11,524,958	1,099,242	0.95%	12,624,201	10,425,716

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**School Business Administrator Signature**


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**Date**

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**Professional Development**

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**Name:** Ashley Sularz

**School or Department:** Office of Curriculum and Instruction

**Conference/Seminar/Workshop:** New Jersey Principals and Supervisors Association – Gifted and Talented: How to Meet the Challenges of K-2 and High School Gifted and Talented Identification and Programming

**Location:** Virtual

**Dates:** April 26, 2023

**Estimated Cost:** \$0.00 – No Funding Required

Substitute Not Required

**EXPLANATION:** The workshop provides additional strategies for identifying gifted and talented students.

---

**Name:** D'Aisha Smith

**School or Department:** Thomas Jefferson Middle School

**Conference/Seminar/Workshop:** Rutgers Division of Diversity, Inclusion, and Community Engagement - Critical Practices for Social Justice Education

**Location:** New Brunswick, New Jersey

**Dates:** March 30 and March 31, 2023

**Estimated Cost:** \$59.92 – District Funded

Substitute Not Required

**EXPLANATION:** The workshop will provide practical strategies and resources that will impact student achievement in social studies through an informed and culturally responsive lens.

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**Professional Development**

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**Name:** Theresa Avella, Jessica Diaz, Dounia Jaafar, Maria Manning, Amy Morik, Tracey Nagengast, Diana Salib, Dr. Kristine Thielman, and Robert Villegas

**School or Department:** District CST

**Conference/Seminar/Workshop:** RegionV – The PSW Method for Identification of Specific Learning Disabilities

**Location:** Bethany Community Center – Washington Township, NJ

**Dates:** 3/16/2023

**Estimated Cost:** \$.00

---

**Name:** Samantha Laliker

**School or Department:** TJMS

**Conference/Seminar/Workshop:** ERI Conference

**Location:** South Bergen Jointure Commission – Lodi, NJ

**Dates:** 3/16/2023

**Estimated Cost:** \$.00

---

**Name:** Cecilia Chan

**School or Department:** TJMS – School Nurse

**Conference/Seminar/Workshop:** NJ Principals & Supervisors Association – Multiple Roles of the School Nurse

**Location:** Virtual Conference

**Dates:** 3/01/2023

**Estimated Cost:** \$125.00 (District funded)

---

**Name:** Diana Salib

**School or Department:** Whittier School – LDT-C

**Conference/Seminar/Workshop:** Bergen County Special Services – Educational Enterprises Conference (School Based OT Services, Behavior Analysis, SEL, and Transition Process)

**Location:** Paramus, New Jersey

**Dates:** 3/24/2023

**Estimated Cost:** \$1.75 (District funded)

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**Name:** Kristine Thielman

**School or Department:** Special Services Coordinator

**Conference/Seminar/Workshop:** Bergen County Special Services – Increasing inclusive opportunities for students with differentiated needs.

**Location:** Paramus, NJ

**Dates:** 3/24/2023

**Estimated Cost:** \$18.98 (District funded)

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**Professional Development**

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Name: Anthony D'Angelo

School or Department: Director of Facilities & Grounds

Conference/Seminar/Workshop: NJSBGA Conference & Expo

Location: Harrah's Convention Center, Atlantic City, NJ

Dates: 3/19/23 – 3/22/23

Estimated Cost: \$835.63    No Substitute Required

District Funded: Yes

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Name: Andre D. Spencer

School or Department: Superintendent

Conference/Seminar/Workshop: NJSBA District Leadership in Finance

Location: Princeton Junction, NJ

Dates: March 1, 2023

Estimated Cost: \$247.41    No Substitute Required

District Funded: Yes

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## Job/CBI Sites for Board Approval

<b>Old Navy Outlet</b>	670 Bergen Town Center Ste A9 Paramus, NJ 07652	201-556-1023
<b>Old Navy</b>	One Garden State Plaza Ste 1041 Paramus, NJ 07652	201-350-3275
<b>Retro Fitness</b>	100 Commerce Way Hackensack, NJ 07601	201-342-0494
<b>RPM Raceway</b>	99 Caven Point Rd Jersey City, NJ 07305	201-333-7223
<b>Tac Ops - Tactical Laser Tag</b>	373 US-46 d110 Fairfield, NJ 07004	973-753- 2651
<b>The Funplex</b>	182 NJ-10 East Hanover, NJ 07936	973-428-1166
<b>Dave &amp; Buster's Wayne</b>	310 Willowbrook Mall Wayne, NJ 07407	973-435-9244
<b>Camp Bernie</b>	327 Turkey Top Rd Port Murray, NJ 07865	908-832-5315
<b>Lego Store at American Dream Mall</b>	1 American Dream Way Suite A East Rutherford, NJ 07073	551-234-6381
<b>Walgreens</b>	406 South Washington Ave Bergenfield, NJ 07621	201-384-4447

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**FIELD TRIP**

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**Trip Leader(s):** Tara Costa

**School/Department:** Hawthorne School

**Trip Planned:** THS – You're a Good Man Charlie Brown

**Destination:** Teaneck High School

**Date(s):** 3/24/2023

**Estimated Cost:** \$.00

**Explanation:** Elementary schools supporting high school live performance.

---

**Trip Leader(s):** Dinahlee Rodriguez

**School/Department:** TJMS

**Trip Planned:** Community Based Instruction

**Destination:** Various locations (List attached)

**Date(s):** Various Dates (List attached)

**Estimated Cost:** \$.00

**Explanation:** Community Based Instruction program attended by the Transition, MD and 18-21 classes for the 2022-2023 SY. Students will follow the requirements of their IEP, gain life skills and learn work related tasks.

---

**AMEND**

**Trip Leader(s):** Colleen Pagan, Varelle Graves, Amanda Detrick (Plus 11 Chaperones)

**School/Department:** BFMS

**Trip Planned:** Turtle Back Zoo

**Destination:** West Orange, NJ

**Date(s):** 5/15/23 (District Funded)

**Estimated Cost:** \$400.00

**Explanation:** To improve, generalize, and maintain targeted behavior and social skills. Benefits IEP driven goals.

---

**Trip Leader(s):** Spencer Jones & Megan McBryde

**School/Department:** TJMS – Community Based Instruction

**Trip Planned:** Boomerang Deli (Walking Trip)

**Destination:** Teaneck, NJ

**Date(s):** 4/28/23

**Estimated Cost:** \$.00

**Explanation:** To improve, generalize, and maintain targeted behavior and social skills. Benefits IEP driven goals.

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**FIELD TRIP**

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**Trip Leader(s):** Spencer Jones & Megan McBryde

**School/Department:** TJMS – Community Based Instruction

**Trip Planned:** Teaneck Hot Bagels (Walking Trip)

**Destination:** Teaneck, NJ

**Date(s):** 4/14/23

**Estimated Cost:** \$.00

**Explanation:** To improve, generalize, and maintain targeted behavior and social skills. Benefits IEP driven goals.

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**Field Trips**

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Name: Luke Short, Joey Hochgesang, Lee Ann Newland

School or Department: Teaneck High School

Trip Planned: BFMS & TJMS

Location: Teaneck, New Jersey

40 Students

Date(s): March 22, 2023

Depart: 9:00 AM

Return: 1:45 PM

Estimated Cost: \$0.00

Substitute Required

EXPLANATION: Members of the THS Band and Orchestra will perform for middle school students. This trip is being used to recruit students for the high school music department.

---

Name: Doug Book, Margot Todman-Mack, Ryan Pruitt (Volunteer)

School or Department: Teaneck High School

Trip Planned: University of Pennsylvania

Location: Philadelphia, Pennsylvania

25 Students

Date(s): April 27, 2023

Depart: 8:00 AM

Return: 6:30 PM

Estimated Cost: \$1050.00- (District Funded for Transportation)

Substitute Not Required

EXPLANATION: The Be All You Club will go on a college tour, participate in career discussions, and hear a lecture from a well-known author.

---

Name: Danielle Jackson, Lisa Brown, Tara Costa, Beatriz Garcia, Kara Lindner,

Marie Rosegren, Filiz Zeybek, Audrey Appel, Rita Urevitch, 12 Parent Chaperones

School or Department: Hawthorne Elementary School

Trip Planned: Turtle Back Zoo

Location: West Orange, New Jersey

85 Students

Date(s): April 19, 2023

Depart 9:00 AM

Return: 2:30 PM

Rain Date: April 20, 2023

Estimated Cost: \$2290.00 – (PTA/Parent Funded)

Substitute Not Required

EXPLANATION: Students in kindergarten and first grade will learn about animals and how they adapt in their habitat.

---

Name: Zara Matragas, Jennifer Domingues, Felix Mejia, Lorena Valer, Anisa Khan,  
9 Parent Chaperones

School or Department: Hawthorne Elementary School

Trip Planned: Bergen County Zoo

Location: Paramus, New Jersey

54 Students

Date(s): May 4, 2023

Depart: 9:30 AM

Return: 2:30 PM

Rain Date: May 16, 2023

Estimated Cost: \$1484.00 – (PTA/Parent Funded)

Substitute Not Required

EXPLANATION: Second grade students will study animals in order to compare the diversity of life on land and in water habitats.

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**Field Trips**


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Name: Kara Lindner, Betty Garcia, Lisa Brown, Danielle Jackson, Filiz Zeybek. Tara Costa, Marie Rosegren, Audrey Appel, Rita Urevitch, 12 Parent Chaperones

School or Department: Hawthorne Elementary School

Trip Planned: McFaul Environmental Center

Location: Wyckoff, New Jersey

85 Students

Date(s): May 16, 2023

Depart: 9:00 AM

Return: 2:30 PM

Estimated Cost: \$1350.00 (PTA/Parent Funded)

Substitute Not Required

EXPLANATION: Students in kindergarten and first grade will learn about animal adaptations in their natural environments.

---

Name: Tawana Smith, Daniel Bassett, Emily Depinto, Kristen Ferreira, Samuel Griffin, Saundra Warren-Givens, Elizabeth Woo

School or Department: Hawthorne Elementary School

Trip Planned: Thomas Jefferson Middle School

Location: Teaneck, New Jersey

67 Students

Date(s): June 14, 2023

Depart: 9:00 AM

Return: 11:00 AM

Estimated Cost: \$300.00 (District Funded for Transportation)

Substitute Not Required

EXPLANATION: Annual Moving Up Rehearsal.

---

Name: Tawana Smith, Daniel Bassett, Emily Depinto, Kristen Ferreira, Samuel Griffin, Saundra Warren-Givens, Elizabeth Woo

School or Department: Hawthorne Elementary School

Trip Planned: Thomas Jefferson Middle School

Location: Teaneck, New Jersey

67 Students

Date(s): June 15, 2023

Depart: 9:00 AM

Return: 11:00 AM

Estimated Cost: \$500.00 (District Funded for Transportation)

Substitute Not Required

EXPLANATION: Annual Moving Up Ceremony.

---

Name: Debra Benitez, Brandon Vargas, D'Aisha Smith, Karen Butler, Rana Omar, Heather Jacobs, Judy Thomas, Lindsay Fisher, Cassandra San Emeterio, Jennifer Oriolo, Dinahlee Rodriguez, Megan McBryde, Spencer Jones, Amy Brenna, Ryan Flannery, Nina Cuellar, Humaira Abazi, Ibtasam Ashfaq, Jennie Brolewicz, Gillian Iappelli, Joseph Murphy, Cecilia Chan, 15 Parent Chaperones

School or Department: Thomas Jefferson Middle School

Trip Planned: Liberty Science Center

Location: Jersey City, New Jersey

142 Students

Date(s): April 27, 2023

Depart: 8:30 AM

Return: 2:45 PM

Estimated Cost: \$5676.00 (Parent Funded)

Substitute Not Required

EXPLANATION: Students will visit the Liberty Science Center's planetarium to observe moon phases and planets. This aligns to the study of Earth & Space Science.

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**Field Trips**


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Name: D'Aisha Smith, Cassandra San Emeterio Debra Benitez, Brandon Vargas  
 Karen Butler, Rana Omar, Heather Jacobs, Judy Thomas, Lindsay Fisher, Jennifer Oriolo,  
 Dinahlee Rodriguez, Megan McBryde, Spencer Jones, Amy Brenna, Ryan Flannery, Nina  
 Cuellar, Humaira Abazi, Ibtasam Ashfaq, Jennie Brolewicz, Gillian Iappelli, Joseph Murphy,  
 Cecilia Chan, 15 Parent Chaperones

School or Department: Thomas Jefferson Middle School

Trip Planned: Bronx Zoo

Location: Bronx, New York

142 Students

Date(s): May 31, 2023

Depart: 8:45 AM

Return: 2:30 PM

Rain Date: June 7, 2023

Estimated Cost: \$2652.00 (Parent Funded)

Substitute Not Required

EXPLANATION: Students will experience a wide range of wildlife and geological phenomena  
 As part of the study of Life Science.

---

**WALKING TRIP**

Name: Karen Butler, Brandon Vargas, Debra Benitez, D'Aisha Smith, Rana Omar,  
 Heather Jacobs, Judy Thomas, Lindsay Fisher, Cassandra San Emeterio, Jennifer Oriolo,  
 Dinahlee Rodriguez, Megan McBryde, Spencer Jones, Amy Brenna, Ryan Flannery, Nina  
 Cuellar, Humaira Abazi, Ibtasam Ashfaq, Jennie Brolewicz, Gillian Iappelli, Joseph Murphy,  
 Cecilia Chan, 7 Parent Chaperones

School or Department: Thomas Jefferson Middle School

Trip Planned: Ammann Park

Location: Teaneck, New Jersey

142 Students

Date(s): June 12, 2023

Depart: 9:30 AM

Return: 11:20 AM

Rain Date: June 13, 2023

Estimated Cost: \$0.00 (No Funding Required)

Substitute Not Required

EXPLANATION: Fifth grade students will participate in team-building activities while  
 enhancing their social skills.

---

Name: Valarie Astor, Jean Choi, Keith Orapello, Danielle Drakeford, Janine Lawler,  
 Yadira Bustamante, 8 Parent Chaperones

School or Department: Whittier Elementary School

Trip Planned: Meadowlands Environmental Center

Location: Lyndhurst, New Jersey

67 Students

Date(s): March 31, 2023

Depart: 9:00 AM

Return: 2:00 PM

Estimated Cost: \$2206.00, (\$500.00-District Funded for Transportation),  
 (\$1706.00-Parent Funded)

Substitute Not Required

EXPLANATION: Students will have the opportunity to explore life systems, green living  
 solutions, and to visit a refurbished wildlife habitat in the state of New Jersey.

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**Field Trips**

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**AMENDED MOTION** – TRIP APPROVED ON FEBRUARY 15, 2023

Name: Linea Rondael, Todd Murphy, Rosa Lazzizera

School or Department: Teaneck High School

Trip Planned: Our Lady of the Lake

Location: Verona, New Jersey

42 Students

Date(s): February 17, 2023

Depart: 11:30 AM

Return: 5:00 PM

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

Substitute Required

EXPLANATION: Students will take part in a workshop with Voces8, an international acapella group, and have the opportunity to sing in an authentic setting with professional artists.

---

Name: Marc Calello, Ramon Medina

School or Department: Teaneck High School

Trip Planned: Bergen Community College

Location: Paramus, New Jersey

18 Students

Date(s): March 23, 2023

Depart: 8:15 AM

Return: 11:30 AM

Estimated Cost: \$320.00 – (Donation Funded)

Substitute Required

EXPLANATION: Students will be visiting the Faith Ringgold exhibit at Bergen Community College. Faith Ringgold is an American painter, writer, mixed media sculptor, and performance artist, best known for her narrative quilts. This trip is aligned to the district's unit on mixed media artists.

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Name: Christine Mayers, Centrell Scott, Kim Pitre

School or Department: Teaneck High School

Trip Planned: African Burial Ground

Location: New York, New York

40 Students

Date(s): April 11, 2023

Depart: 8:30 AM

Return: 2:00 PM

Estimated Cost: \$10.00 – (No Funding Required)

Substitute Required

EXPLANATION: Students will have the opportunity to visit one of the largest and earliest sites associated with 18<sup>th</sup>-century slavery in the United States.

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Name: Katherine Cannao, Margot Mack, James Lagomarsino

School or Department: Teaneck High School

Trip Planned: Consumer News and Business Channel (CNBC)

Location: Englewood Cliffs, New Jersey

25 Students

Date(s): April 26, 2023

Depart: 10:30 AM

Return: 1:45 PM

Estimated Cost \$0.00 – (No Funding Required)

Substitute Required

EXPLANATION: In partnership with Junior Achievement, a global organization dedicated to educating K-12 students about entrepreneurship, work readiness, and financial literacy, Teaneck High School Business students will visit CNBC and take part in a variety of financial and entrepreneurial activities with CNBC business mentors.

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**Field Trips**

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Name: Dennis Hiel, Natalia Drelich, Marisel Lopez, Kellie Costa, Monique Frazier-Ellington, 9 Parent Chaperones

School or Department: Lowell Elementary School

Trip Planned: Teaneck Municipal Court

Location: Teaneck, New Jersey

71 Students

Date(s): April 12, 2023

Depart: 11:45 AM

Return: 2:45 PM

Estimated Cost \$750.00 – (Grant Funded)

Substitute Not Required

EXPLANATION: Third grade students will learn firsthand about the ways in which local government operates. Students will also engage in conversations with the judge and tour the courthouse and police station.

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Name: Chris Hernandez, Sandy Joseph, Scott Bushoven, Monique Frazier-Ellington, 6 Parent Chaperones

School or Department: Lowell Elementary School

Trip Planned: Teaneck Municipal Court

Location: Teaneck, New Jersey

55 Students

Date(s): April 12, 2023

Depart: 12:00 PM

Return: 2:30 PM

Estimated Cost \$750.00 – (Grant Funded)

Substitute Not Required

EXPLANATION: Second grade students will learn firsthand the ways in which local government operates. Students will also engage in conversations with the judge and tour the courthouse and police station.

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Name: Jean Uwisavve, Katherine Crimmins, Mariam Muheisen, Samantha Elie, Donna Jackson, Jessie Gorant, Margaret Tewey, William Mazerolle, 4 Parent Chaperones

School or Department: Benjamin Franklin Middle School

Trip Planned: Alvin Ailey Theater

Location: New York, New York

146 Students

Date(s): March 10, 2023

Depart: 11:45 AM

Return: 4:15 PM

Estimated Cost \$5150.00 – (\$3650.00- Parent Funded)

(\$1500.00- District Funded for Transportation)

Substitute Required

EXPLANATION: This field trip is in support of one of our own students. Sofia Ales, who was cast in Allerleirauh, an off Broadway production based upon a single mother and her blind daughter working to overcome grief and realize their own resilience.

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**Fundraising Activities by School**

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School or Department: Teaneck High School

Activity: **Pizza, Snacks and Bake Sale**

Sponsoring Organization: H.E.A.L. Club (Help Each Other Achieve Longevity)

Name of Sponsors: Alex Cavallo & Breanne Millet, Staff Members

Participants: H.E.A.L. Members to students and staff.

Date(s): March - June 2023

Location: Teaneck High School Lobby once monthly.

Estimated funds to be raised by this activity: \$750

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for the H.E.A.L. Club supplies, program enhancements, donations, and end-of-year scholarships.

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School or Department: Teaneck High School

Activity: **Bake Sale, Fan Cloth Sale, and Car Wash**

Sponsoring Organization: DECA Club (Distributive Education Clubs of America)

Name of Sponsors: Suzette Brown, Staff Member

Participants: DECA Club Members to students, staff and community.

Date(s): March - June 2023

Location: Teaneck High School Lobby once monthly.

Estimated funds to be raised by this activity: \$1000

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for DECA Club registration, activities, and club regalia.

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School or Department: Teaneck High School

Activity: **Star Wars Movie Event**

Sponsoring Organization: Theater Club

Name of Sponsors: Todd Murphy, staff member

Participants: Theatre Club Members sell to students and staff.

Date(s): May 4, 2023

Location: Teaneck High School Lobby once monthly.

Estimated funds to be raised by this activity: \$500

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for theatrical supplies and activities.

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**Fundraising Activities by School**

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School or Department: Teaneck High School

Activity: **T-Shirt Sale**

Sponsoring Organization: Studio 2B

Name of Sponsors: Gianni Jaramillo, FORUM staff member

Participants: Club Advisor would sell to Studio 2B Members

Date(s): March 16, 2023 – June 16, 2023

Location: THS FORUM

Estimated funds to be raised by this activity: \$115

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for Mother/Daughter Brunch & Empowerment Camp, guest speakers, sashes and Girl Scout patches.

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School or Department: Teaneck High School

Activity: **Sale of Corsages & Boutonnieres for Prom 2023**

Sponsoring Organization: Senior Class Cabinet

Name of Sponsors: Ashley Pryce & Michael Miuccio, staff members

Participants: Senior Class 23 sell to Senior Class and attendees.

Date(s): April – May 2023.

Location: Room 106 after school on same day and time as Prom ticket sales.

Estimated funds to be raised by this activity:

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for Senior Class activities.

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School or Department: Teaneck High School

Activity: **DoubleGood Popcorn**

Sponsoring Organization: Senior Class Cabinet

Name of Sponsors: Ashley Pryce & Michael Miuccio, staff members

Participants: Senior Class 23 sell to friends, family, and staff.

Date(s): February – May 2023

Location: Online popcorn sales

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

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for the Senior Class and their activities.

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**Fundraising Activities by School**

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School or Department: Teaneck High School

Activity: **Talent Show Ticket Sales**

Sponsoring Organization: BYO/Junior Class Student Council

Name of Sponsors: Christine Mayers, staff member

Participants: BYO/Junior Class Student Council would sell to students.

Date(s): March 30 – April 28, 2023

Location: THS Auditorium (6pm – 8pm) or prior to event (4/27 or 5/4 5pm – 7pm) and online.

Estimated funds to be raised by this activity:

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for scholarships and graduation sashes.

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School or Department: Thomas Jefferson School

Activity: **Indoor Soccer Game (Students vs. Faculty)** Sponsoring Organization: French Honor Society

Name of Sponsors: Jaclyn Kiely & Rana Omar, staff members

Participants: Club Advisors would sell to TJMS students, staff and community.

Date(s): April 19 – 27, 2023

Location: TJMS lobby (presale) 4/19/23 (3pm – 3:45pm); Event 4/27/23 (3:30 pm – 5:00 pm)

Estimated funds to be raised by this activity: \$200

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for the 22-23 French Honor Society.

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School or Department: Thomas Jefferson School

Activity: **Movie Matinee Ticket Sales and Snacks**

Sponsoring Organization: French Honor Society

Name of Sponsors: Jaclyn Kiely & Rana Omar, staff members

Participants: Club Advisors would sell to TJMS students, staff and community.

Date(s): April 19 – 25, 2023

Location: TJMS lobby (presale) 4/19/23 (3pm – 3:45pm); Matinee 4/25/23 (3:30 -5:00 pm)

Estimated funds to be raised by this activity: \$200

Funds to sponsoring organization 100%

EXPLANATION: Funds would be used for the 22-23 French Honor Society.

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<b><u>Student ID#</u></b>	<b><u>Placement</u></b>	<b><u>Tuition</u></b>	<b><u>Start Date</u></b>
104908	Strang School	\$84,313.49	2/1/2022
100336	High Point School of Bergen County	\$70,761.60	2/21/2023
	<b>Grand Total</b>	<b>\$155,075.09</b>	



(SENT VIA EMAIL [ba@teaneckschools.org](mailto:ba@teaneckschools.org))

February 8, 2023

Teaneck Public School District  
651 Teaneck Road  
Teaneck, NJ 07666

ATT: Ms. Dora Zeno  
Interim Business Administrator/Board Secretary

**Re: Proposal for Professional Services for ROD Grant Applications**  
*D|R Proposal No. 23-39*

Dear Ms. Zeno:

Thank you for the opportunity to submit our proposal to provide professional services for the submission of ROD Grant Applications to the NJDOE.

Based on our understanding of the scope of work, Di Cara | Rubino Architects will provide the following:

## **I. SCOPE OF SERVICES:**

### **Preparation of NJDOE Grant Application:**

Di Cara | Rubino Architects will prepare necessary documents to submit the proposed projects to the NJDOE including application, cost estimate, and schematic plans for approval for the following projects.

- Electrical Upgrade at Bryant School
- Electrical Upgrade at Hawthorne School
- Fire Alarm Upgrade at Hawthorne School
- Electrical Upgrade at Lowell School
- Fire Alarm Upgrade at Lowell School
- Electrical Upgrade at Whittier School
- Fire Alarm Upgrade at Benjamin Franklin M.S.
- Asbestos Abatement in Pipe Tunnels at Thomas Jefferson M.S.
- Electrical Upgrade at Thomas Jefferson M.S.
- Fire Alarm Upgrade at Thomas Jefferson M.S.
- Asbestos Abatement in Pipe Tunnels at Teaneck H.S.

## **II. FEE PROPOSAL:**

**NJDOE Grant Application Submission: ..... \$22,000.00**



Ms. Dora Zeno  
February 8, 2023  
D|R Proposal No. 23-39  
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*Should the Teaneck Board of Education decide to move forward with the approved grant project, Di Cara | Rubino Architects will credit the District 50% of the NJDOE submission fee stated above toward the schematic phase of the project.*

*Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, photocopies, printing, plotting and facsimiles and will be invoiced at 1.15 times the expense.*

### **Exclusions:**

The following services are excluded from the basic services outlined in this proposal:

- Identification and/or abatement of hazardous materials including, but not limited to, asbestos, lead, or soil contaminants
- Environmental engineering
- Civil Engineering
- Soil testing and/or Geotechnical Engineering
- Utility assessments
- Zoning/Planning Board Meetings
- Surveys, testing, or environmental studies
- Off-site improvements
- Interior design services
- Testing and commissioning of M/E/P systems
- Renderings and/or models
- Filing fees, permits, and applications
- Legal Services
- Construction Documents
- Bidding and Negotiations
- Contract Administration

### **Conditions:**

**Standard of Care:** Services performed by Di Cara | Rubino Architects under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty, guarantee, or fiduciary responsibility is included or intended in this Agreement, or in any report, opinion, document or otherwise.

**Hidden Conditions Verification of Existing Conditions:** It is understood by the parties to this Agreement that the remodeling or rehabilitation of an existing structure requires that certain assumptions be made regarding existing conditions that are hidden from view. Because some of these assumptions may not be verifiable without expending additional sums of money or destroying



Ms. Dora Zeno  
February 8, 2023  
D|R Proposal No. 23-39  
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otherwise adequate or serviceable portions of the structure or its equipment, the Owner agrees that, where verification of existing conditions is impractical or impossible, and where the Architect has used reasonable care and diligence in the making of assumptions, the Owner will hold harmless, indemnify, and defend the Architect from and against any and all claims arising out of the professional services provided under this Agreement.

**Safety:** Di Cara | Rubino Architects is not responsible for the implementation, discharge, or monitoring of construction safety standards or practices. These items are explicitly excluded from our scope.

**Hazardous Materials:** Di Cara | Rubino Architects is not responsible for identification and/or removal of hazardous materials including, but not limited to, asbestos, lead, and contaminated soils.

**Limit of Liability:** Client agrees that Di Cara | Rubino Architects' liability for any damage on account of any claimed error, omission, wrongful conduct, or professional negligence will be limited to an amount equal to Di Cara | Rubino Architects' fee. Di Cara | Rubino Architects, its agents, and employees shall not be liable for any lost profits or any claim or demand against Client by any other party. In no event shall Di Cara | Rubino Architects be liable for special, consequential, or exemplary damages or for damages due to delay in the work.

**Ownership of Documents:** Client may use the documents for the project or purposes contemplated by this Agreement. Client may not reuse the documents, or any of Di Cara | Rubino Architects' concepts or approaches in the Proposal to Client, for any extension of the project or other project without our prior written consent. Any unauthorized reuse or extension of Di Cara | Rubino Architects' work is at Clients' sole risk and without liability to Di Cara | Rubino Architects, and Client will indemnify, defend, and hold Di Cara | Rubino Architects harmless from all claims or damages arising from any unauthorized reuse or extension of our work. All documents related to a project will be destroyed in accordance with Di Cara | Rubino Architects' Document Retention Guidelines in effect at that time.

**Indemnification/Hold Harmless:** The Owner agrees to indemnify, defend, and hold harmless Di Cara | Rubino Architects, their respective trustees, officers, employees and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses in connection therewith arising from a third party claim on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly in whole or in part by the negligent act of or omission of the Client, and/or anyone directly or indirectly employed by the Client.

**Limitations:** The Team will rely on the accuracy of any information submitted to us by the District in the performance of our services and will not be held responsible for errors or inaccuracies contained in information provided to us. In the event that our activities indicate areas of significant health, safety, or environmental concern, the scope of work outlined above may need to be modified as appropriate. We would notify you as soon as possible if potentially significant areas of concern are encountered.

**Preliminary Budgeting:** A preliminary budget will be prepared and issued as part of the scope of work for approval. The budget will be incorporated into submission to the Department of Education.





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When providing opinions or estimates of probable construction costs upon request of the Board, such budgets are based on DiCara | Rubino Architects' (DRA) experience and qualifications and only represents our judgment as a professional generally familiar with the industry. It is recognized that neither DRA, nor the Board has control over, among other things: (1) the cost of labor, materials, or equipment, (2) the Contractor's methods of determining bid prices, (3) competitive bidding, market or negotiating conditions, or (4) costs of governmental approvals. Accordingly, DRA cannot and does not warrant or represent in any manner the actual cost of construction. As such, the Board agrees that DRA cannot be held liable for any damages claimed to have arisen out of construction costs exceeding DRA estimates of same, if any.

**Sub-Consultant Charges:** In the event that a sub-consultant charge is incurred outside of the original scope of work in this proposal, these additional fees incurred by Di Cara | Rubino Architects will be billed at 1.2x the expense to the Client. These fees are different than reimbursable expenses, which are billed at the stated rate found in this proposal.

Thank you for your time and consideration and the opportunity to be of service. On behalf of Di Cara | Rubino Architects, we look forward to assisting the Teaneck School District with this project. If this proposal is acceptable, please sign below, initial each page, and return one copy for our records authorizing Di Cara | Rubino Architects to proceed.

If you have any questions or require additional information, please feel free to call me at 973-256-0202.

Very truly yours,

**DI CARA | RUBINO ARCHITECTS**

Roderick G. Watkins, AIA  
Principal

RGW

cc: Anthony D'Angelo, Director of Facilities and Grounds

***Accepted by:***

\_\_\_\_\_  
***Ms. Dora Zeno, Interim Business Administrator/  
Board Secretary***

***Date:*** \_\_\_\_\_

# New Jersey Department of Education

## Waiver Application

County Bergen

County Code # 03

School District Teaneck

District Code # 5150

“Waiver” means approval to avoid compliance with either a specific procedure(s) or a specific rule’s substantive requirements for reasons that are judged educationally, organizationally and fiscally sound.

1. List the specific Administrative Code citation(s) that necessitates the proposed waiver. As **the Department cannot waive an entire chapter, subchapter or section** (e.g., N.J.A.C. 6A:5, N.J.A.C. 6A:5-1 or N.J.A.C. 6A:5-1.1, respectively), all applications must include a citation at least at the subsection level (e.g., N.J.A.C. 6A:5-1.1(a)). Do *not* include a statutory citation (N.J.S.A. or N.J.S.) as the Department does not have the authority to waive state law.

### **6A:13A-7.1 Space requirements**

For any school district or charter school that received preschool education aid in August 2017 or thereafter, the district board of education or charter school shall ensure all preschool classrooms in the district or in the charter, as applicable, and at the contracted private provider and local Head Start agency are a minimum of 950 square feet per classroom consisting of 750 square feet of usable space, 150 square feet of storage, and equipment or furnishings that are either built-in or not easily movable, and 50 square feet of the toilet room.

### **Bryant Elementary School:**

**Classroom 11: 720 sq ft**

**Classroom 12: 658 sq ft**

**Classroom 32: 693 sq ft**

2. Describe what the school district intends to accomplish through the waiver that is currently prevented or disallowed by the existing rule(s).

Teaneck Public Schools will continue to provide a high quality, free full day preschool program to the residents of Teaneck.

3. Describe why a waiver is necessary to accomplish the desired or measurable result(s).

A waiver is necessary in order to maintain the number of available seats for our preschool program. Our program uses the largest classrooms available, and at this time there are no other options for classroom space or room for expansion of the existing classrooms.

4. Describe how the proposed waiver meets the following three criteria, pursuant to N.J.A.C. 6A:5-1.3(a):
- The spirit and intent of N.J.S.A. 18A, applicable Federal laws and regulations, and N.J.A.C. 6A are served by granting the waiver;
  - The provision of a thorough and efficient education to the school district's students is not compromised as a result of the waiver; and
  - There will be no risk to student health, safety or civil rights by granting the waiver.

Our program has been in existence since January 2019 utilizing the current classrooms seeking the space requirement waiver. These classrooms are fully furnished and meet the environmental requirements per the Early Childhood Environmental Rating Scale (ECERS). These classrooms have been provided with the same resources and materials as all other classrooms in our preschool program. We will continue to provide the students with a high quality educational experience.

5. Describe the process, including solicitation of input and public comment, employed to inform the community, parents, district board of education members, administrators and staff during the proposal's development.

Key stakeholders are represented on our Early Childhood Advisory Council (ECAC) and are a part of our decision making process. Our annual Preschool Operational Plans and Budgets are included in our Board Agendas.

6. Provide the date the district board of education adopted a resolution supporting the proposed waiver.

March 15, 2023

I, \_\_\_\_\_, certify the information presented in this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Chief School Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Please submit the completed application to your executive county superintendent.***